

CITY OF SWEETWATER

REQUEST FOR PROPOSAL

FIXED BASED OPERATOR (FBO)

<u>EVENT</u>	<u>DATE</u>
Issuance of RFP	October 2, 2024
Pre-RFP Meeting/Facility Tour*	Call to Set-up Prior to 10/18/24
RFP Question Deadline (5:00 p.m.)	10/18/24
Question Response Deadline (5:00 p.m.)	10/25/24
RFP Due Date and Opening (4:00 p.m.)	11/11/24
Consideration by City Council	TBD

*Pre-RFP Meeting/Facility Tour can be scheduled by calling Robert Soto, Planning Department at 325-236-6313. No tour will be given after 10/18/24.

INTENT

The City of Sweetwater (hereinafter referred to as "City") is requesting proposals from qualified aviation operators to operate the City's facilities as the City's FBO to include terminal, leased hangars, refueling station with branded Jet-A and Avgas aviation fuels for storage and resale at the Sweetwater Municipal "Avenger" Airport, located in Sweetwater, Nolan County, Texas.

The city will enter into an agreement that is the most advantageous to the city, so potential responders are encouraged to be creative with their submittals.

SWEETWATER

“AVENGER” MUNICIPAL AIRPORT”

The Sweetwater "Avenger" Municipal Airport is located at 317 Homer K Taylor Drive, Sweetwater, Texas 79556. For more information, see the website <https://www.sweetwatertx.gov/departments/municipal-airport>. Additional information can be found on multiple aviation websites such as AirNav.com. The WASP WWII Museum also discusses the history of the airfield at www.waspmuseum.org.

The Sweetwater "Avenger" Municipal Airport covers 896 acres at an elevation of 2,380 feet (725 m). It has two asphalt runways: 17/35 is 5,840 by 100 feet (1,780 x 30 m) and 4/22 is 5,658 by 75 feet (1,725 x 23 m). Generally, the number of aircraft based at Avenger Airport is 16+ comprised of single engine, multi engine airplanes and a helicopter. Air traffic varies. The Sweetwater "Avenger" Municipal Airport has a very good working relationship with the WASP WWII Museum, directly across the runways. This facility generates air traffic as does the larger employers in Sweetwater who routinely fly in. As stated herein, it will be the role of the selected FOB to grow the air traffic and fuel sales.

Currently, there are four (4) hangars, all of which are leased. The Terminal building also has a large hangar attached and is considered to be part of the FBO leased area. How leases are structured, pricing is established and other operational issues are established is something the new FBO will work the City on developing. The FBO generally receives the revenue from the leased hangar space with the exception of a long-term lease with USDA who leases directly with the city and is not included in the lease agreement.

RECIPT AND OPENING OF PROPOSALS

Proposers shall submit one (1) original and one (1) copy of the Proposal on the form provided by the City as well as one (1) electronic copy (jump drive or equivalent). The original Proposal must be clearly marked "Proposal for City of Sweetwater, Texas Fixed Based Operator Services" and include an original signature, business name and address in ink, to be accepted. Proposals must be received in the City Secretary's Office no later than 4:00 PM (CST) on **Monday, November 11, 2024**. It is the Proposer's sole responsibility to assure that the Proposal is delivered in a timely fashion. Proposals received after this time will be rejected and returned unopened. There will be no public opening; however, name of the Proposer for each proposal received will be read aloud for public record. Any proposal received after 4:00 pm (CST) ON Monday, November 11, 2024, shall not be considered.

To the extent allowed by applicable law, and subject to the ruling of any administrative agency or court having jurisdiction, the City intends that trade secrets and confidential information contained in the proposals and clearly identified as "Confidential" in bolded font will not be open for public inspection at any time, even after a contract has been awarded and executed, whether or not the proposer wins the contract.

