



# Rhode Island Airport Corporation

October 7, 2016

## REQUEST FOR INTEREST

**Airport Management, Operation, Maintenance and Development  
Reliever and General Aviation Airport System  
Various Locations, Rhode Island**

**CONTRACT NO. 26663**

**APPROVED:**

Alan Andrade  
SVP Operations & Maintenance

**APPROVED:**

Jeffrey P. Goulart  
AVP Finance

## **INTRODUCTION**

The Rhode Island Airport Corporation (RIAC) is seeking information from qualified firms to manage, operate, maintain and develop Rhode Island's five (5) General Aviation Airports, either in their entirety, or on a limited basis subject to the terms contained herein. This Request for Information applies only to the following Airports: Newport Airport (Middletown), Block Island Airport (New Shoreham), Quonset Airport (North Kingstown), North Central Airport (Smithfield) and Westerly Airport (Westerly).

## **REQUEST FOR INTEREST REQUIREMENTS**

RIAC requires respondents to use a minimum 12-point font size and keep the proposal to a maximum of twenty (20) 8½" x 11" double-sided pages, including:

1. An Executive Summary to provide a brief description of Respondent's business activities and resumes of the principals involved in this proposal.
2. A detailed summary of experience and expertise which demonstrates the ability of the Firm to manage, operate, maintain and develop the Airports, or subset thereof, in a safe, professional, aesthetically appealing manner, to include obtaining all necessary licenses, permits, or such other required clearances. This is more clearly defined in the submittal criteria section of this RFI.
3. Evidence of financial position which would demonstrate the ability of the Respondent to enter into a lease agreement as developed by RIAC which will include a minimum annual lease payment and/or percentage of gross revenues components, whichever is greater, the ability to make payments in a timely fashion, and the ability to obtain any and all required insurance coverage.

Proposing firm shall submit one electronic (thumb drive only accepted) and five printed copies of the proposal to:

Office of Procurement  
Rhode Island Airport Corporation  
T. F. Green Airport  
2000 Post Road  
Warwick, RI 02886-1533

**Attn: General Aviation Management & Operations – Contract No. 26663**

The proposal must be submitted no later than **3:00 p.m., November 4, 2016**, Eastern Time. Late submissions will **not** be accepted. Proposals will be time-stamped upon receipt and any proposals received after the time specified above will be returned unopened. **A non-mandatory conference call has been established for 3:00 p.m. (EDT), October 12, 2016.** Any firm interested in calling in to ask RIAC staff additional questions or to clarify this RFI may do so on this call. **Any interested firm must email**

[procurement@pvdairport.com](mailto:procurement@pvdairport.com) for the call in number and passcode no later than 4:00 p.m. (EDT) October 11, 2016.

In order to control the dissemination of information regarding this Request for Proposals (RFP), organizations interested in submitting proposals shall not make personal contact with any member of the RIAC staff or Board of Directors regarding this RFP. Questions concerning this RFP should be directed, via email, to [procurement@pvdairport.com](mailto:procurement@pvdairport.com) no later than **1:00 p.m. (EDT), October 17, 2016**. RIAC will respond to all relevant questions no later than **4:00 p.m. (EDT), of day October 20, 2016** via addendum. This addendum will be posted to RIAC's website ([www.pvdairport.com/corporate/procurement](http://www.pvdairport.com/corporate/procurement)) and to the State of Rhode Island's Division of Purchasing website ([www.purchasing.ri.gov/](http://www.purchasing.ri.gov/)).

RIAC accepts no financial responsibility for any costs incurred by a firm in either responding to this RFI, or in participating in oral presentations or in any meetings with RIAC. The proposals in response to this RFI become the property of RIAC and may be used by RIAC in any way it deems appropriate with the exception of any financial information supplied as part of item 3 on page 1. This information will not be disseminated outside of RIAC and upon request will be sent back following conclusion of solicitation. By submitting a proposal, the consultant certifies that it has fully read and understands the RFI, has full knowledge of the Description of Work to be provided, and accepts the terms and conditions under which the services are to be performed.

RIAC reserves the right to interview some, all or none of the firms responding to this RFI based solely on its judgment as to the firm(s) proposals and capabilities. RIAC reserves the right to select firms directly from the proposals received without the use of an interview process. RIAC reserves the right to reject any and all submittals, to request and consider additional information from submitters, and to reject any and all submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least ninety (90) days after the time and date set for submission.

RIAC reserves the right to waive any irregularities and technical defects. RIAC reserves the right to modify, amend or waive any provisions of this RFI.

