



REQUEST FOR PROPOSAL

Management Services for the Auburn Municipal Airport

City of Auburn
Community Development and Public Works Department
25 West Main Street
Auburn, WA 98001
253.931.3010
www.auburnwa.gov

Issue Date: June 8, 2016
Deadline for Submission: August 1, 2016, 4:00 PM, PST
Place of Submission: City Clerk, Auburn City Hall, 25 West Main Street, Auburn, WA 98001

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I. PURPOSE OF REQUEST

The City of Auburn, Washington is requesting proposals for airport management services for the Auburn Municipal Airport. The City's needs are outlined in the following Request for Proposal ("RFP").

Qualified Airport Managers or firms experienced in the management, operations, functions and purpose of public or private airports are invited to submit proposals to the City of Auburn.

Documents submitted in response to this RFP will become the property of the City of Auburn and will be regarded as a public record under Washington Public Records Act under RCW 42.17., and subject to review or release to the public.

II. TIME SCHEDULE

The following time schedule is an approximate guide to the process and the accompanying dates, which should result in the implementation of contract for management services at the airport.

Issuance of Request for Proposal Solicitation:	June 8, 2016
Deadline for Proposed Submission:	August 1, 2016
Review of Submitted Proposals by RFP Review Committee:	August 3-12, 2016
Proposers selected for Interviews:	August 16, 2016
Notification to Selected Proposers for Interviews:	August 17, 2016
Interviews (if needed) Conducted by RFP Review Committee:	September 7-8, 2016
Preliminary Selection of Firm:	September 12, 2016
Contract Negotiations:	Sept. 19-November 10, 2016
Council Study Session for Contract Review:	November 28, 2016
Council Contract Approval Date:	December 5, 2016
Contract Start Date:	January 1, 2017

Please Note: All dates/times are subject to change at the City's discretion.

III. INSTRUCTIONS TO PROPOSERS

Upon release of this RFP, all communications should be directed in writing to the City of Auburn staff contact listed below. Any oral communications with other City employees, elected leadership or volunteers will be considered unofficial and non-binding on the City. Written requests for information must be received a minimum of seven (7) calendar days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to, in writing, by the staff contact in the form of an addendum addressed to all prospective respondents who have previously contacted the staff contact for answers to questions or information.

All questions should be directed to:

Kevin Snyder, AICP
Community Development and Public Works Director
City of Auburn
Community Development and Public Works Department
25 W Main St
Auburn, WA 98001
ksnyder@auburnwa.gov

Inquiries should be sent via electronic mail message or in written format mailed to the above address. No phone inquiries are allowed.

Proposers are directed to read this RFP document carefully as the award will be given to the most "responsible and responsive" Proposer responding to this RFP. The City of Auburn reserves the right to accept or reject any or all proposals, to extend the period for accepting proposals, to advertise the RFP at any time and to waive any minor irregularities in any proposals.

Sealed Proposals will be received at the City of Auburn City Hall, 25 West Main Street, Auburn, WA 98001 until Monday, August 1, 2016 at 4:00 PM, Pacific Daylight Time (PDT). Proposals shall be delivered and addressed to, City of Auburn, Washington, Attn: City's Clerk's Office, 25 West Main Street, Auburn, WA 98001 and shall be delivered in two (2) separate envelopes with one (1) envelope containing all submitted information excluding the required Fees and Charges information and one (1) envelope containing only the required Fees and Charges information. The envelopes shall be labeled as follows: "SEALED PROPOSAL FOR AIRPORT MANAGEMENT SERVICES FOR THE AUBURN MUNICIPAL AIRPORT EXCLUDING FEES AND CHARGES" AND "SEALED PROPOSAL FOR AIRPORT MANAGEMENT SERVICES FOR THE AUBURN MUNICIPAL AIRPORT CONTAINING ONLY FEES AND CHARGES". Both envelopes must be submitted concurrently to the City Clerk's Office in order for the proposal to be considered valid. If only one of the two required envelopes is submitted at the time of submission, the proposal will be rejected in full. Further, a required sealed envelope cannot be submitted after the prior submittal of another required sealed envelope. No information submitted by facsimile or electronic mail will be accepted unless otherwise requested by the City during the proposal review process. Proposals received after 4:00 p.m. PDT on Monday, August 1, 2016 shall not be accepted with no exceptions.