Proposals should be prepared simply, providing straightforward, concise description of the Proposer's approach and capabilities necessary to satisfy the requirements of the RFP. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposal should be on completeness, clarity of content and adherence to the presentation structure required by the RFP. *Proposers are strongly encouraged to suggest creative and economical means to provide the services requested in the RFP. The city is open to considering new ideas for operations. The lease with the selected FBO is open to negotiations.*

Proposals shall be delivered using one of the following methods

Hand-deliver to:

200 E. 4th Street
Sweetwater, Texas 79556
ATTN: City Secretary

Mail to:

P.O. Box 450
Sweetwater, Texas 79556
ATTN: City Secretary

Ship to (Fed Ex, UPS, etc.):

200 E. 4th Street
Sweetwater, Texas 79556
ATTN: City Secretary

Electronic submission of a proposal will **not** be considered.

CHANGES, QUESTIONS, AND INQUIRES

Any and all questions regarding this RFP must be submitted via email to Lisa Adames, Assistant City Manager at ladames@coswtr.org. All e-mails must indicate: "**Proposal for City of Sweetwater, Texas - Fixed Based Operator Services**" in the subject line. It is the sender's responsibility to verify receipt of email; read receipt is acceptable. **The deadline for submittal of questions regarding this RFP is 5:00 PM (CST), Friday, October 18, 2024.**

No person has the authority to verbally alter the terms of this RFP. Any changes to this RFP will be made in the form of an Addendum which will be made available online at www.sweetwatertexas.org. All questions by proposed vendors need to be submitted as outlined above by 5:00 PM (CS1), Friday, October 18, 2024. It shall be the responsibility of interested bidders to check the website for any addenda which will be posted by 5:00 PM (CST) on **Friday, October 25, 2024.** The complete RFP and all addendums will be posted on the City's website.

GENERAL TERMS

The initial term of said Agreement(s) and renewal options are negotiable.

The City of Sweetwater reserves the right to make an award without further discussion of the proposals. The selected Proposer will be expected to enter into the appropriate Agreement(s) with the City.

PROPOSER INFORMATION

Provide a brief description and history of the Proposer. History should include information such as history of organization, size of organization, number of people in the organization who will be directly engaged in providing the service, past experience with similar services, current or past agreements with other municipalities, and any other information the Proposer feels may assist the City in making a determination.

METHOD OF AWARD

Proposals will be evaluated by the city. The city will consider the completeness of a proposal and how well the proposal meets the needs of the city. This RFP may be awarded either to the lowest responsible Proposer or to the Proposer who will provide goods or services at the best value for the City, in compliance with Texas Local Government Code, Section 252.043.

The City reserves the right to waive any informalities or technical errors, or consider alternate proposals and award as lump sum, individual basis, or any combination that in its judgment will best serve the interests of the City.

The City reserves the right to request that any Proposer clarify its proposal or supply any additional material deemed necessary to assist in the evaluation of the proposal.

The City reserves the right to make an award without further discussion of the submittals. Therefore, the proposal should be initially submitted on the most favorable terms the Proposer can offer. The Proposer selected will be expected to enter into an Agreement with the City that includes the City's Terms and Conditions.

SCOPE OF WORK

DEFINITIONS

For the purpose of this Request for Proposals (RFP), the following definitions are provided:

Airport: Sweetwater "Avenger" Municipal Airport.

Aeronautical activity: Any activity or service conducted on Airport property, which involves, makes possible, or is required for the operation of aircraft, or contributes to, or is required for, the safety of such operations. Aeronautical activities include, but are not limited to:

- General and corporate aviation
- Air taxi and charter operation
- Aerial photography
- Pilot training
- Aircraft rental
- Sightseeing
- Aerial surveying
- Crop dusting
- Aircraft sales and service
- Aviation fuel and oil sales (whether or not conducted in conjunction with other included activities)
- Repair and maintenance of aircraft
- Sale of aircraft parts
- Aviation fire suppression
- Aviation advertising
- Aircraft management
- Any other activities that, because of their direct relationship to the operation of aircraft can appropriately be regarded as an aeronautical activity.

Non-aeronautical activities:

- Ground transportation (taxis, car rentals, limousines)

City: The City of Sweetwater, Texas and the owner of the Sweetwater "Avenger" Municipal Airport.

Commercial Operator: Person who provides goods or services at the Airport for compensation. Such activities are deemed "Commercial Operations". An activity is considered Commercial Operation regardless of whether the business is non-profit, charitable, or tax exempt.