Procedures respecting submittals and the selection of a firm shall be in conformity with Title 37, Chapter 2 of the General Laws of the State of Rhode Island and standard RIAC procurement rules.

### **SCOPE**

The System of General Aviation Airports consists of two (2) Reliever Airports; Quonset Airport (OQU) and North Central Airport (SFZ), as well as three (3) General Aviation Airports; Block Island Airport (BID), Newport Airport (UUU), and Westerly Airport (WST).

RIAC is seeking a firm(s) with a proven capability of providing the following services for each of the airports:

1. Operations – To include, but not limited to, inspection of facilities, notification of airport and facility status to the pilot community, wildlife management, point of contact for all airport operational activities and emergency notifications.
2. Maintenance – To include, but not limited to, vegetation management, snow removal, pavement repairs, surface painted markings and lighting, janitorial and building repairs.
3. Fixed Based Operator Services (FBO) – To include, but not limited to, aircraft handling and parking, fueling, catering, concierge service, aircraft de-icing.
4. Development - To include, but not limited to, marketing, advertisement campaigns, investment in capital improvements.

Firm(s) may propose to provide all of these services for the five (5) airports as a System, or provide a select number of services for a select number of airports. RIAC is open to the concept of having some services provided by one entity, while other services are provided by another agency; however, it is desired to have one contract agreement for all services.

As an example, the following matrix may be helpful:

<b>Airport</b>	<b>Description of Services</b>			
	<b><u>Operations</u></b>	<b><u>Maintenance</u></b>	<b><u>FBO</u></b>	<b><u>Development</u></b>
Block Island				
Newport				
North Central				
Quonset				
Westerly				

## AIRPORT INFORMATION

Annual Operations and Fuel Flowage for each airport in the System from January 1, 2015 – December 31, 2015 were as follows:

<u>Airport</u>	<u>Operations</u>	<u>Gallons Avgas</u>	<u>Jet A</u>	<u>Hangars</u>	<u>Tiedowns</u>
Block Island	16,225	N/A	N/A	7,000 sq ft. heated	7 paved 12 grass
Newport	22,651	55,405	13,512	12,000 sq. ft. heated	38 paved
North Central	18,668	67,998	77,592	22,800 sq. ft. heated 23,000 sq. ft. cold	13 paved
Quonset	19,731	30,768	712,161	21,000 sq. ft. heated	16 paved
Westerly	18,617	71,690	N/A	N/A	16 paved
<b>TOTALS</b>	<b>95,892</b>	<b>231,180</b>	<b>803,265</b>	<b>4 heated</b> <b>1 cold</b>	<b>90 paved</b> <b>12 grass</b>

### SUBMITTAL CRITERIA

Firm(s) must address, as part their proposal to manage/operate/develop your selected Airports, the following minimum requirements:

- 1) Firm(s) must possess a demonstrable, current history of successful management, operation, maintenance and development of Reliever and General Aviation airports as evidenced by a minimum of ten (10) years of uninterrupted, verifiable management, operation, maintenance and development experience at airports of at least similar size and operational levels to those within the System.
- 2) Firm(s) must possess the required training, experience, and certifications necessary for the operation and maintenance of RIAC-owned Avgas and Jet-A above-ground fueling systems, as well as for the provision of tank truck-based into-plane fueling operations utilizing equipment to be obtained by the Respondent, in the function of Fixed Base Operator (FBO).
- 3) Firm(s) must possess the ability to manage and operate the System, or any subset thereof, in a safe and efficient manner which benefits RIAC and the general public twenty-four (24) hours a day, seven (7) days a week, and to maintain the System or any subset thereof in a manner so as to ensure operational conditions which conform at all times with all applicable Federal, State and Local laws, rules and regulations.

4) Firm(s) must have sufficient management and staffing capabilities to provide all of the management and operations functions required to operate and maintain the System, or any subset thereof, to include all runways, taxiways, and airport buildings and hangars.

### **EVALUATION CRITERIA**

Evaluation of submissions received in response to this RFI will consist of a review of the scope of services and the information requested above. Review will be conducted by RIAC. RIAC reserves the right to select a Firm(s) based on interest generated by this RFI. Should RIAC, in its sole discretion, determine that sufficient interest in the management, operation, maintenance and development of the Reliever and General Aviation Airport System warrants a formal Request for Proposals (RFP) document being issued, RIAC will issue an RFP to those Respondents to the RFI who have been determined to be qualified by the criteria herein.

### **ADDITIONAL REQUIREMENTS**

#### **Campaign Finance Compliance**

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made (RI General Law 17-27). Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056).

#### **Major State Decision-Maker**

Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and

- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.

**- END OF RFI -**