Any Proposer who wishes his/her proposal to be considered is responsible for making certain that his/her proposal is received in the City by the proper time. No oral, telegraphic, electronic, facsimile, or telephonic proposals or modifications will be considered unless specified. Proposals received after the scheduled Proposal Submittal Deadline will not be accepted and will be returned unopened.

Please note that any and all costs borne by the Proposer for the preparation of any and all materials to be submitted in response to this Request for Proposal are the sole responsibility of the Proposer. The City of Auburn shall not be responsible for nor compensate in any manner for these costs.

Proposals should be prepared simply and economically, providing a straight forward concise description of provider capabilities to satisfy the requirements of the Request for Proposal. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

Proposers must submit one (1) identified original copy, ten (10) copies of the proposal and one (1) electronic copy of the proposal including any attachments. The proposal shall be accompanied by a cover letter signed by a representative who is authorized to contractually bind the Proposer.

IV. PRE-PROPOSAL CONFERENCE

VOLUNTARY PRE-PROPOSAL CONFERENCE

A voluntary pre-proposal conference is scheduled for **Thursday, July 7, 2016, 10:30 AM to 11:30 AM PDT, in Annex Conference Room 2 on the 2nd floor of the City Hall Annex Building, One Main Street Building, 1 East Main Street, Auburn, WA 98001.** Attendance at the pre-proposal conference is encouraged. This information session presents an opportunity for the Proposers to clarify any concerns regarding the proposal requirements and visit the site location. Although the pre-proposal conference is optional, no modification or any changes will be allowed because of the failure of the Proposer to have visited the site or attend the conference or carefully review all available information.

V. AIRPORT OVERVIEW

Please Note: The following information is excerpted from the *Auburn Municipal Airport – Airport Master Plan*, May 2015. The Master Plan can be reviewed in its entirety at http://www.auburnwa.gov/services/auburn_airport.htm.

The City of Auburn is an incorporated city of approximately 76,000 persons located in southwest King County and a small area of northeastern Pierce County, approximately 26 miles south of Seattle and 13 miles northeast of Tacoma. Auburn is bordered by the cities of Kent, Federal Way, Pacific, Sumner and Algona, and unincorporated King and Pierce County. The Muckleshoot Indian Reservation is located near the southeastern corner of the Auburn city limits. Within the Puget Sound region, King County is bordered by Snohomish County (north) and Pierce County (south). Kitsap, Kittitas, and Chelan counties also border King County to the west and east.

The City of Auburn was incorporated in 1891. The City is organized as a non-charter code city retaining the council-mayor plan of government under which the city is presently operating, as provided in RCW 35A.02.030 of the Optional Municipal Code for the State of Washington. The Mayor is the Chief Administrative Officer for the City. There are currently seven (7) major Departments of the City comprised of Administrative Services, Community Development and Public Works, Finance, Innovation and Technology, Human Resources/Risk Management, Legal, Parks, Arts and Recreation and Police.

The Auburn Municipal Airport is located on 110 acres in North Auburn, about 1 mile north of downtown Auburn, east of Highway 167 and U.S. Interstate 5, and north of Highway 18. Surface access to the airport is provided by local surface streets and Highway 167 and 18, which connect to U.S. Interstate 5 (I-5) and 405 (I-405). The Auburn Municipal Airport is bordered by major arterial roadways on its south and north ends (15th Street N.E. and 30th Street N.E.). Access to the developed east side of the airport is provided via D Street and E Street N.E., which connect to Auburn Way North via 22nd and 26th Street N.E. and to 15th Street N.E. The north hangar area is accessed directly from 30th Street N.E.

The Auburn Municipal Airport has been directly operated by the City as an Enterprise Fund since its inception 40 years ago. With the exception of a small bond issue for hangar construction, the Airport is debt free and fully financed from self-generated revenues and grants. Auburn Municipal Airport currently has several commercial tenants providing aircraft maintenance or other services. Auburn's current contracted airport management company provides on-site airport management and aircraft fueling.

The City of Auburn operates on a biennial budget cycle. The stated 2015 and 2016 objectives for the Airport Enterprise Fund are provided below and will be updated as needed for the City's 2017-2018 Biennial Budget:

- Complete the Airport Master Plan.
- Complete the Wildlife Hazard Assessment and implement the Wildlife Hazard Plan.
- Complete the South T-Hangar Row 3 project to retrofit existing airplane hangars into enclosed hangars in order to increase cash flow and accommodate more aircraft.
- Evaluate the need for additional hangar retrofit to closed hangars.
- Promote Request for Proposal for aeronautical business development at the Airport.
- Apply to FAA for replacement of obsolete Visual Approach Slope Indicator (VASI) with new FAA approved Precision Approach Path Indicator (PAPI) Systems.
- Complete the Airport Obstruction Survey/Advanced Ground Information System (AGIS) Survey.
- Begin Environmental Assessment/Categorical Exclusions (CATEX) Report for north and south runway enhancements.