FAA: Federal Aviation Administration.

FAR: Federal Aviation Regulations.

Fixed Based Operator (FBO): A commercial business granted the right by the City to operate on the Airport and provide aircraft fueling and line service along with other aeronautical services such as hangars, tie-down, parking, aircraft rental, aircraft maintenance and flight instruction (not inclusive list).

Fuel Flowage Fees: Fees that may be levied by the city per gallon of aviation gasoline and jet fuel sold at the Airport.

Proposer: The individual, partnership, or corporation who, as a result of this competitive proposal process, has submitted a proposal for specific goods and/or services. Term may be used interchangeably with "Bidder".

Request for Proposals (RFP): Solicitation for competitive sealed-bid procurement not based solely on the price.

Successful Proposer: Proposer who has been selected by and enters into an agreement with the City to provide Fixed base operator (FBO) services and fuel services as a result of this solicitation.

BACKGROUND

The Sweetwater "Avenger" Municipal Airport is owned and operated by the City of Sweetwater as a division of the city. The Sweetwater City Council (Council) and City Manager provide Airport policy direction. The Director of Planning will provide oversight to the day-to-day business operations of the Airport and act as Airport Manager.

The City is seeking proposals from qualified proposers for FBO Services using the City's terminal building as a base of operation and Aviation Fueling Services using the City fueling equipment. Other desired services are included herein but is not inclusive of what the City may be willing to consider. A brief description of each service along with basic requirements are as follows:

FBO SERVICES

The city owns the Terminal Building that is approximately 3000 sq ft including an office, lounge, restroom and other space that the FBO has the opportunity to identify the use.

The Terminal Building has been leased since prior to 2000 under the terms and conditions of the same lease. The current FBO, who will terminate services effective September 30, 2024, has served as FBO for the last year with the lease. That FBO operates the city owned fueling station. The city is open to new ideas. The City is open to negotiations concerning the FBO operations, content of the lease and other services which may be offered.

Prospective bidders are required to submit the following in regard to the FBO:

- Customer Service Summary – A customer service summary shall detail specifically how the bidder will provide the highest level of customer service available to the users of the airport. Include any uniqueness of proposed services. A goal is to build a repeat business.
- Proposed Plan of Operation – Each bidder shall include a brief proposed plan of operation including types of services anticipated and associated fees, if any. Bidder should also include an overview of any staff that is anticipated.
- Marketing Plan – Each bidder will outline a plan of action for the purpose of increasing the number of aircraft that use the airport, increasing fuel sales and hangar leases. This plan should include how the airport will be marketed, how pricing will be established for lease rates and fuel sales and placement of advertisements / information on related websites and printed materials.
- List of Previously Managed Companies – Bidder shall provide a list of previously managed aviation related businesses; or a list of previously managed businesses.

- Experience – Provide detailed resume information for the operator and staff that will be operating the FBO. Include experience in operating an FBO and/or any experience running an aviation related business. The ideal bidder will have some successful experience operating an FBO, an aviation related business or can demonstrate a working knowledge of what is entailed as an FBO. The successful bidder will outline any memberships / participation in meetings, conferences and training as it relates to airport operations. If Bidder has not managed an aviation related business previously, information should be included as to the business experience of the Bidder.
- Reference - Bidder must provide three (3) professional references. All references will include the contact person, title, company, address, telephone, and email address for each reference as well as a brief description of the nature of the relationship.
- Proposal Amount - Each proposal must include a proposed lease amount for the FBO Terminal Space. The city prefers that the lease amount be based on a flat monthly rate. The proposal shall include an increase after three (3) years of operation by utilizing the annual CPI as a guide to the level of increase. However, the city will entertain other options.
- Description of any improvements that the FBO intends to make, if any, and the approximate cost of said improvements.
- Outline of plans to enhance the use of the airport with the end goal of increasing air traffic, fuel sales, tenants, car rentals and long-term leases.
- Any other items or information that will help the city make a final determination.
- Proposer should include an overview of the plan to grow the business activity at the airport; enhance the competitiveness of fuel sales with the surrounding airports; include websites the proposer will use to market the airport; generally, provide any information as to the improvements in operations and any programs that further enhance customer service.

