

REQUEST FOR PROPOSALS (RFP)
CORDELE-CRISP COUNTY AIRPORT

RFP ISSUE DATE: January 6, 2025

PROPOSAL DEADLINE: February 6, 2025

PROPOSAL SUBMISSION TO: Sherri Leverett, Finance Director

Description: Crisp County is seeking proposals from qualified parties (Proposers) to offer Maintenance/Storage Hangar Lease for limited Fixed Base Operator (FBO) services at the Cordele-Crisp County Airport pursuant to the terms and conditions in this Request for Proposals (RFP). Cordele-Crisp County Airport is owned and operated by Crisp County.

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SECTION I – DESCRIPTION AND SCOPE

Crisp County is seeking proposals from qualified parties (Proposers) to offer Maintenance/Storage Hangar Lease for limited Fixed Base Operator (FBO) services at the Crisp County – Cordele Airport pursuant to the terms and conditions in this Request for Proposals (RFP). Crisp County – Cordele Airport is owned and operated by Crisp County. It is the intent of this RFP to solicit proposals and subsequently establish a lease and operating agreement through competitive negotiation with an entity to establish, finance, and offer these to the general public at reasonable prices. The County seeks to grant a lease of real property (New Maintenance/Storage Hangar) for existing premises and an operating agreement (Agreement) for a FBO to provide limited aeronautical services to the public in accordance with said agreement.

I. BACKGROUND AND GENERAL INFORMATION

The airport is a general aviation facility, which encompasses 212.50 acres of land. It has two runways designated 6/24 and 10/28. Runway 6/24 has an asphalt surface measuring 5,006' x 150' and Runway 10/28 is 5001' x 100'. There currently is a combination of county owned hangars and privately owned hangars with customer parking on the ramp and along with a fuel farm and terminal building.

- Airport Maintenance/Storage Hangar

General Aviation activity is oriented toward private ownership business/recreational use. Crisp County is seeking qualified and interested parties to partially lease the new Maintenance/Storage Hangar and assume operation and provision of the services as described within this Request for Qualifications & Proposals.

II. LEASE AND OPERATING AGREEMENT

The County anticipates granting to the successful Proposer the right and privilege to operate, conduct, and perform the following specifically enumerated services and accommodations, subject to the terms of a binding lease and operating agreement for a period of five (5) years with two (2) five (5) year extensions.

1. Lease and use of approximately 2,530 SF (45%) of the 75'x75' Maintenance/Storage Hangar for the purpose of operating a Limited FBO in accordance with applicable federal, state, and local rules, regulations, and laws. It is to be expressly understood and agreed that the successful Proposer shall have the exclusive use of this hangar and County-owned improvements on said premises, but that the County is not including in said lease and is not granting the exclusive use of the runways, taxiways, apron, and roadways. The successful Proposer's use shall be in common with others pursuant to the rules and regulations of the Federal Aviation Administration as set forth in Section 308 of the Federal Aviation Act of 1958, as amended.

2. The right to use in common with others, now or hereafter, duly authorized, all air navigation facilities which now or have been, or may hereafter be provided by the County, or the Federal or State Governments for use at said airport, including, but not limited to the landing field, runways, aprons, taxiways, floodlights, landing lights, signals, beacons, aids, and other conveniences for the flying, landing, and take-off or aircraft.
3. Full and free access and ingress to and egress from in common with others the area to be leased from the County provided such access is in accordance with all applicable Transportation Security Administration (TSA) security regulations.

III. DUTIES OF THE SUCCESSFUL PROPOSER

It is anticipated that the successful Proposer will perform the following:

1. Pay partial utility bills including water bill and power bill for the maintenance/storage hangar.
2. Operate the said premises for the use and benefit of the public and to make available all leased airport facilities to the public without discriminatory or otherwise unreasonable charges or fees for such "airport use services," provided, however, that the rates or charges for such airport services shall be subject to the County's concurrence and approval of such rates and charges as to reasonableness. Airport use services include, but are not limited to:
 - a. Aircraft Maintenance
3. Implement ongoing training and safety programs for all of FBO's personnel and obey all OSHA Regulations; documentation must be provided to the County.
4. Prior to the commencement of its services, FBO shall provide, and shall maintain throughout the term of the Contract, at FBO's sole expense:
 - a. Fixed Base Airport Liability Insurance Policy of reasonable and sufficient general or commercial liability insurance protecting the County against any and all liability by reason of FBO's conduct to the use of the premises, or resulting from any accident occurring on or about CKF roads, driveways, or other public places, including runways and taxiways, used by FBO at CKF, caused by or arising out of any wrongful act or omission of FBO, as follows:
 - \$1,000,000 Comprehensive General Liability
 - Medical Expense Limit (Any one Person) \$5,000
 - Personal & Advertising Injury Aggregate Limit \$1,000,000
 - Products/Completed Operations Aggregate Limit \$1,000,000
 - Pollution Liability--\$1,000,000 per loss
 - Hangar keepers Limit--\$1,000,000