- Design Runway Enhancement Project.
- Continue efforts to support jet fuel sales at the Airport.

According to recent airport management records, Auburn Municipal Airport currently has 274 based aircraft (February 2013) with 96,036 total annual operations. The Airport's current fleet mix includes single-engine piston aircraft, multi-engine piston aircraft, and helicopters.

Auburn Municipal Airport is categorized as an FAA Airport Reference Code (ARC) B-I (Small) with a future A-II reserve. The Airport has one runway (Runway 16/34) that is oriented in a north/south direction (160-340 degree magnetic heading). Runway 16/34 is 3,400 feet long and 75 feet wide with an asphalt surface. The published weight bearing capacity is 12,500 pounds for aircraft equipped with a single wheel landing gear configuration. The 2012 pavement inspection gave the runway a Pavement Condition Index (PCI) rating of 81 and 76 (based on two sections of runway pavement). The runway was most recently slurry sealed in 2015. The runway is equipped with medium intensity runway lights (MIRL), runway end identifier lights (REIL), and visual approach slope indicator (VASI) lights. The runway has basic (visual) markings on both ends, consistent with current visual and non-precision instrument (circling) approach capabilities.

All existing landside development (hangars, aircraft parking, etc.) is located on the east side of the airport. An undeveloped area (approximately 23 acres) is located near the southwest corner of the airport. Please refer to Table 1 below for additional runway data.

Table 1: Runway Data

Length	3,400'
Width	75'
Pavement Strength	12,500 lbs. Single wheel axle
Surface	Asphalt
Approach Surface	20:01
Navigation Aids	VASIs and REILs – both ends
Runway Markings	Basic
Runway Lights	MIRLs
Taxiway Lights	MITL
SUPER - UNICOM	122.8

Elevation	57' MSL
Latitude	47° 19' 41.36 N
Longitude	122° 13' 35.43 W
Instrument Navigation Aids	None
Left Traffic Pattern	Runway 34
Right Traffic Pattern	Runway 16
Traffic Pattern Altitude	1000' MSL

In late 2015, the City began work on a capital project that would extend Runway 16/34 to a total length of 4,118 feet. This capital project will extend the Runway 16 end by 477 feet long and Runway 34 end by 241 feet long. This extension will improve aircraft safety and the ability to accommodate the current and forecast fleet of multiengine piston aircraft for both takeoff and accelerate-stop distances. The City anticipates the project environmental assessment to be completed in 2016 followed by project design in 2017 and project construction in 2018.

The Airport has one full-length east parallel taxiway (Taxiway A), which is 25 feet wide and equipped with medium intensity taxiway lights (MITL). There are five 90-degree runway exit taxiways (Taxiways C, D, E, F and G) that vary from 30 feet to 42 feet wide with a runway-taxiway separation of 240 feet. The taxiway system provides access to all existing landside development on the east side of the airport. The 2012 pavement inspection rated the parallel taxiway with a PCI of 100. The runway exit taxiways have current PCI ratings of 100, 60, and 61.

Auburn Municipal Airport is located in an area of Class G airspace that begins at the ground surface and extends to 700 feet MSL. Between 700 feet and 3,000 feet above Auburn Municipal is Class E airspace. At 3,000 feet MSL the second layer of Seattle Tacoma International Airport (SEATAC) Class B airspace begins and extends upward to 10,000 feet MSL. The Airport is located within the 30-nautical mile veil of Mode C transponder airspace that surrounds Seattle-Tacoma International Airport. The Mode C airspace extends from the surface upward to 10,000 feet MSL.

There are no ground based navigational aids located on the airport. However, numerous ground based navigation aids are located within 30 nautical miles (nm) of the airport. The nearest facilities include the Seattle VORTAC4 located 8 miles northwest of the airport and the Renton non-directional beacon (NDB), located 10 nautical miles north.

