



Where Life is Sweet

City of Hermiston
180 NE 2nd Street
Hermiston Oregon 97838
www.hermiston.or.us

Request for Proposals

The City of Hermiston is seeking proposals to provide

Airport Management Services

Proposals due by June 15, 2018
Submit to: mmorgan@hermiston.or.us



Airport Management Services

The City of Hermiston is requesting proposals from parties interested in providing Airport Management Services for the Hermiston Municipal Airport.

PURPOSE

The City of Hermiston intends to contract with a qualified provider to operate the basic daily functions of the Hermiston Municipal Airport, in addition to other aviation-related services.

DESCRIPTION

The Airport Management Services are broken down in to “Basic Services,” and “Desired Services.” Compensation for the provider is subject to negotiation, and will depend on the qualifications of the provider, and the ability to provide any additional “Desired Services.”

BASIC SERVICES

Services

Please respond with a brief narrative of how you will satisfy all of the basic services (i.e. internally vs. sub-contractor), as well as any prior/related experience which you may have with each.

1. Operate Airport 7 days a week on a schedule as follows:
 - a. April 1 to October 31- 8:00 am to 6:00 pm
 - b. November 1 to March 31- 8:00 am to 5:00 pm
 - c. Except Thanksgiving Day, Christmas Day, and New Year’s Day
2. Operate Airport Base Radio during working hours.
3. Maintain a reasonable 24 hour presence on the airport grounds.
4. Operate City-owned card-lock fueling facilities.
5. Daily inspection of airport runways, taxiways, lighting, and other physical features and equipment of the airport required for safe operations. Immediately coordinate or implement repair work as needed.
6. Periodic inspection of other facilities at the airport and report any repairs/maintenance needs to the City.
7. Manage Airplane tie-down control, billing, and record keeping.
8. Manage City-owned courtesy car service.
9. Maintain the outside yard work and plantings around the terminal building.

10. Janitorial and maintenance of the terminal building, which shall include minor repairs as required.

11. Coordinate major repair work to airport facilities by obtaining bids, communicating with contractors, and other activities as needed.

Compensation

Compensation for performing the above duties shall be as follows:

1. Payment to the operator of \$2,425 per month
2. Payment to the operator of \$0.16/gallon for every gallon of fuel sold from the City-owned fueling facility.
3. First right of refusal to enter in to a contractual agreement for the following:
 - a. Rental of living quarters located at the airport
 - b. Rental of office space within the airport terminal building

DESIRED SERVICES

The list of desired services should be considered a-la-carte. However, any proposal to perform any Desired Services must also include a proposal to perform all Basic Services. Please respond with a brief narrative of how you will satisfy any/all of the Desired Services (i.e. internally vs. sub-contractor), as well as any prior/related experience which you may have with each.

1. Under direction of City Staff, manage all City-owned-hangar leases, including negotiations, billing, and record keeping.
2. Under direction of City Staff, manage all air-side ground leases, including negotiations, billing, and record keeping in a manner that best supports the long-term fiscal sustainability of the Airport.
3. Under direction of City Staff, manage all land-side ground leases, including negotiations, billing, and record keeping in a manner that best supports the long-term fiscal sustainability of the airport, while supporting long-term economic development in the community.
4. Under direction, and in coordination with, City Staff, provide administrative support in managing, tracking, and complying with FAA Grant applications.
5. Under direction, and in coordination with, City Staff, work directly with contractors and consultants to complete large capital improvement projects.
6. Conduct community outreach efforts to promote interest in aviation at the Hermiston Airport.

7. Other ancillary services as may be proposed will also be taken in to consideration on a proposal-by-proposal basis. Such additional services could include, but are not limited to airplane mechanic services, flight instruction, etc.

Compensation

Additional compensation for Desired Services will be negotiable depending upon the scope of services provided, and budgetary considerations of the City of Hermiston. Total cash compensation for all basic and desired services shall not exceed \$83,000 in FY '18-'19.

SELECTION PROCESS/CRITERIA

All proposals will be reviewed by the Airport Advisory Committee, which will make a recommendation to the Hermiston City Council for approval. The Advisory Committee will consider the criteria listed below with the understanding that the services listed as “Basic Services” are the primary services sought. Therefore, any responses which are deemed unqualified to provide the Basic Services shall not be scored or considered based on the additional “Desired Services.”

Criteria

1. Qualifications- Basic: Does the proposal clearly prove that the operator is qualified and able to provide the basic services outlined in this RFP.
2. Qualifications- Desired: Does the proposal clearly prove that the operator is qualified and able to provide the Desired Services identified in the proposal.
3. Multiple Qualified Proposals: Which proposal clearly proves that the operator is most qualified to provide the services proposed?

Selection/Negotiation

Based on the submissions received, the AAC will recommend selection of the operator who is most qualified to perform the most services. City Staff will then begin compensation negotiations. In the event that an agreement can't be reached within 2 weeks of notification of selection, City Staff may begin negotiations with the second most qualified operator.

CONTRACT RELATIONSHIP

The City of Hermiston seeks these services through an independent contractor. The provider (or their employees) will not be an employee of the City of Hermiston.

Selection Schedule

The anticipated consultant selection schedule is as follows:

Issue RFP	May 18, 2018
Proposals Due	June 15, 2018
Notify Finalists	June 18, 2018
Interviews with Airport Advisory Committee	June 27, 2018

AAC Selection	July 11, 2018
City Council Confirmation	July 23, 2018
Contract Start Date	January 1, 2019

Responses are due by 5:00 PM (PST), June 15, 2018.

- A. The following items must be included in all responses:
 1. A cover letter describing demonstrable experience and expertise which make you qualified to deliver the services described in this RFP.
 2. Resume.
 3. A reference list of three (3) individuals or businesses that have knowledge of your ability to perform this type of work.
 4. An itemized summary which identifies exactly how you will provide all of the services which you are proposing.

Submission and Questions

A. Electronic submissions are recommended, and may be submitted to:
mmorgan@hermiston.or.us

B. Hard-copy submissions may be submitted to:

City Of Hermiston
180 NE 2nd St.
Hermiston OR 97838
Attention: Mark Morgan

C. Questions may be directed to:
Mark Morgan
(541) 567-5521
Mmorgan@hermiston.or.us

Terms and Conditions

- A. The City reserves the right to reject any and all proposals, as well as to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted and request additional information from the consultant.
- C. The City reserves the right to award the contract to the next most qualified consultant if the selected consultant does not execute the contract within fifteen (15) calendar days after the contract is awarded.
- D. The City will retain ownership of all documents, plans and prints produced by the consultant.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied by the City, and shall reflect the specifications in this RFP.
- F. The City shall not be responsible for any costs incurred by the consultant in preparing, submitting, or presenting its proposal to the City.