



**Caribou Municipal Airport (KCAR)
Request for FBO Services**



**Issued: 06.28.2019
OPEN UNTIL FILLED**



Caribou Municipal Airport
12 Airport Drive
Caribou, Maine 04736

Dennis Marker, Airport Manager
Phone: (207) 493-4237
Hours: 8am – 5:00pm M-F
Fax: (207) 498-3954
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INTRODUCTION

The City of Caribou, Maine is issuing a Request for Qualifications (RFQ) to perform the duties of Fixed Base Operator (FBO) at the Caribou Municipal Airport (KCAR), located in Caribou, Maine. The *City of Caribou* owns the *Caribou Municipal Airport*, which is located on approximately 220 acres in northeastern Aroostook County (population 68,628) approximately half a mile *northwest* of the City center. The airport is located off State Route 1 at 12 Airport Drive. The Caribou Municipal Airport is a general aviation airport.

PROPOSED SCHEDULE

The following is an anticipated scheduled of events concerning the RFQ process:

<u>Activity</u>	<u>Dates</u>
Distribution of the RFQ	06/28/2019
Pre-Response Site Visit (optional)	Available Upon Request
Deadlines for Questions	None
Response Deadline	Open For Submission

AIRPORT OVERVIEW AND POTENTIAL FBO FACILITIES

Caribou Municipal Airport is a general aviation airport located 1-mile northwest of the city of Caribou in Aroostook nty, Maine, USA that supports flying activities conducted by private and business interests. The airport is designated as an Airport of Entry (AOE) by the US Customs Service due to its proximity to the Canadian border. Permission to land from the US Customs Service is not necessary, but one-hour advance notice is required. It is designed to serve small aircraft (12,500 lbs. or less) (reference code ARC B-11 aircraft). It will handle approach Category B aircraft with approach speeds of less than 121 knots. There are two GPS instrument approaches available in poor weather conditions, which provide lateral guidance only.

This RFQ provides for an excellent opportunity for FBOs interested in providing service in Northeastern Maine and the Northern New England region. The facilities that would be available for lease by the successful FBO include portions of the following:

Terminal

Location: The airport location is N46.52.59 latitude and W68.01.07 longitude with a field elevation of 620.3'. The FBO terminal is in the eastern portion of the airport property.

Facilities: Includes a 400 s.f. waiting area with separate men's & women's restrooms, conference room (300s.f.) and two offices. An adjacent 7,300 square foot hangar was constructed in 2000.

Security: The terminal is currently open during daylight hours and after dark by appointment only. Coded lock boxes are mounted at entry points for pilots to access a key to the waiting area after hours. Security cameras are installed on the exterior of the hangar with feed into the main office.

Utilities:

- Gas heat provided by Dead River Company
- Water and Sewer services provided by the Caribou Utility District
- Internet and Phone service provided by Pioneer Broadband

Aircraft Maintenance Hangar

The Aircraft Maintenance Hangar contains 7,300 square feet and is attached to the Terminal Building. The hangar has a 60-foot self-opening door. The hangar is currently used for short term, heated hangar rentals with two month-to-month agreements in place. Hangar rental rates are currently set by the City Council.

Fuel Facilities

A 10,000-gallon tank for self-serve aircraft fuel (100LL avgas) is available. Fuel sales in the last 12 months exceeded 6,000 gallons. The current fuel supplier contract is with Phillips 66 through World Fuels. The airport CIP calls for new and expanded fuel systems by 2026, which will add JetA facilities.



(Figures Top to Bottom) View of Terminal from apron, Interior lounge, conference room, main office area off of lounge.

Aircraft Tie-Downs

8 tie-down spaces for the short and long-term parking of aircraft is on the apron west of the terminal. CAR does not charge tie-down fees, which is consistent with general aviation airports in the region.



SERVICES AND PROPOSED TERMS

The City of Caribou is soliciting written proposals. The City intends to select one (1) company to perform FBO services and will enter into two agreements, an FBO Agreement and a Lease of Airport Facilities, that will expire on a date to be determined within the final negotiated contracts. The available airport facilities for the selected company will include those mentioned in the previous section, including portions of the terminal, the aircraft maintenance hangar, and the fuel facilities. The lease of all facilities is not required, and the exact facilities will be identified during the lease negotiation process.