Auburn Municipal Airport does not have an automated weather observation system located on the airport. The nearest weather observations are located at SEATAC (8 miles northwest), Renton Municipal Airport (10 miles north), Pierce

County Airport – Thun Field (14 miles south), and Tacoma Narrows Airport (15 miles west). The RNAV GPS-A instrument approach for Auburn utilizes the SEATAC altimeter setting. The SEATAC Automatic Terminal Information Service (ATIS) provides altimeter setting, wind data, temperature, dew point, density altitude, visibility, precipitation and cloud/ceiling data.

Auburn Municipal Airport is located in a low-lying valley floor, 63 feet above mean sea level (MSL). Nearby Seattle-Tacoma International Airport (8.1 miles northwest) sits on an elevated plain at 433 feet MSL. Moderate mountainous terrain along the east side of the Green River Valley begins about 15 miles from the airport and extends into the Cascade Range. Maximum elevation figures (MEF) depicted on the Seattle VFR Terminal Area Chart (TAC) indicates the highest terrain elevations are found within 25 miles at 6,500 feet MSL, to the south and east (north of Mt. Rainier). Areas to the immediate south, north and west have low-lying terrain surrounding Puget Sound ranging from 2,400 to 4,500 feet MSL.

Auburn Municipal Airport does not have an air traffic control tower and is classified as a non-towered airport. At non-towered airports, pilots are responsible for proper communication and aircraft operation, including maintaining adequate separation from other aircraft in flight or on the runway-taxiway system. The airport has common traffic advisory frequency (CTAF)/Unicom for communications on the ground and in the vicinity of the airport.

The published airfield elevation is 63 feet above mean sea level (MSL).³ The traffic patterns for both runway ends are located on the west side of the runway and pilots are advised to avoid noise sensitive areas east of the airport and hospital facilities located 1 mile south of the runway. The traffic pattern for Runway 34 is standard left traffic (left hand turns within the pattern), while Runway 16 has a right traffic pattern (right turns within the pattern). Wind conditions typically dictate which runway end is in use and the direction of flight in the traffic pattern. The traffic pattern altitude for fixed wing aircraft is 1,000 feet above ground level (1,063 feet MSL); the traffic pattern altitude for helicopters is 500 feet above ground level (563 feet MSL).

Auburn Municipal Airport accommodates a wide variety of aeronautical activity, including small single and multi-engine aircraft, civilian helicopters, and occasional business class turbine aircraft. The current runway length of 3,400 feet is the primary determinant in fixed-wing aircraft usage, particularly limiting multi-engine turboprop and business jet aircraft. Auburn Municipal Airport is classified as a Reliever airport in the National Plan of Integrated Airport Systems (NPIAS) defined by the Federal Aviation Administration (FAA). Reliever airports are intended to provide additional general aviation capacity to nearby commercial service airports. Four of the five Reliever airports in Washington are located in the Puget Sound region (Auburn, Renton, Paine Field, and Harvey Field); Felts Field in Spokane is also designated a Reliever airport by FAA.

VI. PREVIOUS AND RECENT HISTORY OF THE AIRPORT

According to local records at the White River Museum located at the City owned and operated Les Gove Community Campus, the City of Auburn began investigating the feasibility of building an airport in 1962. Then Mayor Shaughnessy appointed a committee to investigate potential locations for the airport and potential funding options. Eleven different sites were evaluated over the next four years (1962-1965). Eventually, the City authorized a full feasibility study for the airport to be located adjacent to the City's sewer treatment plant. The study concluded that "an airport in Auburn would contribute significantly to the local economy if it had modern facilities, such as a well-lit paved runway, covered hangars, and paved tie-down areas that would attract pilots to the airport." The Auburn City Council passed an ordinance in 1968 to raise \$450,000 through bonds, for site acquisition and development. Auburn Municipal Airport opened in 1969 with a 2,900' asphalt runway and adjacent paved taxiway. The Airport was renamed Auburn Municipal Airport – Dick Scobee Field in 1986 in honor of Dick Scobee, former Auburn resident and NASA Space Shuttle Commander.

Since its original construction, the City has continued to modernize every part of the Airport including the runway-taxiway system; aircraft parking aprons; airfield lighting; fixed base operator (FBO) facilities; aviation fuel storage and dispensing; security fencing; stormwater drainage; utilities; and aircraft hangars. Private investment on the Airport has also been substantial, in particular with hangar construction.

