



City of Burlington, Wisconsin
Request for Proposal for Airport Management Services for the City of Burlington

1.0 - OVERVIEW

The City of Burlington is issuing a Request for Proposals (RFP) for Airport Management Services, including, but not limited to: Conduct or provide for daily/weekly inspections of all airport physical properties; personally make or direct others to make routine repairs, replacements, and improvements in a timely and efficient manner; requisition from the City or purchase small equipment, fuel, and supplies required in daily operation and maintenance; keep accurate records; meeting attendance when requested; and act as a Liaison between the City and Aeronautical Community. The services under the proposed contract will begin on or about August 1, 2023.

1.1 - SUBMITTAL REQUIREMENTS

Please submit the following information in a sealed envelope labeled “**Airport Manager RFP**” to:

City of Burlington
Carina Walters, City Administrator
300 N. Pine Street
Burlington, WI 53105
or cwalters@burlington-wi.gov
Please do not send your proposal via FAX

1.2 - PROPOSAL DEADLINE

Sealed proposals for this RFP will be received at Burlington City Hall, 300 N. Pine Street, Burlington, WI 53105, until 4:30 p.m., 6/23/2023. Proposals received after this stated date and time will not be considered.

Letter of Interest: Include a description of interest, any requirements sought in the RFP, and commitment to providing service delivery. Also, include a single person of contact for the selection process. Include name, phone, email, and address.

Demonstrated Experience in Aviation Management/ Projects: The Service Provider will provide a list of at least three (3) similar projects along with contact information on references for prior clients. Reference form is included in this package.

Quote Sheet: Firm prices for the duration of the contract should be included in the cost schedule. Service Provider shall use the attached quote sheet to provide this cost schedule.

Late Proposals: Any proposal received by the City after the exact time and date specified will not be considered. Proposers are responsible to assure delivery prior to the deadline. Do not assume that a guarantee by a mailing service will ensure that the proposal is received by the deadline.

1.3 - CITY'S RIGHTS AND OPTIONS

At the City's sole discretions, the City reserves the right to:

- Supplement, amend, substitute or otherwise edit this RFP at any time;
- Cancel this RFP with or without the submission of another RFP;
- Take any action affecting this RFP, this RFP process, or the services or facilities subject to this RFP that would be in the best interests of the City;
- Issue additional requests for information;
- Require one or more Service Providers to supplement, clarify or provide additional information in order for the City to evaluate the proposals submitted;
- Conduct investigations with respect to the qualifications and experience of each Service Provider;
- Waive any defect or irregularity in any proposal received;
- Reject any or all proposals;
- Share the proposals with City employees as deemed necessary;
- To award all or a portion of the required services to more than one qualified proposer at the City's sole discretion.
- The City reserves the right to delay the closing date and time for any phase if the City believes that an extension will be in the best interest of the City.

1.4 - PROPOSAL CONDITIONS

By choosing to submit a response to this RFP, the Service Provider acknowledges acceptance of the following terms and conditions. Service Providers are encouraged to carefully review and understand each of these solicitation conditions and consult with their legal counsel if appropriate.

1.5 - PROHIBITED DISCRIMINATION

The City is committed to promoting equal opportunities for all and eliminating prohibited discrimination in all forms. For purposes of this section, prohibited discrimination means discrimination in the solicitation, selection, and/or treatment of any subcontractor, service provider, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful forms of discrimination. Without limiting the foregoing, prohibited discrimination also includes retaliating against any person, business or other entity for reporting any incident of prohibited discrimination. It is understood and agreed that not only is prohibited discrimination improper for legal and moral reasons, prohibited discrimination is also an anti-competitive practice that tends to increase the cost of goods and services to the City and others. As a condition of entering into any contract, the Service Provider shall represent, warrant and agree that it does not and will not engage in or condone prohibited discrimination. The Manager shall use the premises in compliance with other requirements imposed by or pursuant of Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in Federally Assisted Programs of the Department of Transportation-Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended. As said, Regulations may be amended without limiting any rights the City may have at law or under any other provision of any contract. It is understood and agreed that a violation of this provision constitutes grounds for the City to terminate any such contract.

1.6 - CLARIFICATION OF AMBIGUITIES

Any Service Provider believing that there is any ambiguity, inconsistency or error in this RFP shall promptly notify the City in writing of such apparent discrepancy. Failure to notify will constitute a waiver of claim for ambiguity, inconsistency or error.

