



August 31, 2018

Professional Aircraft Maintenance  
Companies/Providers Attn:  
Airports Division  
RFQ Response

RE: Request for Qualifications for Aircraft Airframe & Powerplant (A&P)

Maintenance Companies/Providers

To whom it may concern:

The City of Delaware, Ohio invites your company to submit a Proposal for Services to provide Aircraft Airframe & Powerplant (A&P) Maintenance services at the Delaware Municipal Airport for a five (5) year contract period with an additional five (5)-year renewal option beginning upon approval of a lease agreement no later than January 31, 2019. The City is interested in contracting with and leasing the existing 5,600 sq. ft. maintenance hangar at DLZ to a company to provide aircraft A&P services to users at DLZ.

The attached Request for Proposal (RFP) describes the potential opportunity, presents the requirements for the Proposal, and outlines the criteria that will be used evaluate your submittal.

**To be considered, a digital copy of your Proposal must be received by the City of Delaware no later than 4:00 P.M. on Friday, September 28, 2018 by submitting to [gheaton@cmtengr.com](mailto:gheaton@cmtengr.com)**

We look forward to receiving a Proposal from your company. If you have any questions regarding this solicitation, please contact Greg E. Heaton, P.E. of Crawford, Murphy & Tilly by email at [gheaton@cmtengr.com](mailto:gheaton@cmtengr.com)

Request for Proposals  
Aircraft Airframe & Powerplant (A&P) Maintenance services  
at the  
Delaware Municipal Airport, OH (DLZ)  
Issued by:  
City of Delaware, Ohio  
August 31, 2018

ALL RESPONSES SHALL BE SUBMITTED DIGITALLY

All Proposal responses shall be submitted to:

[gheaton@cmtengr.com](mailto:gheaton@cmtengr.com)

The subject line with your digital submission must read:

RFP for "Aircraft Airframe & Powerplant (A&P) Maintenance services at the Delaware Municipal Airport"

**Responses must be received no later than 4:00 p.m. E.S.T.**

**Friday September 28, 2018**

**1. INTRODUCTION**

**1.2 INVITATION**

The City of Delaware is requesting proposals from qualified companies to rent a 5,600 sq. ft. aircraft hangar located at 1075 Pittsburgh Drive, Delaware, OH and conduct Aircraft Airframe & Powerplant (A&P) Maintenance services at DLZ. The "Maintenance" hangar is located immediately east of the airport terminal building. The hangar is expected to be available no later than January 31, 2019. Proposals will be received digitally via [gheaton@cmtengr.com](mailto:gheaton@cmtengr.com) until 4:00 p.m., Friday, September 28, 2018.

The successful proposer will lease an existing facility from the City of Delaware; make any and all necessary improvements required for the A&P; and enter into a lease agreement. The City will evaluate all proposals, select the Proposer that best meets the evaluation criteria, and negotiate a lease agreement for approval by the City of Delaware.

**1.3 SCHEDULE:**

The estimated timeframe for the submission of proposals and award of the lease agreement is as follows:

RFP Release Date	August 31, 2018
Written Questions from Proposers Due	4:00 p.m. September 14, 2018
Pre-proposal meeting*	10:00 a.m., September 19, 2018
*Non-mandatory but attendance highly recommended.	
*RSVP is required for attendance to <a href="mailto:gheaton@cmtengr.com">gheaton@cmtengr.com</a>	
<b>Proposals Due</b>	<b>4:00 p.m., September 28, 2018</b>
Evaluation team review and ranking	October 5, 2018
Interviews for top ranked candidates (up to 3)	October 12, 2018
Final Selection	October 26, 2018
Lease/Contract Negotiations	November 5–30, 2018
Anticipated Lease execution	December 3, 2018

#### 1.4 NON-MANDATORY PRE-PROPOSAL CONFERENCE

A pre-Proposal meeting will be held in the Airport Terminal building at 10:00 a.m., on September 19<sup>th</sup>, 2018. **RSVP is required for attendance to the pre-proposal meeting to [gheaton@cmtengr.com](mailto:gheaton@cmtengr.com).** At that time, interested parties may ask questions pertaining to this RFP and will have an opportunity to inspect the proposed leasehold area. Any amendments or revisions resulting from the conference will be developed as expeditiously as possible and will be forwarded to all parties requesting this initial package. Attendance at the pre-proposal conference is not mandatory for this submission of proposals; however, the City recommends your attendance and participation and the City will not entertain questions after this meeting is held. In addition to your questions, you will have the opportunity to meet the RFP review team.