Planning for Auburn Municipal Airport has been updated on a regular basis since the Airport's initial construction in 1969. The last three FAA-funded airport master plan updates were completed in 2015, 2002 and 1993. The City's commitment to long-term planning is reflected in the condition, configuration, and functional capabilities of the Airport. Improvements completed since the last master plan include parallel taxiway and aircraft hold area upgrades, property acquisition and hangar construction on the east side of the runway. The primary areas of recent hangar development are north of the aircraft fueling area and tie-down area (between 23rd and 26th Streets NE), in the northeast corner of the airport, and near the southeast corner of the airport.

Auburn Municipal Airport is included in the City of Auburn's Innovation Partnership Zone (IPZ). In 2011, the City of Auburn received a State of Washington designated Innovation Partnership Zone (IPZ) for the City. Auburn's IPZ is one of only 15 statewide IPZs. Further, the City is one of only four cities in the State to receive the designation. The primary goal of the City's IPZ is to create a sustainable model through public and private partnerships for business and product development that will create living wage jobs for City residents and others in the region. The City's IPZ provides a unique marketing tool and focal point for economic development. IPZs are eligible for targeted State funding that

can include infrastructure improvements and new product development. In addition, businesses in the City's IPZ can utilize partner relationships to assist in product development and raising of financial capital.

VII. SCOPE OF SERVICES

The City of Auburn is soliciting bids from private contractors with demonstrated experience in airport operations and management. The selected Proposer, upon successful completion of contract negotiations and execution, will be required to operate and manage the Auburn Municipal Airport 365 days a year, 24 hours a day in conformity with applicable Federal, State, and local laws, and the adopted rules and regulations of the City of Auburn and its administrative policies and standard business practices. After being selected, the successful Proposer will negotiate and execute an agreement with the City, in the essential form as described below, to provide services to fulfill the following scope of services:

Regulatory Compliance:

- Report violations of ordinances, policies, or rules regulating the use of the airport to the appropriate City staff person (s).
- Comply with and enforce applicable local, state, regional and federal regulations and adopted standards pertaining to the airport.
- Be trained in accordance with applicable FAA regulations for emergency response
- Comply with FAA security requirements.
- Implement policies and procedures in coordination with City staff to address compliance to local, regional, state and federal environmental standards.
- Comply with regulatory and permit requirements for inspection and operation of fueling facilities
- Comply with regulatory and permit requirements for an Industrial Storm Water Permit.

Operations:

- Operate the airport in a manner that encourages safe and responsible use of facilities, services and operations.
- Limit financial obligations of the City to sustain the Airport Enterprise Fund.
- Maximize cash flow to support the Airport Enterprise Fund.
- Maintain excellent working relationship with the FAA, Washington State Department of Transportation and Aviation and other appropriate federal local, regional, and state agencies and organizations.
- Operate the airport in a manner consistent with FAA standards.
- Maintain or reduce costs of insuring the airport.
- Notify in a timely manner the City of needed maintenance and repair of buildings, grounds and equipment.
- Communicate with the City, and FAA if necessary, on field conditions affecting the safe use of the airport.

- Provide available personnel to meet the needs of the airport and the flying public including emergency and off-hour personnel availability.
- Provide daily inspection of runway/apron/taxiway surfaces, lighting and navigational aid systems.
- Provide snow removal services for the runway/apron/taxiway.
- Provide runway and taxiway sweeping services.
- Provide mowing/haying/weed and general landscape maintenance services for the airport grounds.
- Regularly inspect City owned airport structures, facilities and equipment for needed maintenance and repairs.
- Insure airport will have secure public access 24 hours a day including maintaining required fencing.
- Assist City staff in the analysis and development of rates, fee and charges annually for City Council approval.
- Assist in the preparation of a detailed projection of revenues and expenses relating to Airport operations for the biennial City budget cycle.

Services:

- Provide high quality customer service to airport users and the flying public and satisfactorily meet the reasonable needs and expectations of airport tenants and leaseholds.
- Assist City staff in the on-going engagement of the Airport Advisory Board to address their advisory responsibilities to the Mayor and City Council.
- Assist in the procurement and execution of hangar and land leases.
- Be aware of and responsive to the policies established by the City Council.
- Provide communication services to and for pilots such as, but not limited to, NOTAM issuances and airport advisories.
- Provide routine monthly billing invoices for all rents and leases, collect the amounts due on behalf of the City and transmit deposit amounts to the City or as directed by the City's Finance Department.
- Submit monthly financial report to the City Community Development and Public Works and Finance Departments detailing type of rent and lease revenue collected, delinquent accounts and collection action taken.
- Work with City staff on the development and implementation of adopted operational and capital budgets for the airport.
- Work with the City on the planning, budgeting, and development of airport facility modifications and improvements.
- Provide airport security 365 days per year.
- Provide janitorial services as needed in all City facilities.
- Represent City, as directed, at airport interest group meetings and activities
- Work with City administration, City staff and the Airport Advisory Board in the planning and development of the airport and surrounding airport lands in accordance with the adopted Airport Master Plan.
- Assist, as needed in updates to the five (5) year Airport Capital Plan and Airport Layout Plan.
- Assist with the City's Federal and State grant applications and management.

- Monitor Federal land State Grant availability and deadlines.
- Operate and maintain the Airport's fueling system(s) which currently include AVGAS and will include Jet A in the future. This includes vendor services with fueling supplier(s).

Economic Development:

- Assist City staff in the recruitment, retention and expansion of aviation-related business at the Airport creating new employment opportunities and tax revenues.

While the City is proposing a draft agreement with a specific scope of services, the City does wish to encourage flexibility in services and the manner and method by which they are provided through this proposal solicitation and will consider incorporating an alternative scope of work as may be proposed by a submitter.

Respondents to this RFP are required to submit detailed proposals as described throughout this RFP. Proposals that do not follow these submission requirements may be deemed non-responsive and not considered for selection. All proposals must include the following information:

Applicants must present their services and applicable features in a clear and concise manner in the same sequence as the RFP document stipulates. The proposed products, services and applicable features must meet the Mandatory Submittal Requirements established by the City and presented below. Proposers must provide explanations of how their services and features meet the Mandatory Criteria. Simply stating that the applicant understands the requirements and that they comply will not be acceptable and will disqualify the proposal.

Firms interested in providing the above described scope of services to the City of Auburn must submit a Proposal that addresses the following Mandatory Submittal Requirements listed below. Please note that for each Mandatory Submittal Requirement, the number of available points for scoring is provided.

VIII. MANDATORY SUBMITTAL REQUIREMENTS AND ASSOCIATED SCORING POINTS

Each proposal will be screened to ensure it meets the mandatory requirements and goals as set forth in this solicitation. Failure to comply with a mandatory submittal requirement will disqualify a vendor's proposal. Minor irregularities in proposals that are immaterial or inconsequential in nature may be cured or waived whenever it is determined by the City to be in the best interest of the City.

Cover Letter – 5 points

- a) Description of company.
- b) Legal nature of company organization.
- c) Statement to indicate ability to provide the required services and include respondents credentials to perform requested services.
- d) Statement indicating understanding of and willingness to obtain a required City of Auburn business license.
- e) Statement indicating understand and willingness to abide by any and all relevant applicable City of Auburn regulations, standards and requirements as may pertain to the operations and management of the Auburn Municipal Airport.
- f) Statement agreeing to utilization of the City's required contract documents subject to appropriate review.
- g) Statement that the individual or firm agrees that in the performance of a contract for services, it shall not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, or physical handicap.
- h) List of applicable Washington State licenses including but not limited to a valid State of Washington UBI/ Department of Revenue (DOR) Registration Number.
- i) Signature of by an individual authorized to bind the Airport Manager/Management Company to an Agreement.

Relevant Company Experience and Qualifications – 20 points

- a) Applicant's overall reputation, service capabilities and quality as it relates to this Proposal.
- b) Statement providing detailed description of respondent's experience in providing commercial service and general aviation airport management and related services, fueling contracts and services and janitorial services. Statement describing engagements similar to the Auburn Municipal Airport and highlighting the expertise and experience of the persons who would provide services to the Auburn Municipal Airport.
- c) Referrals and references from other municipalities or local governments. Proposer shall include all contact information for each airport sponsor (Name, address, phone number, e-mail, etc.) and description of the management services provided. A minimum of 3 references are required.
- d) List and description of any litigation; arbitration; claims filed by your firm against any other jurisdiction as a result of a contract dispute; any contract or

negligence claims filed against your company; premature termination from a services agreement.