The winning bidder will be required to enter into an FBO lease agreement with the city. The lease agreement will include the terminal, fueling station, hangars, tie downs and parking areas, delineated in the in the attached illustration (Exhibit A).

Fuel Service Equipment:

The city owns the fuel service equipment located near the terminal building that consists of:

- One (1) 6,000 gallon above-ground storage tank (AST) that is used to store Jet-A fuel.
- One (1) 10,000-gallon storage tank that is used to store Avgas (100LL).

PROVISIONS AND SPECIFICATIONS

The Proposer shall in its proposal, affirmatively demonstrate or attest to its ability to meet the following minimum qualifications/specifications:

100LL Avgas shall conform to ASTM D-910 specifications, latest revision, and shall be of the Aviation Gasoline type, 100 Octane, Low Lead (Avgas 100LL) or future FAA-approved replacement.

All fuel storage, fuel handling, refueling vehicles, equipment, and the related training of all personnel engaged in the handling and distribution of aviation fuel shall be in strict conformance to the current version of FAA AC 150/5230-48, *Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports* throughout the entirety of the contract period. Failure to comply with the provisions of AC 150/5230-48 may be grounds for termination of the contract.

Delivery/Supply

- Proposer shall affirm their ability to provide aviation fuel delivery 24 hours a day, 7 days a week.
- Proposer shall indicate the primary source and location of their fuel supply and describe its contingency plan in case of interrupted fuel delivery from the primary delivery point. A minimum of one (1) alternate supply location and delivery plan shall be identified.
- Proposer shall outline its plan for fuel deliveries to the Airport.
- The Director of Planning shall be notified by phone (name and phone number will be on purchase order) immediately if any problems or emergencies occur that will affect scheduled fuel delivery and the availability of fuel.

The Successful Proposer shall document the quality of the fuel delivered for each delivery and conduct the appropriate tests.

Branding/Marketing/Advertising

Proposer shall provide a complete outdoor signage plan proposal for any requested signage. Note that all signage must be approved by the city. All approved signage shall be installed at the beginning of the contract period at no additional cost to the City.

All regulatory-type labeling and place cards (i.e. product identification, No Smoking, Flammable, Hazardous Materials ID labels) shall be provided as required at no additional cost to the City.

Proposer would:

- Deliver and test fuel in bulk.

- Operate the self-service fuel system. Responsibility of maintenance generally would be a requirement of the proposer but City is willing to consider other options as part of the overall consideration of proposal.

The Proposer shall ensure full-service fueling services are available between the hours of 7 a.m. through 7 p.m. every day, including Saturdays, Sundays and holidays, except Christmas Day.

Specific Requirement for All Fuel Options:

Proposer shall receive fuel shipments and complete all documentation related to acceptance of the products, and maintain the records including volume and quality control testing necessary to track the movements of fuel to the end user.

The Proposer shall ensure that all Jet-A and 100LL Avgas self-service fuel tanks are replenished as necessary. At no point shall the Successful Proposer allow fuel levels to drop below 20 percent of each tank's storage capacity.

Proposers are required to provide both Jet-A and 100 LL Avgas.

PROPOSAL SUBMISSION AUTHORIZATION

- An authorized representative must sign bids, with the Proposer's address, telephone and email information provided. Unsigned proposals may not be considered.
- If the proposal is made by an individual, the name, mailing address and signature of the individual must be shown.
- If the proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown.
- If the proposal is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown.
- The CITY reserves the right to request documentation showing the authority of the individual signing the proposal to execute contracts on behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the proposal to be rejected as non-responsive.

The undersigned certifies that the information provided above is a true representation of its company' s qualifications and agrees to comply with these assurances following award of the RFP and during the performance of the Lease Agreement, once executed.

Signature: _____

Printed Name: _____

Title: _____ **Date:** _____

The City of Sweetwater, TX does not discriminate with regard to color, age, Race, ethnicity, sexual orientation, gender expression, disability, national origin, veteran or marital status.

PROPOSAL EXHIBIT INDEX

- Exhibit A -Proposed Lease Area Avenger Field