



CITY OF BUCKEYE

**Request for Proposals
RFP No. 2021011**

COMMERCIAL HANGAR AND OFFICE SPACE AVAILABLE FOR AERONAUTICAL SERVICES AT BUCKEYE MUNICIPAL AIRPORT

CONTACT PERSON

**Tammy Vogel, Purchasing Supervisor
Construction & Contracting Division**

TVogel@buckeyeaz.gov

(623) 349-6175

SCHEDULE OF EVENTS

Date Issued:	September 16, 2020
Pre Proposal Conference:	September 30, 2020 at 11:00 AM
Last Day for Questions:	October 23, 2020 by 5:00 PM
Due Date & Time:	November 04, 2020 no later than 1:00 PM

PLEASE NOTE: IF RFP DOCUMENTS WERE DOWNLOADED FROM THE CITY OF BUCKEYE WEBSITE, PROPOSER IS RESPONSIBLE FOR OBTAINING ANY AMENDMENTS EITHER THROUGH UPDATES ON THE WEBSITE, OR BY CONTACTING THE CITY CONTACT PERSON.

TABLE OF CONTENTS

RFP #2021011

SECTION	GENERAL INFORMATION	PAGE
Section I	General Information.....	3
Section II	Purpose of RFP	5
Section III	Instructions to Proposers.....	6
Section IV	Scope of Work	9
Section V	Evaluations	21
Section VI	Special Instructions	22
Section VII	Submittal Proposal Form.....	26
Section VIII	Proposer Inquiry Form	27
Section IX	Proposal Certification/Conflict of Interest Certification.....	29
	Attachment A – Buckeye Municipal Airport Minimum Standards	
	Attachment B – Airport Rates and Fees	
	Attachment C - Sample Lease Agreement	
	Attachment D – Fuel Concession Agreement	

SECTION I: GENERAL INFORMATION

The City of Buckeye Arizona is issuing this Request for Proposals (RFP) from qualified firms or individuals to lease available commercial hangar space and adjacent offices for the purpose of providing aeronautical services at the Buckeye Municipal Airport (“Airport”). The available space is a 3,385 square foot hangar with adjoining office space (518 square feet), totaling 3,903 square feet.

Proposals are to be addressed and delivered to the **City of Buckeye, Attn: Tammy Vogel at 530 East Monroe Avenue, Buckeye, Arizona, 85326 on or before 1:00 P.M., local time (Buckeye, AZ), November 04, 2020**, at which time a representative of the City will announce publicly the names of those firms or individuals submitting proposals. No other public disclosure will be made until after award of the contract.

A non-mandatory **pre-proposal conference and site visit** will be held on **September 30, 2020, 11:00 AM**, local time at Buckeye Municipal Airport, 3000 S. Palo Verde Rd., Buckeye, Arizona, 85326. The purpose of this conference will be to clarify the contents of this Request for Proposal in order to prevent any misunderstanding of the City's intention and desires. Any doubt as to the requirements of this Request for Proposal, or any apparent omission or discrepancy should be presented to the City's representative at this conference. The City's representative will then determine the appropriate action. If necessary, the City's representative will issue a written amendment to the Request for Proposal. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. You do not have to send a representative to this pre-proposal conference. However, if you decide not to send a representative, then we may not know of your intent to participate in this solicitation, and so may not send you any written amendments to this Request for Proposal. Further, we will assume that your failure to attend the pre-proposal conference and site visit is an indication that you expect us to review your proposal as if you had taken advantage of the pre-proposal conference and site visit.

INTRODUCTION:

The Airport Today

The Airport is the responsibility of the City Public Works Department. The Public Works Director has additional title as the Airport Director. The Airport Director is assisted by a full time Airport Coordinator, who will be the on airport point of contact for all operational issues at the airport.

The City established an Airport Advisory Board to advise the City Council on the operation and development of the airport. In 2004, the City Council approved both minimum standards for aeronautical operators at the Airport and rules and regulations that govern

the use of the Airport. Subsequent updates to the minimum standards have been made over time resulting in a specific chapter of the Buckeye City Code (Chapter 22) dedicated to the Buckeye Municipal Airport operations.