Pollution insurance shall provide against loss for bodily injury; property damage, including loss of use of damaged property or of property that has not been physically injured or destroyed; clean-up costs; and defense, including costs and expenses incurred in the investigation, defense, or settlement of claims; all in connection with any loss arising from any discharge of Hazardous Materials by FBO, its officers, directors, employees, agents, contractors, or invitees.

- b. Worker's Compensation Insurance (WCI) with statutory limits for all workers and employees who will be engaged in any work. This policy shall contain no exclusions and shall, otherwise include FBO's owners and operators as employees; The County shall be listed as "additional insured" and certificate holder.

The insurance coverage required shall:

- Be issued by a company licensed to do business in Georgia and acceptable to the County
- Name the County as additional insured as respects to liability coverage
- Include a waiver of subrogation in favor of the County and its officers, directors, and employees
- Provide that all liability insurance is primary and without right of contribution as to any other insurance maintained by the County

Each insurance policy shall require thirty (30) day notice of cancellation or material change to be given to County while the agreement is in effect. Cancellation of any insurance policy constitutes a breach of contract and termination thereof.

SECTION II – PROPOSAL SUBMISSION INSTRUCTIONS

1. Forms to Be Submitted

In order for a proposal to be considered, all forms must be submitted, in typed or printed format, with all questions responded to and all requested information attached. Failure to submit a proposal on the forms provided by the County shall be cause for rejection of the proposal. Modifications of or additions to any portion of the RFP may be cause for rejection of the proposal; however, the County reserves the right to decide on a case-by- case basis, in its sole discretion, whether to reject such a proposal as nonresponsive. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

At a minimum, each proposal must contain:

- **Cover Sheet:** List Proposal title (RFQ – Fixed Base Operator (FBO) Services at Crisp County-Cordele Airport), the name of your firm, and the name, address, telephone number, and email address of a contact person for questions concerning the proposal submitted.
- **Experience of the Firm:** Provide a narrative of your firm's prior experience with development and operation of FBOs at comparable airports, qualifications of management and other key personnel, and the number of years your firm has been in business. Provide a detailed operational and concept plan for provision of FBO services on the Airport.
- **References:** Provide the name, address, and telephone number of at least three (3) financial references and three (3) operational references familiar with the quality of work done by your firm.

2. Submittal of Proposals

Each responding firm must submit five (5) copies of their proposal. The proposals must be submitted in sealed envelopes and clearly marked as follows: **Proposal for Fixed Base Operator (FBO) Services at Crisp County-Cordele Airport**. Proposals will be received until February 6, 2025, 2:00 PM at 210 S 7th Street, Cordele, Georgia 31015. At that time, the names of the responding firms will be publicly announced as their responses are opened.

Proposals submitted by facsimile or by electronic mail will not be accepted. Proposals received after the date and hour designated are automatically disqualified and will not be considered. The County is not responsible for delays in the delivery of mail by the U.S. Postal Service or private couriers. It is the sole responsibility of each Proposer to:

- a. Ascertain that they have all required and necessary information, documents, and addenda prior to submitting a response
- b. Ensure that its proposal reaches the County at the correct location and by the designated date and hour

3. Additional Information

Additional information required or any questions that you may have concerning this project should be addressed to:

Sherrie Leger Leverett
Director of Finance – Crisp County
Office: 229.276.2673
Cell: 229.322.1877
sleverett@crispcounty.com

4. Miscellaneous

- a. The County will not be responsible for any expenses incurred by a firm in the development of a response to this RFP or any other activities associated with this procurement including, but not limited to, any onsite interviews and/or presentations, and/or supplemental information provided, submitted, or given to the County and/or its representatives.
- b. Proposals shall provide a straight-forward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposers who submit a proposal in response to this RFP may be required to make an oral presentation of their proposal.
- d. The contents of the proposal submitted by the successful Proposer and this RFP will become part of the lease and operating agreement anticipated to be entered into as the result of this solicitation. The successful Proposer will be expected to sign a lease and operating agreement with the County.
- e. The County reserves the right to reject any and all proposals received through this solicitation or to negotiate separately in any manner necessary to serve the best interests of the County.

