



ELIZABETH CITY REGIONAL AIRPORT

Request for Proposals

For

Elizabeth City Regional Airport

Maintenance Operator (SASO)

Scott Hinton, Airport Manager
1028 Consolidated Rd.
Elizabeth City, NC 27909
(252) 335-5634
manager@ecgairport.com

October 2020

1. Purpose

1.1. The purpose of this Request For Proposal (RFP) is to solicit proposals from qualified firms to offer maintenance services at the Elizabeth City Regional Airport.

2. Background

2.1. The Elizabeth City-Pasquotank County Airport Authority (Authority) is a quasi-governmental body created in 1987 by the North Carolina General Assembly. Members are appointed by both Pasquotank County and Elizabeth City. The Elizabeth City Regional Airport (Airport) is a joint--use airport primarily owned by the United States Coast Guard (USCG) and to a lesser extent in limited areas, the Authority. The airport is operated by the Authority under a joint use agreement and license issued by the USCG. The federal designation for the Airport is KECG.

2.2. The Authority governs issues related to civilian airport infrastructure and property. The Authority employs a staff to oversee day-to-day oversight and management of the Airport. The selected offeror will be awarded a lease to operate an aircraft maintenance SASO in an Authority-owned hangar.

3. Airport Information

3.1 The Airport has 39 based aircraft.

3.2 Elizabeth City State University operates 11 aircraft, including 7 primary trainers in support of the only 4-year aviation degree/flight training program in the University of North Carolina system at the Airport. There are currently 88 flying students enrolled in the program and at present the current maintenance shop maintains the school's training fleet.

3.3 The airport is home to the second largest USCG base in the country. The USCG Air Station Elizabeth City operates C-130 and H-60 aircraft and the Aviation Logistics Center provides maintenance and overhaul support to the service's fleet of aircraft. There are also numerous contractors on the base that support USCG operations.

4. Schedule

4.1. The Authority has established the following schedule for dissemination of the RFP, receipt and evaluation of the responses, and award of a contract to the selected firm.

- Release of RFP by the Authority – October 2020
- Written questions regarding RFP due to the Authority – November 2020
- Answers to written questions published by the Authority – November 2020
- **Responses to RFP due to the Authority – November 30, 2020**
- Presentations by vendors to Authority – December 2020
- Selection of vendor by Authority – January 2021

- Approval of contract by the Authority – January 2021
- Selected vendor begins operations – As agreed

5. Pre-Bid Questions

- 5.1. The Airport Manager will receive questions regarding this RFP until 5:00 p.m. Eastern Daylight Time, November 15, 2020. Questions must be submitted in writing via email to manager@ecgairport.com. Questions submitted in any other form will not be accepted.
- 5.2. Answers will be developed for each question received prior to the question deadline. All of the questions and answers will be returned via email no later than 12:00 noon, Eastern Daylight Time, November 30, 2020.
- 5.3. It is recommended that prospective firms submit a question reflecting their interest in order to be placed on the list to receive all of the questions and answers.

6. Responding to RFP

- 6.1. Interested and qualified firms should submit their written response to this RFP in the form described below. The response should clearly identify what services are being proposed and any conditions attached to those services.

The response should be printed using 12-point type in portrait orientation on 8½” x 11” paper, collated and stapled in the upper left corner.

Three (3) copies of the response, plus one copy of this RFP with the completed Acknowledgements section and one copy of the pre-bid questions and answers, should be sealed in an envelope with the respondent’s name, address and contact information printed on the outside of the large envelope.

The mailing and overnight delivery address is:
Scott Hinton, Airport Manager
1028 Consolidated Rd.
Elizabeth City, NC 27017

7. Selection of Firm

- 7.1. The Airport Manager in conjunction with other Airport staff will make a recommendation based on the quality of the proposals to determine the firm best suited to undertake the responsibilities detailed in this RFP.
- 7.2. This is not a bid process. The selected firm will be chosen based on the Authority’s evaluation of which firm is: 1) best suited to meet the needs of the Airport, 2) will work professionally and truthfully with Airport staff, 3) will work diligently to expand the

economic impact of the Airport, and 4) will represent the taxpayers of Pasquotank County and the City of Elizabeth City in a positive light. Each firm's work history and feedback from applicable references, both submitted to and solicited by the Authority, will factor into the decision-making process.

8. Approval of Contract

8.1. Once a firm is selected, the Authority Attorney will create a contract for services that addresses the requirements of this RFP.

9. Transition to Selected Firm

9.1. The Airport Manager will assist the selected firm in transitioning to their responsibilities.

10. Required Services

10.1. Aircraft Maintenance

10.1.1. Light Aircraft Airframe and Powerplant Maintenance

The Maintenance Operator shall provide routine maintenance, 100-hour inspections and annual inspections for piston powered aircraft. Additional maintenance services may be provided at the discretion of the Maintenance Operator.

10.1.2. Hours of Operations

The minimum hours of operation shall be by appointment from 9:00 a.m. to 5:00 p.m. Monday through Friday. The Maintenance Operator may close on holidays identified on the Authority's adopted holiday schedule.