- e) Proposer's capacity and intent to proceed without delay if selected.
- f) Description of the individual or firm's history in the industry.
- g) Identification of the principals in the Airport Management Team and include their resumes, a description of their management/leadership style and their proposed plan to manage the facility. Include a description of their business acumen, familiarization of Airport operations and experience in managing similar facilities. The Airport is ultimately a business that must be run like an enterprise with customer service and profitability in mind. Business Acumen is a must in this regard. The Airport Manager must demonstrate experience in running and managing business operations including but not limited to revenue and expense forecasting (labor, equipment, materials) needed to meet revenue and expenditure projections, working with City staff to create and manage multi-year budgets and ability to assist City staff identifying and mitigating financial risks and issues to reach business objectives.
- h) Description of type and number of years of experience providing Airport Management and Operations Services.
- i) Demonstration of experience in developing and implementing Airport Strategic Business Plans and providing recommendations.
- j) Relevant experience and qualifications for all persons that will be actively engaged in the management and operations of the airport.
- k) Provision of resumes of all key personnel.
- l) Provision of certifications and licensure held by individuals or firm in the State of Washington.

Contract Understanding– 20 points

- a) Describe in detail understanding of the scope of work and the particular expertise you or your firm has in this area of work.
- b) Identify and discuss any potential difficult issues you or your firm may face in providing services within the City of Auburn.
- c) Identify and discuss methods to mitigate these difficulties.

Approach to Contract Management – 25 points

- a) Proposed management and operational concepts.
- b) Description of proposed daily, weekly and monthly staffing organization inclusive of individual resumes for those individuals who will be directly responsible for the management and support of the Airport.
- c) Description of the provision of locally based staff to provide 365 days a year airport management and operations.
- d) Description of the approach in initiating and establishing the service that meet the needs and requirements of the City.
- e) Describe systems used for planning, scheduling, estimating and managing the requirements of the scope of services.
- f) Description of asset management and accounting systems to be utilized in the provision of services.

- g) Describe the services, if any, that will be provided through vendor contracts including but not limited to aircraft fueling, runway sweeping and landscape maintenance.

Fees and Charges – 10 points

- a) Provide a detailed schedule of fees and charges.
- b) Provide a detailed monthly and annual budget estimate for anticipated services.

Financial Capacity - 10 points

- a) Evidence that the Proposer has the financial capacity to carry out the proposed management of the Airport. The information provided will be used solely for the purposes of evaluating Proposer's financial capacity to begin operations on the date in which they assume responsibility of the operations of the facility.
- b) Submittal of a 3-year Airport Financial Plan: Proposer shall provide a three (3) year financial revenue and expense projection proforma for gross revenue and expenses for operation of the Airport.

Other Factors – 5 points

- a) Current contracts and ability to proceed promptly.
- b) Willingness to abide by the City's needs and requirements with few or no objections or changes.
- c) Relevant factors impacting the quality and value of service.

Completeness and Presentation – 5 points

- a) The entire proposal will be evaluated on its clarity, comprehensiveness, and ease of identifying pertinent information and suitability of the product and services.

IX. FINAL RANKING AND SELECTION

An RFP Review Committee whose membership will be determined by the Director of Community Development and Public Works will make a recommendation to the Mayor and City Council for the award of the contract to the person or persons whose proposal is determined to be the most suitable for the City, considering all the criteria as set forth in this Request for Proposal.

X. PRESENTATIONS

The City retains the right to request proposers who meet the mandatory criteria to present its proposal to the RFP Review Committee. Each presentation will be evaluated on the clarity, comprehensiveness, and ease of identifying pertinent information and suitability of the product and services.

XI. DISCUSSIONS: BEST AND FINAL PROPOSER

The RFP Review Committee reserves the right to recommend an award to a proposer based upon the written proposal, without further discussions. The Committee may determine that further discussions in the form of interviews with selected Proposers would be in the best interest of the City. If so determine, the Committee shall establish procedures and schedules for conducting interviews and will notify qualified Proposers of the available dates and times, if applicable, when such interviews will be conducted.

XII. REJECTION OF PROPOSAL

The City of Auburn reserves the right to reject any and/or all proposals, and waive any informalities in proposals as determined to be in the best interest of the City.

XIII. EXECUTION AND EXTENSION OF CONTRACT

A contract for services shall be executed by the Mayor following its approval by the City Council at a regularly scheduled or special Council meeting following proper public notification. Contracts resulting from this Request for Proposal may be subject to extensions by mutual agreement, as may be approved by the Auburn City Council, per the terms and conditions resulting from this Proposal.