See **Attachment A** for a complete listing of the desired minimum services to be offered by a Fixed Based Operator. Priority will be given to companies who can provide these services, but consideration will still be given to companies who can provide only some of the desired services.

PROPOSAL REQUIREMENTS

In order to be considered responsive to this RFQ, proposals shall conform to the following requirements:

1) TECHNICAL INFORMATION

- a. Submit five (5) copies of the Technical Proposal in a sealed envelope or package.
- b. The Technical Proposal shall include the following information:
 - I. Name, address, e-mail, telephone, fax number, and state of incorporation (if applicable) for person or company submitting the response.
 - II. Full Name, Address, and Title of each officer of the Consultant/Firm's business. If a corporation, include the same for all board members.
 - III. A written resume clearly setting forth the qualifications in terms of demonstrated experience, organization, and similar factors of involvement at other locations.

- IV. A list of up to three (3) references, including names and telephone numbers for similar previous experience.
 - V. A list of up to three (3) references, including names and telephone numbers, for financial and business experience.
- c. The Technical Proposal shall include **a description of the company's understanding of the Scope of Work (Attachment A) and the company's ability to provide such services**. In addition, the proposal shall detail the company's capabilities to perform the work listed below in Items I – VII, where Items I-IV are required services, and services V-VII are strongly desired:
- I. **Aircraft Ground Services and Support:** Describe in detail your plan to provide basic line services eight (8) hours per day over seven (7) days per week, such as meeting and greeting aircraft, chocking, deicing, ground power unit, preheat, etc. Describe your anticipated hours of operation and the methods that will be utilized to provide service during off-hours when demanded?
 - II. **Aircraft Maintenance Services:** Describe in detail your aircraft maintenance resources, such as Airframe and Power plant (A&P), and Inspection Authorization (IA) and how you plan to utilize these resources. Describe in detail your experience and ability to maintain adequate inventory of the necessary aircraft parts and accessories to maintain, repair, and service general aviation aircraft. Describe your ability and plan to advertise and expand your maintenance facility.
 - III. **Hangar Storage:** Describe in detail your hangar storage plan for both itinerant and local general aviation aircraft. This should include a proposed rate schedule for overnight, monthly and annual tie-downs and hangar storage.(Attachment B is the current City adopted hangar rental rates)
- d. All pages within the Technical Proposal shall be numbered consecutively.

2) FINANCIAL INFORMATION

- a. Submit one (1) sealed envelope or package containing the following.
 - I. Company business plan and/or financial documents which must include pro forma balance sheets, income statements and monthly cash flow statements with supporting assumptions for at least the first two years of anticipated operations and resumes for the person(s) preparing them. Include assumptions on which income projections are based.
 - II. Signed commitment letters from all financing sources. Letters of Commitment must include the amount of funds committed to the project, the use of those funds and the terms and conditions under which the funds are being committed. Personal

matching fund commitments must be accompanied with documentation (i.e., bank statement) showing that cash exists. Amount of capital to be invested including name of each investor; amount of investment and written documentation or confirmation of commitment for each investor.

III. Documentation of expertise for all involved parties who will be on site and managing operations.

IV. Evidence of potential sources of revenue adequate to allow evaluation from the standpoint of likelihood and magnitude (e.g. copies of any contract(s) anticipated to generate revenue).

3) SUBMISSION REQUIREMENTS

a. **Clearly** indicate the following on the outside of each of the two (2) sealed envelopes or packages containing the Technical Proposals and Financial Information

I. Name and Address of the Company

II. Envelope Contents (i.e., Technical Proposal or Financial Information)”

b. Responses should be submitted to:

**Dennis Marker, Airport Manager
CAR FBO Response
25 High Street
Caribou, ME 04736**

EVALUATION & CRITERIA

The Technical Proposal will be discussed and ranked by a review team including the Municipal Airport Manager, City Public Works Director, and three elected/appointed officials. The review team will use the following weighted criteria:

<u>Criteria</u>	<u>Points</u>
Understanding of Scope of Work and the Minimum Standards	5
Response to Section 1c, Items I – IV (Required Services)	35
Response to Section 1c, Items V-VII (Other Services)	15
Qualifications, Demonstrated Experience, and References	20
Financial Capability and Resources	25

The City of Caribou reserves the right to seek clarification of any proposal submitted and to select the proposal considered to best promote the public interest. Furthermore, The City of Caribou reserves the right to request and consider the opinions of any State and/or Federal Agency relative to the qualifications, capability, and performance of any consulting firms and/or sub-consultants identified in submitted responses.