10.1.3. A&P Mechanic

The Maintenance Operator shall employ at least one (1) FAA licensed Airframe and Powerplant Mechanic and said Mechanic shall be available during the hours of operation as demand warrants.

10.1.4. Licensed Inspection Authorization

The Maintenance Operator shall have readily available at least one (1) person licensed by the FAA with Inspection Authorization privileges.

10.1.5. Tools

The Maintenance Operator shall have on hand, tools and repair equipment normally associated with light aircraft maintenance.

10.1.6. Insurance

The Maintenance Operator shall provide and maintain liability insurance in minimum amounts of \$1,000,000 bodily injury and \$1,000,000 property damage. Said insurance shall indemnify the Authority for all claims due to negligence and carelessness of the Maintenance Operator or its employees. The Authority shall be named as an additional insured on said policy and the Authority shall receive all notices of cancellation. A copy of said policy shall be provided to the Airport Manager prior to the Maintenance Operator commencing operations. Proof of renewal of the policy shall be provided to the Authority annually or as required to protect the interests of the Airport.

10.1.7. Maintenance Hangar

The Authority shall provide to the Maintenance Operator the use of the 60' x 80' Maintenance Hangar with its parts room, restroom and HVAC system. The Maintenance Hangar shall be turned over to the Maintenance Operator with all systems working and in compliance with fire codes. Upon termination of the agreement, the Hangar shall be returned to the Authority in the same condition.

10.1.8. Overnight Storage

Except for special circumstances, or during such times as the aircraft are being held for maintenance, the Maintenance Operator shall not utilize the Maintenance Hangar for the overnight storage of aircraft. The Airport Manager may waive this restriction on a case-by-case basis upon written request by the Maintenance Operator if Authority storage hangars are fully occupied.

10.1.9. Utilities

The Maintenance Operator shall be responsible for paying for the electricity and water used in the Maintenance Hangar..

10.1.10. Maintenance of Facilities

The Maintenance Operator shall keep and maintain the Maintenance Hangar, including heating, air conditioning, electrical, water, plumbing systems and electric doors, clean and neat and in good repair and condition. The Maintenance Operator shall care for and maintain all machinery or appliances in the Maintenance Hangar. The Maintenance Operator shall not make any major alterations, additions or

improvements to the Maintenance Hangar or its systems without prior written consent of the Airport Manager.

10.1.11. Fire Inspections

The Maintenance Operator shall be responsible for the cost of fire inspections of the Maintenance Hangar and for the cost of compliance with fire codes.

10.1.12. Signage

Within two weeks of beginning operation, the Maintenance Operator shall have made and mounted to the airport business sign on Consolidated Rd a sign matching those already affixed with the name of the Maintenance Operator. The design of the sign must be approved by the Airport Manager prior to fabrication and placement of the sign.

10.1.13. Prices

The Maintenance Operator shall be solely responsible for setting the prices for maintenance services. Rates for inspections and other work may be established and published on commercially available websites.

10.1.14. Payments

The Maintenance Operator shall accept cash, check, or credit cards as payment for services rendered.

10.1.15. Restricted Activities

The Maintenance Operator shall agree to abide by such rules and regulations as may, from time to time, be adopted by the Authority for the safe operation of the Airport and to meet the requirements of the Authority and the State of North Carolina.

11. Term of Contract

The term for the contract is five (5) years, beginning as agreed. With the written consent of both parties, the contract may be extended by the Authority an additional term of up to three (3) years.

12. Failure to Perform

Should the selected firm fail to meet material requirements of the contract, the Airport Manager will notify the firm verbally with the expectation that the deficiency will be remedied immediately.

More serious failures will be addressed with a written notice from the Airport Manager requesting an immediate resolution of the deficiency.

Additional failures will result in a second written notice.

The Authority may terminate the contract after the third written notice.

13. Termination of Contract

The contract may be terminated by the Authority due to the selected firm's failure to perform as detailed above. Either party may terminate the contract without cause or penalty by providing written notice to the other six (6) months prior to the effective date of the termination.

14. Assignment and Subletting

The selected firm shall not assign the contract nor sublet any facilities, in whole or in part, without the express consent of the Authority.

15. Nondiscrimination

The selected firm agrees that in its operation it will not, on the grounds of age, sex, disability, religion, race, color, or national origin, discriminate or permit discrimination against any person or group of persons in any manner prohibited by law or by regulation. The Authority reserves the right to take such action as the Federal Aviation Administration (FAA) or the North Carolina Department of Transportation or other competent authority may direct to enforce such covenants of nondiscrimination.

16. Public Use

The selected firm agrees to operate the facilities for the use and benefit of the public and to make available to the public all products and services without discrimination or unreasonable

delay, charges or fees.

17. Acknowledgement

This section must be completed and signed by an authorized official with the responding firm and returned with the firm's proposal.

17.1. Acknowledgement of Requirements

I have read and understand the requirements as detailed in the Request For Proposal dated October 2020. I received a list of the pre-bid questions and answers.

Signature of Certifying Official (seal)

Printed Name of Certifying Official (seal)