- f. The successful Proposer is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title, or interest therein, or its power to execute such agreement to any other person, company, or corporation without prior consent and approval in writing by the County.

SECTION III - PROPOSAL TERMS AND CONDITIONS

1. Proposal Acceptance Period

Proposals shall be made binding upon the Proposer for fourteen (14 days) following the proposal opening date. At the end of the fourteenth day, the proposal may be withdrawn at the written request of the Proposer. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.

2. Ethics in Public Contracting

By submitting a proposal, Proposers certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Proposer, supplier, manufacturer, or sub-contractor in connection with their proposal, and that they have not conferred any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present, or promised, unless consideration of substantially equal or greater value was exchanged.

3. Debarment Status

By submitting their proposal, Proposers certify that they are not currently debarred from submitting proposals or proposals on contracts by the County, nor are they an agent of any person or entity that is currently debarred from submitting proposals.

4. Qualifications of Proposer

The County may make such reasonable investigations as deemed proper and necessary to determine the ability of the Proposer to perform the work specified and the Proposer shall furnish to the County all such information and data for this purpose as may be requested. The County reserves the right to reject any proposal if the evidence submitted by or through such investigations of Proposer, reveals to the County that such Proposer is not properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.

5. Withdrawal or Modification Prior to Due Dates

Proposals may be withdrawn or modified by written notice received from Proposers prior to time fixed for proposal receipt.

6. Withdrawal of Proposals Due to Error After Time Fixed for Receipt of Proposal

The Proposer shall submit to the County his original work papers, documents, and materials used in the preparation of the proposal within one (1) day after the date fixed for submission of proposals. The work papers shall be delivered by the Proposer in person or by registered mail at or prior to the time fixed for the opening of proposals. Thereafter, the Proposer shall have two hours after the opening of proposals within which to claim in writing any mistake as defined herein and withdraw their proposal. The contract shall not be awarded by the County until the two-hour period has elapsed. Such mistakes shall be proved only from the original work papers, documents, and materials delivered as required herein.

7. Proprietary Information or Trade Secrets

The Proposer may invoke proprietary information or trade secret protection to or at submission of the data/material by:

- c. Identifying the data/material in a written description
- d. Clearly marking the data/material as proprietary, and,
- e. Providing a written statement detailing the reasons why protection is necessary. The County reserves the right to ask for additional clarification prior to establishing protection. Although it will exercise utmost care, the County assumes no responsibility for unintentional release of proprietary information.

8. Proposed Lease Agreement

The Terms and Conditions, which shall be mandatory for inclusion in any lease between the County and the Successful Proposer, will be negotiated and decided on upon the selection of the successful Proposer. The County reserves the right to negotiate and/or impose additional terms and conditions for the Lease as may be appropriate to accomplish the project proposed by the successful Proposer.

**SECTION IV – EVALUATION OF PROPOSALS AND
PROPOSAL CONTENT REQUIREMENTS**

1. Evaluation Criteria

Crisp County will evaluate the proposals based on several criteria:

- a. Experience with operating FBO(s) at public use airports in the past five years
- b. List of References
 - a. Financial
 - b. Operational
- c. Proof of ability to secure insurance
- d. Any other information the County decides is necessary and pertinent in order to be able to fully evaluate any proposal received

Proposers shall be responsible for ensuring that its proposal contains information explaining its qualifications under each criteria.

Proposals will be weighted for evaluation purposes as follows:

Qualifications of the Firm	25%
Proposal Content & Timetable	20%
Project Approach & Understanding Scope of Work	30%
Past Performance & Experience with Like Projects	25%

Following investigation and evaluation of proposals received in response to this solicitation, the County may choose to accept the highest proposal received from a Proposer deemed qualified and deemed to have submitted a plan for operation of a FBO deemed satisfactory to the County. The County may reject a higher proposal, and accept a lower proposal from a responsible Proposer (and award the lease to that lower Proposer), if in the opinion of the County some reason affecting the interest of the County and/or the Airport makes it advisable to do so.

The County reserves the right to waive any informality in proposals received and to reject any or all

proposals, in whole or in part, and to award in whole or in part depending on the cost of services.

Crisp County does not discriminate on the basis of handicapped status in its federally assisted programs or activities. The County is also an Equal Opportunity Employer and minority, and female owned firms are encouraged to submit proposals.