#### 1.5 REGISTRATION FOR ADDENDUM, UPDATES, SCHEDULE CHANGES

All companies intending to submit a proposal must register by email in order to receive updates, schedule changes, answers to questions etc. All communication will be made by email only. Please register by contacting Mr. Greg E. Heaton, P.E., AICP, C.M., MBA of Crawford, Murphy & Tilly at [gheaton@cmtengr.com](mailto:gheaton@cmtengr.com).

## 2. SERVICES:

### 2.1 GENERAL BACKGROUND

The City of Delaware, Ohio owns and operates the Delaware Municipal Airport – Jim Moore Field (DLZ), a general aviation facility, located in the City of Delaware, Delaware county, Ohio. Delaware Municipal Airport is located on 315 acres of land, three (3) miles southwest of downtown Delaware, and approximately twenty-five (25) miles north of Columbus. The airport, located at 1075 Pittsburgh Drive, is situated within the middle of a 2,000 acre industrial and Business Park that has been under development since the 1950's, and continues to add new industry yearly. Access to the airport from downtown Delaware is via London Road and Pittsburgh Drive. Today, Delaware Municipal Airport operates as a General Utility airport serving the airport needs of area business and other general aviation users. The airport currently based 102 aircraft and accommodates estimated 39,500 annual aircraft operations. Services include T-hanger storage for 96 aircraft, ramp storage for 38 aircraft, 22,000 SF of corporate hanger space, 40,000 gallons of on-site general aviation fuel and 70,000 of jet fuel sales annually, light sport maintenance, general aircraft maintenance, avionics repair, fixed and rotary wing flight school.

2.2 Required Services. The City of Delaware seeks a certified Aviation A&P service provider capable of performing a wide range of aircraft related services at DLZ which may include, but not be limited to annual inspections, aircraft maintenance, preventive maintenance, alterations, and inspections, sales of aircraft parts, instruments, accessories, towing of aircraft, and shall provide all personnel, including a Certified Airframe and Power Plant mechanic and where necessary a certificated IA, supplies, inventory, equipment and trade fixtures necessary to provide the Aviation A&P Services.

- 2.3 Additional Services. The Proposer may offer to provide the following aviation services, provided that proposer advises the City in writing that it will be conducting such activities, and obtains and holds the appropriate licenses or certifications, and maintains insurance appropriate to the activity in amounts acceptable to the city. Any service not specifically included may be authorized only after review and approval by the City.
- 2.3.1 Sales of radio and electronic equipment, navigational and aircraft supplies and accessories.
- 2.3.2 Management of private or corporate aircraft for individuals or corporations.
- 2.3.3 Loading and unloading of aircraft in any lawful activity.
- 2.3.4 Aircraft washing, cleaning, and detailing services; Sale of supplies related to this service.

### **3. LEASE AGREEMENT**

- 3.1 It is the desire of the city of Delaware to enter into a lease agreement with an A&P Operation who can reliably perform all the desired services listed in Sec. 2 above, but it is not the intent of this RFP to prohibit or discourage a prospective Proposer from submitting a proposal which is based upon its trade experience as to the manner in which such operations is to be conducted. Recommendations and suggestions for innovative or unique arrangements whereby the objectives of the City can be achieved are welcomed.
- 3.2 The proposer will be expected to execute the lease agreement as presented in this request for proposals. The top candidates to be interviewed will be provided a draft copy of the lease in advance of the personal interview. Any issues with the proposed lease should be identified by the Proposer during the interview. However, please note that the City of Delaware reserves the right to reject any and all suggested revisions or alterations to the proposed lease agreement. The final lease agreement will require approval by the City Manager prior to occupancy of the facilities and initiation of business.
- 3.3 Terms of Agreement: The City of Delaware intends that the lease agreement will be for a period of five (5) years with one (1) additional five (5) year renewable option period, commencing on the date on which the successful Proposer occupies all or any portion of the premises for conducting its A&P operation. The City intends the lease to begin no later than January 31, 2019.
- 3.4 Before entering into a Lease agreement with the City, all individuals employed by the Proposer shall submit to a criminal background check through the City of Delaware. The City reserves the right refuse access to the airport of any individual presenting risk to City property, its tenants and employees as determined by the Delaware Police Department.

