

**CITY OF SAULT STE. MARIE
ECONOMIC DEVELOPMENT CORP.**
REQUEST FOR QUALIFICATIONS & PROPOSALS
**FIXED BASE OPERATOR AND RELATED
AVIATION SERVICES**
B-10-23

Sanderson Field Municipal Airport (KANJ)
City of Sault Ste. Marie, Michigan

Introduction

The City of Sault Ste. Marie and Economic Development Corporation (EDC) seek a qualified individual or company to provide fixed based operator services for the municipal airport, provide ground services, field maintenance, fuel management, and other aviation services for a term of 2 years with the option for the City to renew for an additional 2 years.

Currently the Airport is directly managed and operated by the FBO Soo Air with full and part-time staff; these employees have varying degrees of tenure with the Airport. Current staff may be willing to continue on.

The Airport features a 5,235' by 100' asphalt runway that had a new PFC Overlay in fall 2018. The Airport is home to 14 aircraft and an active EAA Chapter 1437. The Airport is busy throughout the summer months with traffic tapering off in late fall for a quieter winter season. Our airport is a critical link for business travelers and visitors throughout the United States and Canada. Open 24/7-weather permitting.

The historic City of Sault Ste. Marie is located approximately 50 miles north of the Mackinac Bridge situated on the St. Mary's River, home to the Soo Locks and Lake Superior State University. The total population of the Twin Saults is 87,072 (2016).

According to the Michigan Department of Transportation – Office of Airports, our airport's role in the economy provides for 29 local jobs as a result of the aviation industry, spends almost \$1.1 million dollars in local payroll and benefits associated with these positions, and generates \$4.7 million statewide through sales and budget expenditures.

**CBA Community Assessment (MASP)*

Objective of the RFP

The objectives of this RFP are to establish a contract between a qualified firm and the City/EDC that will meet the following objectives:

- Provide services of a Fixed Based Operator (FBO) for a general aviation airfield
- Provide professional corporate and general aviation line services.
- Provide other airfield services (mowing, plowing snow, repairing equipment, aircraft fueling, etc.)
- Increase the efficiency of operations to reduce the City's expense in maintaining the airport.
- Provide excellent customer service to increase our user base.

Required Qualifications of Applicant

- Must provide information regarding previous experience as an FBO.
- Must provide information regarding other FBO locations that they either currently have in place or that they have operated in the past, demonstrating the development of a long-term business plan per the client's expectations.
- Must demonstrate knowledge of all Federal and State regulations which govern the facilities, grounds, and operations of the Airport.
- Must be knowledgeable of the State of Michigan and Michigan Department of Transportation - Aeronautics regulations and be able to advise the City of Sault Ste. Marie.
- Should demonstrate their insurability for the insurance requirements listed below.
- Pilot experience preferred.
- Firms should demonstrate a strong record of customer service with all members of the flying public and positive relations with neighboring entities, residents, and governments.

Minimum Services FBO Must Provide

- Commercial aircraft fueling (AVGAS and JET A) and oil dispensing.
- General customer service for flight crews and incoming and outgoing passengers.
- Aircraft storage (tie-down and hangar facilities).
- Aircraft ramp services (towing, parking guidance, etc.).
- Operation of the fuel farm for the storage, handling, quality control and delivery of aviation fuel.
- Uniformed staff.
- Employment of the appropriate number of documented properly trained and/or certified personnel to provide satisfactory FBO service.
- Assist in events that publicize the airport including coffee hours, fly-ins, annual open house, and movie night as well as assist in EAA events if necessary.
- Keep Sanderson Field compliant with all licensing and inspections.
- Issuance of NOTAMs.
- Accountable for collecting fees.
- Assist the EDC in marketing and promoting Sanderson Field.

Response Package

Firms should submit documentation sufficient to describe the firm's capabilities in fully meeting the needs of the Airport.