The Buckeye Municipal Airport has been improved with both Federal and State grant assistance. Several million dollars in federal and state grant funds have been used since 1995 to improve Buckeye Municipal Airport.

Buckeye Municipal Airport is a non-towered Airport, handling approximately 30,000 operations per year. The current runway is 5,500 ft. long and 75 ft., wide; however, the Airport Master Plan, adopted by the City in 2007, calls for runway improvements, with planned expansion to 8,700 ft. by 100 ft. The Airport currently provides one comfortable Terminal building to accommodate pilots, travelers and tenants.

There are eight separate hangar facilities totaling approximately 116,600 square feet. These facilities are used for aircraft storage and/or maintenance. Hangar space is comprised of conventional hangars and T-hangars. The Airport currently has forty (40) T-hangars, each approximately 965 square feet. Additional hangars are forecasted in the Airport Master Plan. There are currently four conventional hangars, three of which are comprised of approximately 12,500 square feet of hangar space, and 2,100 square feet of office space, and one which is approximately 3,978 square feet of hangar space.

The aircraft parking apron at the airfield currently encompasses approximately 16,700 square yards. There are 50 tie down positions.

Fuel storage facilities at the Airport are owned by the City. There are two 12,000 gallon above ground storage tanks at the airfield. One is currently designated for 100LL storage, the other for storage of Jet A. The City also currently owns and operates a 10,000 gallon 100LL self-service fueling island.

Additional information on the current landside facilities may be accessed by viewing the Buckeye Airport Master Plan, at www.buckeyeaz.gov/airport.

Estimated usage: Currently the Airport has 62 aircraft based on location (a sky diving business on site, a helicopter operation, a glider operation and a large amount of transient aircraft using the Airport. This includes private, as well a public safety (Sheriff, Police, and Life-Flight) aircraft.

END OF SECTION I

SECTION II: PURPOSE OF THE RFP

1. INTENT

The City of Buckeye (“City”) is issuing this Request For Proposal (“RFP”) for qualified parties (“Proposer”, “Proposers”) interested in leasing the available commercial hangar space and providing aeronautical services to the Buckeye Municipal Airport through a Specialized Aeronautical Services Operator (SASO) agreement or Fixed Base Operator (FBO) agreement. In addition, this RFP gives Responders the option of constructing and operating a hangar and office facilities at the Airfield. This RFP document provides background and general information for Proposers and is to be used as a guideline to develop a proposal. The Airport Master Plan may be viewed at: www.buckeyeaz.gov/airport.

2. TERM OF AGREEMENT

The City proposes an initial five (5) year agreement. However, consideration will be given to requests for additional renewal options in five (5) year increments to provide for an appropriate amortization period of the cost of the improvements contingent upon and commensurate with the respondent’s desire and ability to construct additional hangar space. The amortization period will not exceed twenty-five (25) years in total.

3. REQUEST FOR PROPOSAL

The City will conduct a prequalification screening of all submitted proposals by a designated selection team. The prequalification screening process will identify those firms who, in the City’s sole discretion, best meet the City’s needs. Section V details the Criteria used for evaluations of submittals. The City reserves the right to reject any or all submissions, or to cancel the solicitation at any time. Submittal of a proposal does not constitute a contract with the City. The City may award based on the written proposals received, or invite the most qualified individuals or firm for subsequent oral interviews as discussed below.

4. ORAL INTERVIEWS/PROPOSAL PRESENTATIONS

Based upon its review of the proposal submittals, the City will select, in its sole discretion, a short list of firms who best meet the City’s objectives, based on the criteria set forth in Section IV. Firms on the short list may be invited to participate in the Interview/Presentation phase of the process. Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the City may be requested to give an oral presentation to a selection committee. The Purchasing Supervisor will perform scheduling of these oral presentations.

5. NEGOTIATIONS

After selection of the most qualified individual or firm, the City will offer the highest ranking firm a thirty (30) day exclusive negotiation period. The City reserves the right to terminate the RFP process at any time for any reason, conduct discussions with Proposers, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the City will not disclose any information derived from proposals submitted, or from

discussions with other Proposers. In the event that there is an impasse in the Negotiations, the City reserves the right to go to the next highest ranked firm, or to reject any or all proposals at any time, for any reason.