QUESTIONS

All questions related to this RFQ shall be forwarded to Dennis Marker, Municipal Airport Manager, via e-mail to: citymanager@cariboumaine.org. Questions and responses will be provided as addendum to this RFQ and posted on the city's Airport website (<http://www.cariboumaine.org/index.php/living-in-caribou/airport/>)

AIRPORT VISIT (OPTIONAL)

All interested parties may attend an optional site visit to review the details of the Airport and ask any questions required. The optional site visit will occur **upon request**. Any questions asked during a site visit will be included with addendum information on the city's airport website.

CONTRACT REQUIREMENTS

The Company awarded this contract shall, upon notification of award, apply for registration with the Maine Secretary of State's Office to do business in the State of Maine, if not already so registered. The registration form may be obtained from the Maine Secretary of State, 101 State House Station, Augusta, Maine 04333-0101. The telephone number is (207)287-5428. The City of Caribou **will NOT execute a contract** until the consultant is registered with the Secretary of State's Office. You may check the status of your registration at www.maine.gov/sos/cec/corp.

The Company awarded this contract shall procure and maintain, during the term of the agreement, insurance of the types and minimum limits set forth as determined by the City of Caribou and outlined in the written agreement between the City of Caribou and the Consultant/Firm. Such insurance shall show on their face that the Company is a named insured and must include the City of Caribou, its officers, agents, employees and volunteers as "Additional Insured" under its policies and must be endorsed to the applicable policy.

SUBMITTAL OWNERSHIP

All proposals become the property of the City of Caribou upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposer. The City of Caribou reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFQ in part or in its entirety if it is in the best interests of the City of Caribou. This solicitation of proposals in no way obligates the City of Caribou to award a contract.

ATTACHMENT A

SCOPE OF WORK – FULL SERVICE FIXED BASE OPERATOR

The Manager

The Fixed-Base Operator (FBO) shall be appointed by the City of Caribou, Maine but shall act under the City designated Airport Manager (AM).

Job Summary

The FBO shall at all times take such action as may be necessary for the handling, policing, protection and safeguarding of the public while present at the airport and to regulate vehicular and pedestrian traffic on the airport.

The FBO may suspend or restrict any or all operations without regard to weather conditions whenever such action is deemed necessary in the interest of safety, subject to review of such action by the State.

The FBO shall, as necessary, perform the listed duties and responsibilities in a timely manner to ensure the safe, smooth and efficient operation of the airport.

Duties, Responsibilities, and Desired Services:

** Indicates Required Services

1. ** The FBO and their staff shall conduct themselves in a helpful, friendly and professional manner during the execution of their duties, particularly in the presence of members of the public and/or the press. The FBO shall endeavor to **promote the airport and services to the public** with a view to increasing traffic and business volume.
2. ** **Provide the maintenance, repair and servicing of general aviation** aircraft. This shall include, adequate inventory of the necessary aircraft parts and accessories to maintain, repair and service general aviation aircraft. Such may also include Aviation Radio Repair, Aircraft Propeller Repair, Repair of Aircraft Instruments and Accessories, Aircraft Paint Shop, Aircraft Upholstery Shop, Aircraft Restoring and Refinishing Shop.
3. ** **Report** to the AM or designated alternates, any **maintenance issues** regarding City owned property and equipment, including runways, taxiways, lighting and ramp areas.
4. ** **Maintain 24-hour fuel availability**, accept fuel deliveries, conducts daily fuel testing and inspections and maintain fuel logs of all fuel systems in accordance with the State and fuel supplier requirements. FBO shall also provide **oils and lubricants** of kinds customarily sold to general aviation aircraft users. It is the sole responsibility

of the FBO to ensure that the highest quality products are being delivered and sold.