Technical Proposal Firm Profile

1. Applicant profile including number of employees, annualized dollars of payroll, number of years doing business, evidence of financial stability, and any other due diligence documents the City/EDC may deem necessary.
2. Describe experience with other airport facilities (including client name, date of original contract, type/size).
3. Describe expertise in fuel handling and dispensing.
4. Business Work Plan: Inclusive of the following items.
 - a. Staffing plans and skillset

- b. Intended use of the facility and services provided.
 - c. Site improvements and/or modifications to the existing facilities based on recommendations from the FBO and in agreement with the City's desire to expand services which will mutually benefit both parties.
 - d. How one would market our community
- 5. Proposed shared revenue or fee for service model.
- 6. Qualifications, references, and experience of bidder required.
- 7. List achievements in providing airport FBO services.
- 8. List of references from past contract relationships and management experiences.
- 9. *Prior to any award/contract:*
 - a. FBO leadership and staff that are expected to work at Sanderson Field will consent to an iChat Background Investigation at the cost of \$10/person.
 - b. FBO will need to release financial statements/audited or internally prepared documents if no audit is performed.

Insurance

The (company) shall provide general liability and event insurance (during the entire period of the event) per each occurrence in the amount of \$1,000,000.00 (one million dollars) and name the City of Sault Sainte Marie as an additional insured on each insurance policy. Auto Liability shall also be included in the amount of \$1,000,000 including Hired & Non-Owned. (company) will provide evidence of Workers Compensation Insurance with statutory coverage afforded for compensation and limits of \$500,000 for Employer's Liability. A copy of each insurance certificate on an Accord 25 (2014 or newer edition) shall be provided to the city a minimum of two weeks prior to the event and delivered to the city clerk's office at city hall. Insuring carriers are to hold a "A" or better rating by AM Best and request insuring carrier to be an Admitted Carrier within the state of MI. Waivers of Subrogation and 30 Day Cancellation notices are to be included under all policies in favor of the City. Furthermore, all additional insured endorsements issued in favor of the City are defined as primary and non- contributory for the event regardless of any insurance secured directly by the City or any self-insurance funded or operated by the City. It is the responsibility of the (company) as a party to this agreement to assure that any separate, third-party concessionaires, exhibitors, or vendors, secure and provide evidence of insurance. The insurance secured by any and all third-party entities must be identical to those coverages demanded of the (company) by the City, including Additional Insured, Waiver, and Primary and Non-contributory provisions. It is understood by all parties that any third-party entities are not party to this agreement but will still be required to comply with these insurance requirements.

Evaluation and Selection Committee

The Selection Committee may consist of members of the Airport Advisory Committee, City Manager, staff from the Economic Development Corporation, corporate airport users, current airport manager, managers from outside airports, and members of the Soo Pilots Association EAA Chapter 1437, will each evaluate the responses with the final decision being made by the City Commission.

Firms will be evaluated based on their demonstrated ability to perform the critical requirements of managing operations at the Airport. It is also important to understand how the firm has worked with operators at other airports and managed relationships with key airport stakeholders.

Process & Timeline

Sealed proposals are due and will be publicly opened on FRIDAY, APRIL 28, 2023, at 3:00 PM EST at City Hall, 225 East Portage Avenue, Sault Ste. Marie, MI 49783.

4 copies of the proposal shall be submitted in a sealed package clearly marked as "Airport FBO RFP." Packages should be sent or dropped off to:

Robin Troyer, Deputy City Manager
City of Sault Ste. Marie
225 E. Portage Ave.
Sault Ste. Marie, MI 49783

Electronic proposals or facsimile will not be considered. Late proposals will not be considered.

The City of Sault Ste. Marie reserves the right to accept or reject any and all proposals for any and all reasons in the best interest of the City of Sault Ste. Marie. The final requirements for the services rendered will be determined by a negotiated contract between the City and the selected firm(s).

The City welcomes one or more firms who may wish to jointly provide services to submit proposals accordingly.

Firms wishing to ask questions regarding operations or to be made aware of addenda should use the contact information below:

SSM Economic Development Corp.
Jeffrey Holt
2345 Meridian St.
Sault Ste. Marie, MI 49783
906.632.5779
Jholt@saultcity.com

Process:

Airport Authority Board review and input 3/09/2023.

Bid available on City website 4.7.23 Bids due to City Hall 4/21/2023 at 3:00 PM.

Evaluations completed by 4.28.23 Interviews and follow up 5/05/2023.

Award contract May 2023.

BID AGREEMENT

SIGNED: _____

PRINTED NAME: _____

TITLE: _____

FIRM NAME: _____

PHONE NUMBER: _____

EMAIL: _____

Bids due Friday, April 28, 2023, at 3pm.

ADDRESS ENVELOPE:

City of Sault Ste. Marie
Attention City Clerk's Office
225 East Portage Avenue
Sault Ste. Marie, MI 49783
B-10-23 Airport FBO RFP