1.7 - INQUIRIES

Questions/clarifications regarding this RFP must be in writing and sent via the U.S. Mail, or e-mail to the City Administrator up to three (3) days before the proposal is due. After this date questions involving the content or intent of the proposal will not be answered. All questions will be responded to in writing, provided to all parties requesting an RFP for which the City has contact information, and treated as an addendum to the proposal packet.

1.8 - PROPOSER RESPONSIBILITY

Interested proposers have the responsibility of understanding what is required by this solicitation. The City shall not be held responsible for any firm's lack of understanding. The City shall not be liable for any costs incurred to prepare or submit a proposal for this project.

1.9 - RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The contract may be awarded to the most responsible firm/ person whose proposal will be, on an overall basis, the most advantageous to the City of Burlington. Qualifications, experience, performance, and cost factors will be considered as elements of a responsible proposal at the sole discretion of the City of Burlington. Cost alone shall not be the determining factor. The City's decision shall be final and not subject to recourse by any firm, person, or corporation. The City of Burlington reserves the right to reject any and all proposals and/or waive non-substantive deficiencies. No contract shall be in effect until the City executes a signed contract agreement.

2.0 - LOBBYING

Vendors are not to contact members of the City of Burlington Common Council, Mayor, Airport Committee other elected and appointed officials, or the review committee. Any lobbying by vendors during the RFP process will result in disqualification from consideration.

2.1 - SCOPE OF SERVICES

The City of Burlington has issued this Request for Proposals for Airport Management Services. The proposal shall address all Airport Management duties, including but not limited to the following:

1. Provide day-to-day management of the airport and be a liaison between the Airport, City and Community including developing and maintaining effective relations with the traveling, general public, commercial and general aviation interests.
2. Conduct or provide for daily/weekly inspections of all airport physical properties, including but not limited to: runways, taxiways, lighting systems, buildings, navigational equipment, automobile parking areas, and access roads; personally make or direct others to make routine repairs, replacements, and improvements in a timely and efficient manner.
3. Keep a complete and accurate record of significant maintenance work performed on the airport.
4. Work with the Bureau of Aeronautics (BOA), Airport Committee and City Administrator to determine current and potential airport program needs and prepare plans to fill these needs; make recommendations for current and future development of aviation facilities; coordinate all development and improvement with the proper local, state and federal agencies, engineers, architects and other professionals, aviation organizations, and public interest groups.
5. Keep up to date on Federal Aviation Administration (FAA), State, and Local Regulations recommending and preparing for the City ordinances and regulations relating to the safe and efficient operation of the airport.

6. Serve as a liaison between the City, users of the airport and lessees relative to the preparation, negotiation, rates and charges, and terms of leases and agreements, as well as identify revenue generating opportunities for the airport.
7. Develop, foster and enhance relationships with aeronautical users, the general public, commercial businesses and general aviation agencies having control over, or interest in, certain airport activities, tenants and their employees, and all entities with an interest in the airport.
8. Adhere to the City's financial purchasing policies as it relates to work being completed at the airport.
9. Work with the Airport Committee and City Administrator to create an annual budget for Common Council approval.
10. Coordinate with Federal, State and Local authorities for the preparation of funding and grant requests for airport facility, equipment and infrastructure.
11. Be responsible for coordinating and directing the timely and efficient mowing and snow plowing operation and maintaining fuel farm operations.
12. Be responsible for notifying the Federal Aviation Administration Flight Service Station promptly of all conditions affecting the safe use of the airport.
13. Participate in conferences and meetings of aeronautical and civic organizations for the promotion of aviation activity in the community; give talks on airport progress and service(s); coordinate the plans and assure safe operating procedures are followed for air shows, demonstrations, exhibitions, and events at the airport.
14. Furnish a telephone number to the City for public dissemination where he/she may be contacted by City officials and citizens concerning his/her duties outside of office hours.
11. Attend monthly Airport Committee Meetings, Community meetings and Common Council meetings as requested.

Airport Details/ History

The City of Burlington is unique in that it operates a municipal airport. Located in Southeast Wisconsin, straddling both Racine and Walworth Counties, Burlington Municipal Airport (Airport Code BUU), is located on the west side of Burlington. The Airport is an unmanned general aviation facility. There are two (2) runways at the Airport: 11-29 (4,300 feet paved) and 01-19 (2,700 feet grass). In addition, there are only a few sites remaining to lease and construct private hangars. Several local airplane related businesses are located at the airport, and it is a self-service fuel location. The airport is one of the few municipal airports in the state that is financially self-supporting and will continue to operate in this manner.