6. METHOD OF SELECTION

A contract is formed only upon the approval by the City Council and written execution of the contract by the City and Proposer(s) after the negotiation process is complete. The negotiation of a Lease and Fuel Concession Agreement (if the most qualified individual or firm proposes to provide fueling services) shall be with the responsible Proposer whose proposal is determined to be the most advantageous to the City based on the evaluation factors and selection methods set forth in this Request for Proposal. Price, although a consideration, will not be the sole determining factor.

END OF SECTION II

SECTION III: INSTRUCTIONS TO PROPOSERS

1. You must address and deliver your proposal to the City of Buckeye, Attn: Tammy Vogel, 530 E. Monroe Ave., Buckeye, Arizona 85326, on or before the time and date set for closing.

Proposals should be in a sealed envelope marked:

Name of Proposer: _____.

Title of Proposal: **Commercial Hangar & Office Space for Specialized Aeronautical Services Operator (SASO) or Fixed Base Operator (FBO) Services for Buckeye Municipal Airport**

RFP Number: **RFP # 2021011**

Date and Time Proposal is due:

November 04, 2020: 1:00 P.M., M.S.T. (Arizona Time)

The City of Buckeye is not responsible for the pre-opening, post opening, or failure to open any Proposal not clearly identified.

No telephone, electronic or facsimile proposals will be considered. Proposals received after the time and date for closing will be returned to the Proposer unopened.

2. Proposals shall be submitted as a document set, containing **one (1) clearly marked original** and **three (3) additional copies. (Total of four (4) copies submitted. Three-ring binders are preferred.)** In addition, submit **one (1) complete copy** of the Request for Proposal (RFP) on a Flash Drive using a searchable "PDF" file format.

3. Proposers may withdraw a proposal at any time prior to the time and date set for closing. Proposals withdrawn after opening but prior to award, may be withdrawn only in accordance with the City of Buckeye Procurement Code.

4. No department or office at the City has the authority to solicit or receive official proposals other than the City Clerk's Office. All solicitation is performed under the direct supervision of the Procurement Manager, Construction and Procurement Division, City of Buckeye, and in complete accordance with City of Buckeye Procurement Code.

5. If you are submitting any information you consider to be proprietary, you must place it in a separate envelope and mark it "Proprietary Information". If the Procurement Manager concurs, this information will not be considered public information. The City Manager is the final authority as to the extent of material, which is considered proprietary or confidential. Pricing information cannot be considered proprietary.

6. Your proposal should be submitted in the format shown in **Section VI**. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered. An individual authorized to extend a formal proposal must sign all proposals. Proposals that are not signed may be rejected.

7. The City reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when it determines that it is in its best interest to do so. The City also reserves the right to hold all proposals for a period of 60 days after the opening date.

8. The successful Proposer is expected to enter into the standard form of lease agreement for SASO or FBO services for the Airport. A sample copy of this standard agreement is attached to this document. These terms and conditions are intended to be incorporated into the agreement between the City and the successful Proposer. **Proposals that are contingent upon any changes to these mandatory contract terms and conditions may be deemed nonresponsive and may be rejected.** Special terms and conditions address subjects that are important to the City. Proposers may suggest alternatives to these special terms and conditions. **However, proposals that are contingent upon any changes to these special terms and conditions will be at a competitive disadvantage in the proposal evaluation process.**

9. May: Indicates something that is not mandatory but permissible/ desirable.
Shall, Must, Will: Indicates mandatory requirement. Failure to meet these mandatory requirements will result in rejection of your proposal as nonresponsive.

Should: Indicates something that is recommended but not mandatory. If the Proposer fails to provide recommended information, the City may, at its sole option, ask the Proposer to

provide the information or evaluate the proposal without the information.

10. Any person, firm, corporation or association submitting a proposal shall be deemed to have read and understood all the terms, conditions and requirements in the specifications/scope of work.

11. All responses and accompanying documentation will become the property of the City at the time the proposals are opened.