#### **4. PROPOSAL REQUIREMENTS**

##### **4.1 Identification of the Proposer**

- 4.1.1 Name, address, e-mail address, telephone number, and Fax number of the Proposer, and State of Incorporation if a corporate entity.
- 4.1.2 Full name, address, and title of each officer of the Proposer's company as applicable. The City of Delaware reserves the right to require additional data on partners and /or other members of the responding organization.

##### **4.2 Qualifications & Operations**

- 4.2.1 A written presentation or resume clearly setting forth the Proposer's qualifications, licensure, certifications and other relevant training in terms of experience, organization, and similar factors, in maintenance operations at current and/or prior locations.
- 4.2.2 Proposer shall describe proposed staffing level and include training, experience, certifications, and length of employment for each employee expected at the start of operations at DLZ.
- 4.2.3 List and describe each service to be provided by the Proposer at DLZ.
- 4.2.4 Specify the level of experience and certifications held by the Proposer for servicing the following types of aircraft currently operated out of DLZ; Baylor Steward, Beechcraft, Cessna, Cirrus, Citabria, Diamond, Ercoupe, Grumman, Luscombe, Mooney, Piper, Vans and Velocity , as well as metal and composite construction experimental aircraft.
- 4.2.5 Provide a proposed timetable for occupancy of facilities and initiation of services.
- 4.2.6 Provide a detailed proposal for hours of operations and staffing at the airport. The City desires the availability of aircraft maintenance services at DLZ for 8 hours per day, five days of the week with a 6<sup>th</sup> day preferred. The city would desire a 24 hour call out service.
- 4.2.7 Proposer shall provide names, addresses, and telephone numbers of no less than three (3) recent customer references. Additional letters of recommendation are welcomed.
- 4.2.8 Specify current membership in various aviation related organizations and related professional organizations, etc. The successful Proposer will be encouraged to actively promote general aviation activity in the Delaware area through participation in various general aviation promotional events, aviation user groups, and involvement in aviation industry and aviation community.

#### **5. INSURANCE**

The Proposer will be required to provide types and amounts of insurance coverage as identified below. Coverage will be from an insurance carrier admitted doing business in the State of Ohio that has at least an "A" rating with AM Best Company and is expected to commensurate with the type and value of the aircraft to be serviced and /or operated. Minimum coverage is as follows:

- 5.1 Comprehensive General Liability Insurance. Lessee shall carry comprehensive general liability insurance protecting the City against any and all liability by reason of Lessee's conduct incident to the use of the Leased Premises, or resulting from any accident occurring on or about the roads, driveways, or other public places, including taxiways, runways, and ramps, used by the lessee at the Airport, caused by or arising out of any wrongful act or omission of Lessee, in the amount of no less than \$2,000,000.
- 5.2 Hangar keeper's Liability Insurance in the minimum amount of \$100,000 per aircraft and \$100,000 per occurrence.
- 5.3 Product / Completed Operations Liability limited to \$100,000 per person, bodily injury in the amount of \$1,000,000.
- 5.4 Workers compensation and employer's liability insurance. Lessee shall carry workers compensation in the amount and form required by law.
- 5.5 Comprehensive automobile liability coverage. Lessee shall carry the comprehensive form of automobile bodily injury and property damage insurance on any vehicle owned, leased, or used by Lessee or Lessee's employees at the Leased Premises with a combined single limit of \$1,000,000 for bodily injury and property damage. The Lessee shall be required to carry hired/non-owned auto liability with a combined single limit of \$1,000,000 for bodily injury and property damage.
- 5.6 Fire and Extended Coverage Insurance. Lessee shall obtain and maintain throughout the original term of this lease, for the benefit of Lessee and City as their interests may appear, fire and extended coverage insurance on the full insurable value of improvements on the Leased Premises, exclusive of the terminal building. Within ten (10) days after the date of this Agreement, and at least ten days prior to the expiration of any policy or policies theretofore provided by Lessee hereunder, Lessee shall cause a certificate of insurance to be furnished to City evidencing such coverage, and such certificate shall provide that the policy or policies will not be canceled, or the limits hereunder materially changed without first providing thirty (30) days written notice thereof to the City.