IX. RESPONSIBILITIES, DEFENSE, INDEMNIFICATION, HOLD HARMLESS AND INSURANCE REQUIREMENTS

Please Note: The following information is provided to make prospective Proposers aware of the City of Auburn's requirements to assure that each Proposer can appropriately determine its capabilities to meet said requirements.

Indemnification/Hold Harmless. The selected Contractor shall defend, indemnify and hold the CITY, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the selected Contractor in performance of work, except for injuries and damages caused by the sole negligence of the City. The City shall defend, indemnify and hold the selected Contractor its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the negligent acts, errors or omissions of the City in performance of work, except for injuries and damages caused by the sole negligence of the selected Contractor. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the selected Contractor and the City, its officers, officials, employees, and volunteers, (collectively the "Parties") the Parties' liability shall be only to the extent of each Party's

negligence. It is further specifically and expressly understood that the indemnification provided will constitute the Parties waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. The waiver will be mutually negotiated by the Parties and the provisions of agreed to indemnification and hold harmless provisions shall survive the expiration or termination of any executed Agreement.

Ownership of Documents. All documents, including, but not limited to, correspondence, estimates, notes, recommendations, analyses, reports and studies that are prepared in the performance of a contract between the Contractor and the City based on a qualified response to this Request for Proposal shall be and remain the property of the City.

Professional Responsibility. The Contractor shall warrant that it is qualified to assume the responsibilities and render the services specified in the Request for Proposal and has all requisite corporate authority and professional licenses in good standing, required by law.

Compliance with the Law. It is contemplated that the work and services to be performed by the Contractor shall be done in compliance with applicable laws, ordinances, rules and regulations that are in effect on the date of execution of the contract between the Contractor and the City based on a qualified response to this Request for Proposal.

Insurance. The Contractor shall procure and maintain, for the duration of any executed Agreement, insurance as specified by the City Attorney's Office and the City's Risk Manager against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his/her agents, representatives, employees, or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City Attorney and the City's Risk Manager:

1. Automobile Liability insurance covering all non-owned and hired vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the CITY under this Agreement.

3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington, unless the Contractor has no employees while the Agreement is in effect.
4. Professional Liability insurance appropriate to the Contractor's profession.
5. Minimum Amounts of Insurance: The Contractor shall maintain the following insurance limits:
 - a. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
 - b. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
 - c. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
6. Other Insurance Provisions: The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:
 - a. The Contractor's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.
 - b. The Contractor's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the CITY.
7. Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
8. Verification of Coverage: The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work.

The Contractor shall procure and maintain the minimum insurance coverages listed herein. Such coverages shall be procured and maintained with forms and insurers acceptable to the City, acceptable of which shall not be unreasonably withheld. All coverages shall be continuously maintained to cover all liability, claims, demands and other obligations assumed by the Contractor pursuant to an executed contract. In the case of any claims made policy, the necessary

retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.

A Certificate of Insurance shall be completed by the Contractor's insurance agent(s) as evidence that policies providing the required coverages, conditions and minimum limits are in full force and effect, and shall be subject to review and approval by the City. The Certificate shall identify this contract and shall provide that the coverages afforded under the policies shall not be canceled, terminated or limits reduced until at least thirty (30) calendar days prior written notice has been given to CITY. The City shall be named as an additional insured. The completed Certificate of Insurance shall be sent to the City of Auburn, Attn: City Clerk, 25 West Main Street, Auburn, WA 98001.

Failure on the part of the Contractor to procure or maintain policies providing the required coverages, conditions and minimum limits shall constitute a Material Breach of Contract upon which the City may immediately terminate this contract or, at its discretion, the City may procure or renew any such policy or any extended reporting period thereto and may pay any and all premiums in connection therewith, and all monies so paid by the City shall be repaid by the Contractor to the City upon demand, or the City may offset the cost of the premiums against any monies due to the Contractor from the City.

The City reserves the right to request and receive a certified copy of any policy and any pertinent endorsement thereto. The Contractor shall agree to execute any and all documents necessary to allow Auburn access to any and all insurance policies and endorsements pertaining to this particular job.

XV. EQUAL OPPORTUNITY COMPLIANCE

The City is an equal opportunity employer and requires all Proposers to comply with policies and regulations concerning equal opportunity. The Proposer, in the performance of a contract for services, shall agree not to discriminate in its employment because of the employee's or applicant's race, religion, national origin, ancestry, sex, sexual preference, age, or physical handicap.

END OF REQUEST FOR PROPOSALS