12. All formal inquiries or requests for significant or material clarification or interpretation, or notification to the City of errors or omissions relating to this Request for Proposal must be directed, in writing or by facsimile, to:

Tammy D. Vogel
Purchasing Supervisor
City of Buckeye
530 E. Monroe Avenue
Buckeye, Arizona 85326
Tel: 623-349-6175
Email: TVogel@Buckeyeaz.gov

13. Inquiries must be submitted on a copy of the Proposer Inquiry Form included in **Section VIII** of this Request for Proposal by **October 23, 2020** to Email: **TVogel@Buckeyeaz.gov**. All formal inquiries must be submitted at least seven (7) calendar days before the time and date set for closing this Request for Proposal. Failure to submit inquiries by this deadline may result in the inquiry not being answered. Note that the City will answer informal questions orally. The City makes no warranty of any kind as to the correctness of any oral answers and uses this process solely to provide minor clarifications rapidly. Oral statements or instructions shall not constitute an amendment to this Request for Proposal. Proposers shall not rely on any verbal responses from the City. If you have formal questions about any part of this Request for Proposal, which could result in a material issue or a formal amendment to this Request for Proposal, submit your questions on a Proposer Inquiry Form from **Section VIII** of this Request for Proposal.

14. All firms interested in this Project (including the firm's employees, representatives, agents, lobbyists, attorneys, and subconsultants) will refrain under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, elected officials, the City Manager, Assistant City Managers, Department Heads, and other staff. All contact during this selection process must be addressed to the City's Procurement Office.

15. The City shall not reimburse any Proposer the cost of responding to a Request for Proposal.

16. The City believes that it can best maintain its reputation for treating service providers and suppliers in a fair, honest, and consistent manner by conducting solicitations in good faith and by granting competitors an equal opportunity to win an award. If you feel that we have fallen short of these goals, you may submit a protest pursuant to the City of Buckeye Procurement Code.

END OF SECTION III

SECTION IV: SCOPE OF WORK

1. SERVICES – All services shall be in accordance with the Buckeye Municipal Airport Minimum Standards and Chapter 22 of City Code. A copy of these Minimum Standards is attached for reference. These minimum operating standards shall be deemed to be a part of each lease, license, permit or agreement.

A. LEASEHOLD FACILITIES:

A-1: Hangar/Office Space: The City is offering for lease one conventional hangar, with approximately 3385 square feet, with an additional 518 square feet of newly renovated and improved office space. The Operator shall have the flexibility to layout the office to meet its operational requirements. Lessee will be responsible for providing interior maintenance and all utilities. City will provide all exterior and structural maintenance. Additionally, Permanent improvements to the facility that benefit the facility, made by the lessee may be considered as payment in lieu of rent, especially those improvements that may be needed in order to meet current building codes. Such improvements shall be approved by the Public Works Director prior to work, including the presentation of plans, permits and other City requirements. Current rental rates are \$0.25 per sq./ft. per month, subject to City Council resolution.

1. Photos



1-Northeast aerial

2-Northeast Aerial-Wide



3-Taxiway Access



4-Taxiway Access 2



5-Office/Room 1



6-Office/Room 1-Exterior Door



7-Office/Room 2



8-Office Room 3



9-Hangar



10-Hangar



11-Hangar Bathroom and Closet



12-Hangar



13-Hangar



B. OPTIONAL TERMINAL HANGAR

B-1: The Respondent has the option of constructing a suitable multi-purpose hangar/FBO facility on the airfield, in accordance with the latest approved Airport Layout Plan (ALP). The Respondent would be responsible for all costs associated with the financing, design, construction, operation and maintenance of the hangar and meeting any applicable building codes at a cost that is acceptable to the City. The City and Respondent would enter into a ground lease setting forth the terms of the ground rental and improvement requirements. The FBO would be obligated to pay the City land rent for the hangar site during the term of the lease. The FBO would transfer ownership of the hangar to the City at the expiration or earlier termination of the lease. The FBO will be permitted to establish rental rates for the proposed hangar in addition to retaining all revenue generated from renting space within the hangar.

B-2: The hangar must be of a design and construction acceptable to the City, at the City's sole discretion, and is subject to City approval. The City will have final approval on the design. The hangar design, including height, is subject to all FAA criteria and approval.