The successful proposer will be required to include the City as an additional insured party on all insurance required, and in any associated agreements for the term of this Agreement prior to lease execution and hangar occupancy.

## 6. **FINANCIALS**

- 6.1 The Proposer must be able to provide sufficient proof supporting the Proposer's financial ability to fulfill the obligations contained in the agreement. Financial statements including, but not limited to balance sheets and income statements for the past two (2) years must be provided.
- 6.2 The materials submitted by Proposers will remain confidential during the evaluation and selection process. After the contract is executed, all proposals will become part of the public record and are open to public inspection. Proposers wishing to exempt appropriate portions of their proposal from disclosure, as public records should discuss their concerns with the City of

Delaware legal staff prior to submission of their proposals. Please contact [gheaton@cmtengr.com](mailto:gheaton@cmtengr.com) to arrange discussion with legal staff.

- 6.3 The City of Delaware may otherwise use or disclose the data submitted by each Proposer for any purpose, unless its use is so restricted by the Proposer.

## 7. EVALUATION

- 7.1 Award of the A&P Operation Agreement shall be made to the Proposer whose proposal is most advantageous to the City of Delaware as evaluated in accordance with criteria set forth herein. All proposals received from qualified, responsible and responsive Proposers will be evaluated fully to ascertain which offer is most acceptable to the City of Delaware. The City of Delaware reserves the right to not consider a proposal from any firm that is in arrears or is in default to the City upon any debt or contract, or that is or was a defaulter as surety or otherwise, upon any obligation or contract with the City, or has refused to enter into a lease and agreement with the City after having been awarded same. Background investigations of Proposers submitting proposals may be made to verify information furnished or to secure additional information that the City of Delaware may deem necessary or desirable.
- 7.2 The following criteria are the evaluation factors that will be used in the evaluation process:
- 7.2.1 Ability to offer the required services requested by the City of Delaware (Sec. 2) , or better alternatives proposed by the Proposer (40 points)
  - 7.2.2 Experience of the Proposer and quality of performance in similar operations (30 points)
  - 7.2.3 Qualifications of key individuals responsible for the project. (20 points)
  - 7.2.4 Expected overall benefit to the enhancement of general aviation for the City of Delaware (10 points)
- 7.3 The City of Delaware may require any additional clarification or information necessary to evaluate each proposal.
- 7.4 Evaluation Procedures:
- 7.4.1 Initial evaluation of all proposals will be completed by a panel tentatively consisting of the City of Delaware representatives, Airport Commission representative and City consultant representative.
  - 7.4.2 The top ranked company or individual, based upon the evaluation of the written submissions, will be scheduled for a personal interview and to respond to questions by the selection panel. The company selected by the final selection panel will be offered to enter into negotiations with the City of Delaware to execute the lease agreement.



## 8. MISCELLANEOUS

- 8.1 The City of Delaware is neither obligated nor legally bound in any manner whatsoever by the individuals/company's submission of a proposal package. The City of Delaware also reserves the right to make changes to this RFP.
- 8.2 Any false statements made by respondent will void the submittal and eliminate the proposer from further consideration. Verbal responses to inquiries shall not be binding, only written addenda to the RFP will modify its terms.
- 8.3 Notwithstanding any other provision of this RFP the City of Delaware herein, reserves to itself the following rights:
  - 8.3.1 The right to modify or amend any provision of this RFP, including, without limitation, the provisions of the Agreement.
  - 8.3.2 The right to reject in whole or in part any or all submittals for any reason.
  - 8.3.3 The right to cancel its award to any individual/company(s) at any time before an agreement with such individual/company(s) has been fully executed and delivered;
  - 8.3.4 Should the City of Delaware find a discrepancy in this RFP, it reserves the right to provide written instructions to all proposers in the form of addenda to the RFP. The City of Delaware is not bound by any oral statements.
- 8.4 The specific terms of the engagement for professional aircraft maintenance services will be governed by the terms of a final negotiated lease agreement. In the event of a conflict between the provisions of the final agreement and any provision of the RFP, the provisions of the final agreement shall control.
- 8.5 The City of Delaware is not responsible for any costs incurred by any individual(s)/company in preparing the response or in attending any meetings, and or preparing any presentations to City of Delaware staff in connection with this RFP.