5. **** Provide adequate ramp service**, including hangar storage, deicing and preheating for general aviation aircraft users, with a qualified attendant available on the ramp five (5) days a week, for a minimum of eight (8) hours a day, and shall be available to provide ramp service and to respond to emergencies twenty-four (24) hours a day, of which up to sixteen (16) hours may be “on-call”.
6. **** Conduct daily inspections** of the runway and ramp to keep these areas clear of foreign objects and debris (FOD) that may be hazardous to aircraft, personnel and equipment. Inspections will include one night inspection per week of all airport lighting systems. All inspections will be documented and kept on file in accordance with state retention requirements. Reports about airport conditions shall be provided once per week to the AM.
7. **** Report**, to AM and Flight Services, via a **Notice to Airmen (NOTAM)**, malfunctions or outages of any airport NAVAID systems. In addition, Report to Flight Services, via NOTAM, runway conditions in accordance with FAA RCAM and any other reportable condition, as it relates to safety of flight.
8. **** Operate and maintain Universal Communication (UNICOM) radio** including providing traffic advisories and runway condition reports for arriving and departing aircraft, when appropriate.
9. **** Provide a monthly financial report** to the AM to demonstrate activity at the airport. Such report shall include information on fuel sales, hangar rentals, etc.
10. **** Twice annually, based aircraft will be documented and reported** to the City Clerk’s office. Such documentation shall be provided before the 15th day of May and November each year.
11. **** Maintain cleanliness** of leased area, especially passenger/pilot terminal area and restrooms.
12. **** Clearing all terminal access walkways of snow, and sanding if necessary.**
13. **** Maintain airport security** with regard to City owned buildings, hangars and fuel farm. Also, restricting use of airport property by unauthorized vehicles and persons.
14. **** Liaison** with local Police, Civil Air Patrol and Emergency Services. Conduct ramp checks where necessary for any Emergency Locator Transmitter (ELT) search and rescue or missing aircraft missions. Coordinate with local fire and police departments for any emergency, fire hazard or hazardous material response. Notify State of any such emergency actions.
15. **** Notify AM and FAA immediately of any aircraft accident or incident** on the

airfield. The 24 hour FAA contact number of the FAA New England Region Operations Center is (404) 305-5156. Coordinate for assistance in removal of any aircraft from a runway after cleared by the FAA. Accidents and incidents will be reported to the State in accordance with State procedures.

16. ** Be present at each **Airport Citizen's Advisory Committee** meeting and be available to discuss operation needs, capital projects, promotional opportunities and events.
17. ** Maintain and provide proof of general **liability insurance** with minimum limits of One Million Dollars (\$1,000,000) against liability for damage claims through public use of or arising out of accidents occurring in or around the lease premises and the City shall be named on the policy as an additional insured.
18. ** Procure and maintain a policy of **fire and casualty insurance** on all facilities to be operated after final negotiations.
19. ** Maintain landscaping within 15' around the terminal building including lawn mowing, weed removal, flower beds, etc. in order to maintain an inviting and clean appearance to airport users and the general public.
20. Provide **flight training** that prepares and qualifies successful students for an FAA pilot certification, either through a FAA part 61 or Part 141 program. The FBO shall provide, at least once a year, a **ground school** that prepares attendees for an FAA written knowledge test. This ground school must give the student who completed the ground school successfully, the sign off to take the applicable FAA written knowledge test. If this service is offered, describe in detail the Flight Instruction resources available, such as Certified Flight Instructors, Instrument Instructors, Multi-Engine Instructors, and Designated Pilot Examiners, and how you plan to utilize these resources. Describe your ability and plan to advertise and conduct aeronautical ground schools and flight instruction.
21. Provide rental services of **aircraft or ground transportation. If this service is offered, describe in detail** your plan to provide aircraft or vehicle rentals, including what type and how many aircraft/vehicles will your FBO have available. In addition, describe the capability of each aircraft (i.e., IFR, High Performance, Complex, Floats, etc.).
22. Provide shuttle service from the airport to downtown businesses district.
23. Provide on-demand charter flight services.
24. Assist with wildlife control, report wildlife hazards, NOTAM when necessary. Notify the Caribou Police if the need to mitigate/depredate wildlife arises.