B-3: If a Proposer decides to make this option a part of their proposal they must indicate so and present supporting documentation of financial ability to construct the hangar.

Improvements required off-site of the ground lease area, required to bring infrastructure to the site, may be reimbursed through in-lieu ground rent, or other negotiated terms approved by the City of Buckeye. The current ground lease rate, as determined by resolution of the City Council, is \$0.25 per square foot per year.

C. SPECIAL EVENTS

C-1: The City sponsors an annual Air Fair which includes using portions of the airfield for this event. The operator/lessee would be expected to be a significant participant and/or sponsor of this event. Previous Air Fairs' have had up to 36,000 visitors to the Airport during the multi-day event, which provides significant opportunity for advertisement, exposure and economic enhancement to the Airport and its tenants.

C-2: Civilian and Military Parachuting activities take place regularly at the airfield on weekends, and occasionally on weekdays.

D. CITY OF BUCKEYE RESPONSIBILITIES

D-1: The City shall maintain all public and common areas on the Airport, including all utilities, runways, taxiways, taxi lanes, ramps and any associated lighting/navigation aids owned by the City; public space within the terminal building; parking lots and perimeter roads; and on-site storm water facilities.

END OF SECTION IV

SECTION V: EVALUATIONS

MINIMUM QUALIFICATIONS

In order to be considered for evaluation, Contractor shall meet the following minimum qualifications:

1. Proposal submitted on or before the RFP closing date.
2. Proposal is in the format requested below.
3. A minimum of three (3) years prior experience providing FBO services or one (1) year Providing SASO Services.
4. Financial capability to operate the aeronautical services (based upon the experience Reported in A1 above and submission of a preliminary pro-forma as part of this Proposal.
5. Financial capability to construct a new hangar (if optional development is Proposed.)

EVALUATION CRITERIA

In accordance with the City’s Procurement Code, awards shall be made to the responsible Contractor whose Proposal is determined in writing to be the most advantageous to the City, based upon the evaluation criteria listed below (in their relative order of importance). The detailed criteria for each section described in **Section VI-Special instructions**.

1. Meets Minimum Qualifications & Experience (40 points)
2. Financial Fitness and Resources (30 points)
3. Business Plan (25 points)
4. Ability to provide optional Services (5 points)

Total points possible = 100

EVALUATION OF PROPOSALS

A team of employees and management professionals will evaluate the proposals. The written proposals will be reviewed based on the evaluation criteria provided above.

B. GENERAL OBLIGATIONS: The successful Proposer will be responsible for complying with all terms and conditions contained within the negotiated agreements with the City, in addition to the Buckeye Municipal Airport Minimum Standards and; Airport Rules and Regulations as contained in Chapter 22 of the City of Buckeye Code; all other Local, State and/or Federal rules which may apply, including all applicable Federal Aviation Regulations (FARs).

The successful Responder must be an active legal entity, licensed to do business in the State of Arizona and the City of Buckeye, within thirty (30) days of approval of the agreement by City Council.

END OF SECTION V

SECTION VI: SPECIAL INSTRUCTIONS

A. FORM OF PROPOSAL

To facilitate direct comparisons, proposal shall be submitted in the following format, listed in order, and index tabbed to match. Proposal shall include, at a minimum, information requested below. If Proposer fails to provide any of the requested information, with the exception of the mandatory proposal certification, the City may, at its sole option, ask the Proposer to provide the missing information or evaluate the proposal without the missing information.

B. SUBMITTAL AND REVIEW

1. Proposals shall be on 8 1/2" & 11" paper with the text on one side only, and limited to forty (40) pages (excluding resumes, and mandatory certification forms, but including the materials necessary to address project understanding, general information, organizational chart, photos, tables, graphs, and diagrams). Text shall be a minimum of eleven-point font. The following shall be submittals as part of each Proposer's response. Proposers who fail to provide ALL the items listed below may be considered non-responsive:

2. **One original and three (3) copies** of the submitted Proposal. In addition, submit **one (1)** complete copy of the Request for Proposal (RFP) on a Flash Drive using a searchable "PDF" file format. Please note that these materials will not be returned.