2.2 – PROPOSAL REQUIREMENTS

Proposals that do not address the items listed in this Request for Proposals may be considered incomplete and may be deemed non-responsive by the City of Burlington at its sole discretion. It is the responsibility of the consultants submitting proposals to determine the actual efforts required to complete the project. Proposals shall include the following:

1. General information about the firm/person, staff experience, credentials/certifications, and training. Include experience performing similar work for other municipalities.
2. Communication summary reports.
3. Manager availability and methods of contact for the public and City staff.
4. Space, materials, equipment, or equipment access requested from the City.
5. Manager compensation/ stipend (including a proposed schedule of fees) and invoicing, including additional charges to attend meetings or for reimbursables such as mileage.

6. Proof Manager/ Firm has appropriate insurance including but not limited to, workman's compensation, general liability insurance in the amount of \$1,000,000 umbrella coverage.
7. Three or more professional references concerning aviation services provided to Wisconsin communities.
8. Proposed contract form.

2.3 - COMPENSATION

The City will pay at the rate/stipend mutually agreed upon by the City and the Airport Management Service for services rendered as described in any potential agreement.

2.4 - PROPOSAL SUBMITTAL AND EVALUATION

The submittal shall be arranged in the following format and sequence and will be evaluated using the three factors listed below:

- Letter of Interest - The letter should identify the Service Provider's interests in the contract, show complete understanding of the needs and briefly explain why the proposer feels it is best qualified to provide this service. Identify the principal staff who would be assigned to this account.
- Demonstrated Experience in Similar Projects– the Service Provider will provide a list of contracts along with contact information on references for prior clients. Reference form is included in this package.
- Cost – Propose fees, expenses, and estimated time that would be required to complete this project.

An evaluation team comprised of City staff and/or Airport Committee Members will review all proposals received and select a Service Provider deemed to be the most qualified to provide the service requested based on the criteria set forth above. Service Providers are advised the City of Burlington reserves the right to conduct negotiations with the most qualified Service Provider if deemed necessary. Therefore, each Service Provider should endeavor to submit its best proposal initially.

The following selection criteria will be the basis for Firm selection:

- The firm adheres to the instructions in this Request for Proposal on preparing and submitting the proposal.
- The firm submits a copy of its licenses, bonds and insurance.
- Overall qualifications, experience, and competence of staff.
- Experience doing similar work in communities with comparable characteristics.
- Experience in working with and involving the public.
- Proposed compensation for services.
- Reference checks.
- Written and visual quality and accuracy of the proposal.
- Interview.

The City of Burlington shall be the sole judge of its own best interests, the proposals, and the resulting agreement, if any.

2.5 – PROPOSAL SCHEDULE

The following chart shows the schedule of events to prepare the Service Provider's proposal. The key events and deadlines for this process are as follows, some of which are set forth in more detail in later sections of this document:

City issues Request for Proposals.	05/26/2023
Deadline for submission of questions related to RFP	06/20/2023
Deadline for Submittal of Proposals 4:30 pm	06/23/2023
Potential Airport Committee / City Council review and possible action to approve a proposal and contract	July/ August 2023

2.6 – RIGHTS RESERVED

This Request for Proposals does not commit the City to enter into a contract, nor does it obligate the City to pay for any costs incurred in preparation and submission of proposals in anticipation of a contract.

The City of Burlington reserves the right to:

- Make the selection based on its sole discretion
- Reject any and all proposals without prejudice
- Issue subsequent Requests for Proposal
- Postpone opening for its own convenience
- Remedy technical errors in the Request of Proposal process
- Approve or disapprove the use of particular sub-consultants
- Negotiate with any, all, or none of the Proposers
- Solicit best and final offers from all or some of the Proposers
- Accept other than the lowest offer
- Waive informalities and irregularities in the proposal
- Request clarification of the information submitted
- Request additional information

Reference Form

Service Provider: _____

This form must be submitted with proposal to be deemed responsive. The Service Provider guarantees the truth and accuracy of all statements and answers contained herein.

Give names, addresses and telephone numbers of individuals, corporations, agencies or institutions for which you have performed work similar to what is proposed in this RFP.

1. Name of Business and Contact: _____
 Title of Contact: _____
 Telephone Number: _____ Fax Number: _____
 E-Mail Address: _____

2. Name of Business and Contact: _____
 Title of Contact: _____
 Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

3. Name of Business and Contact: _____

Title of Contact: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

4. Name of Business and Contact: _____

Title of Contact: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____

5. Name of Business and Contact: _____

Title of Contact: _____

Telephone Number: _____ Fax Number: _____

E-Mail Address: _____