3. The Arizona Public Records Law limits the City's ability to withhold proposal data. If a submittal contains any trade secrets that a submitter does not want disclosed to the public or used by the City for any purpose other than evaluation of the submitter's eligibility, each sheet of such information must be marked with the designation "Confidential." The City agrees that if a Public Records request is made for disclosure of data so classified, it will notify the submitter of such request so that the submitter will have an opportunity to legally challenge the City's obligation to disclose such information.

C. REQUEST FOR PROPOSAL CONTENTS

The Proposal shall contain, at a minimum, the following information in the following order:

INTRODUCTION:

1. Table of Contents
2. Letter of Transmittal.

A letter of transmittal with an original ink signature by a person authorized to represent this offer shall be submitted with Contractor's original proposal, with one (1) reprographic copy in each subsequent copy of the proposal.

SECTION 1 TAB: (40 points)

- Briefly describe your firm's organizational structure.
- Provide the name(s) of the person(s) authorized to make representations for or on behalf of your firm, their title(s), address(es), telephone/fax number(s), and email address(es).
- A corporate officer or other individual with the authority to bind the firm must sign the letter.
- Provide a narrative outlining the Offeror's overall understanding of the RFP requirements, and the needs of the City, its visitors and its residents.
- Mandatory proposal certification as per **Section IX**.

- Demonstrated knowledge of FBO and/or SASO services and previous experience:
- Provide a summary of the Proposer's experience, within the last **three (3) years**, in the representation of Municipal Airport or other organization of a similar size to the City, and any other pertinent evidence supporting the Proposer's ability to perform the requested services.
- Résumés shall be provided for Principal Corporate Officer and other firm members expected to be involved in the project. Résumés shall be attached as a separate appendix.

Physical Requirements:

This section should describe other physical needs above and beyond the leasehold space described in Section III. Examples of other needs may include vehicular parking space requirements; refuse disposal needs, exterior signage requirements or any other extraordinary need that are not be met within the described leasehold.

References:

- List the five most relevant clients you or your firm consider to be the most similar to the services requested in this solicitation. Include the name, title, telephone number, and e-mail address of the individual at the client organization who is most familiar with your firm.
- Include a description of services provided to each of your references.

Acceptance of Lease Agreement, SASO or FBO Agreement, Scope of Work and Other Requirements:

In this section, list any exceptions taken to the Lease Agreement (see Appendix A), FBO Agreement (See Appendix B), Scope of Work, or other requirements listed in this RFP. You must reference the RFP or agreement section where exception is taken, a description of the exception, and the proposed alternative, if any.

SECTION 2 TAB: (30 points)

Financial Fitness:

- The Proposer must be able to provide sufficient proof supporting the firm's financial ability to fulfill the obligations contained in the agreement and construction of the hangar (if applicable). Financial statements including, but not limited to, audited balance sheets and income statements for the past two (2) years shall be provided.
- Financial Statements shall be submitted in a separate, sealed envelope enclosed with the Proposal

Overall Economic Return to the City:

- Proposal shall include the minimum annual fuel flowage fees that FBO shall provide to the City.
- Projected Annual contributions to the City's economic base (projected annual sales/income).

SECTION 3 TAB: (25 points)

Business Plan:

- **Operations Plan.** Attach a complete and detailed narrative description of the Respondent’s scope of operations, setting forth each business activity proposed in accordance with Section IV of this RFP, and the means and methods to be employed to operate the FBO or SASO in order to provide high quality service to general aviation patrons and the general public. Include proposed fees and charges for providing the services and proposed rents for the leaseholds in Section IV of this RFP. Plan shall demonstrate firm’s ability to provide the required aviation services.
- **Customer Service Plan.** Attach a complete and detailed narrative description of the Proposer’s customer service plan that includes the ability to meet the needs/requests of customers as well as a means of resolving outstanding issues.
- **Management Structure and Operating Personnel Schedule.** Attach a complete description of the Proposer’s management hierarchy and operating personnel schedule and salary structure of each. Proposed job titles and descriptions should be included.
- **Marketing Program.** Attach a complete description of the marketing program Proposer plans to use in attracting new general aviation activity to the FBO.
- **Mobile Equipment.** Attach a complete description of the mobile equipment Proposer plans to use and the investment therefore.

SECTION 4 TAB: (5 points)

- **Hangar Development Option:**
Include option of constructing a hangar and present supporting documentation of financial ability to accomplish and complete the construction.

CALENDAR OF EVENTS:

EVENT NAME	DATE	NOTES
Solicitation Issued	9/16/2020	
Advertisement	9/18-10/2/2020	
Pre-Proposal Conference/Site Visit	9/30/2020	(Airport 11:00 a.m.)
Question/Inquiry Deadline	10/23/2020	(5:00 p.m.)
Solicitation Due Date	11/04/2020	(1:00 p.m.)
Evaluation	11/05-11/19/2020	
Tentative Award	11/23/2020	
Council Approval Date	Dec. TBD	

END OF SECTION VI

SECTION VII: SUBMITTAL PROPOSAL FORM

**RFP #2021011: COMMERCIAL HANGAR AND OFFICE SPACE AVAILABLE
FOR AERONAUTICAL SERVICES AT BUCKEYE MUNICIPAL AIRPORT**

Company/Individual Name _____

OFFER

Company/Individual Name: _____

Authorized Representative: _____

Title: _____

Address: _____

Phone Number: _____ Email Address: _____

Fax Number: _____ Website Address: _____

The undersigned proposer declares to have read and fully understand the Request for Proposals and agrees to all of the terms, conditions, and provisions contained therein; and proposes and agrees that if this proposal as submitted is accepted, Representative will perform in accordance with the proposal.

Signature of Authorized Representative: _____

Date: _____

END OF SECTION VII

SECTION VIII: PROPOSER INQUIRY FORM

Send Pre-Proposal questions and/or Clarifications to TVogel@Buckeyeaz.gov

All questions must be submitted by October 23, 2020 at 5:00 p.m.

DATE: _____

PROJECT NAME: **COMMERCIAL HANGAR AND OFFICE SPACE AVAILABLE FOR AERONAUTICAL SERVICES AT BUCKEYE MUNICIPAL AIRPORT**

PROPOSAL NUMBER: 2021011

INQUIRY DEADLINE: October 23, 2020 at 5:00 p.m.

QUESTIONS ON: _____ ORIGINAL PROPOSAL or
_____ ADDENDUM NO. _____

SECTION NUMBER: _____

NAME: _____

EMAIL: _____ PHONE NO. _____

COMPANY: _____

COMPANY E-MAIL ADDRESS: _____

QUESTIONS:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

ADDITIONAL NOTES OR COMMENTS:

END OF SECTION VIII

SECTION IX: PROPOSAL CERTIFICATION/CONFLICT OF INTEREST CERTIFICATION

City of Buckeye
Construction & Contracting Division
530 Monroe Avenue
Buckeye, Arizona 85326

The undersigned certifies that to the best of his/her knowledge: **(check only one)**

() There is no officer or employee of City of Buckeye who has, or whose relative has, a substantial interest in any contract resulting from this request.

() The names of any and all public officers or employees of City of Buckeye who have, or whose relative has, a substantial interest in any contract resulting from this request, and the nature of the substantial interest, are included below or as an attachment to this certification. In compliance with **Request for Proposals #2021011**, for **COMMERCIAL HANGAR AND OFFICE SPACE AVAILABLE FOR AERONAUTICAL SERVICES AT BUCKEYE MUNICIPAL AIRPORT** in the City of Buckeye and after carefully reviewing all the terms, conditions and requirements contained therein, the undersigned agrees to act in accordance with the scope of work.

AMENDMENTS: Receipt of the following Amendments is acknowledged, and the provisions are included in this RFP:

Amendment No. _____ **Dated** _____
Amendment No. _____ **Dated** _____
Amendment No. _____ **Dated** _____

Firm Name: _____

Address: _____

City: _____, **State:** _____ **Zip:** _____

(Signature Required)

(Print name)

(Email)

(Print title)

(Date)

ATTACHMENT A

Buckeye Municipal Airport Minimum Standards

ATTACHMENT B

Airport Rates and Fees

ATTACHMENT C

Sample Lease Agreement

ATTACHMENT D

Fuel Concession Agreement