



**REQUEST FOR PROPOSAL
ADDENDUM #1
July 27, 2016**

**Management Services
for the
Auburn Municipal Airport**

City of Auburn
Community Development and Public Works Department
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Auburn, WA 98001
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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

The following corrections and clarifications are provided in response to questions from potential proposing firms from the Pre-Proposal Meeting held July 7, 2016 and via emailed questions.

Section VII. Scope of Service, Operations.

1. What is the intent related to maintenance and repair of buildings, grounds, and equipment of the Airport Facilities for the City verses the Operator?

Response: The Operator is expected to complete normal maintenance such as mowing, pruning, sweeping, cleaning, etc.. The City will complete any repairs of airport owned Facilities not caused by actions of the Operator or Tenants.

2. What is required for snow removal services from the Operator?

Response: Snow removal is not required per FAA regulations, however, if done it must be continuously done. The City may not have resources available to provide continuous removal therefore the Operator should be prepared to complete snow removal if removal is necessary to re-open the Airport during sever inclement weather if it is projected that the Airport would be required to be closed more than 3 consecutive days or there is need for the Airport in an emergency situation.

3. What is intended by secure public access 24 hours a day including maintaining required fencing for the operator to be responsible for? Please clarify if the Operator is financially responsible for maintaining the required fencing. If not, please clarify that the Operator is required to notify the City of any required repairs or maintenance but the actual work is the financial responsibility of the City.

Response: The Operator is responsible to insure that the gates are operating appropriately, that the key card system is managed such that only appropriate tenants and vendors have access to the site. The Operator is expected to facilitate securing any damaged fencing, safety or security issue for the Airport until permanent repairs can be made, and is expected to notify the City immediately of the issue.

4. "Limit financial obligations of the City to sustain the Airport Enterprise Fund." If the Operator does not have control over repairs to the Airport facilities and all expenditures are not within the operator's control, should this be a requirement to assist the City?

Response: The Operator has control over their contract and manages the lease payment collection process for the Airport. The operator is responsible for these elements of the financial obligations that they have control over and in notifying the City of needed major repairs or issues that can have an impact on the Airport Fund.

5. "Maximize cash flow to support the Airport Enterprise Fund." If the Operator has no control over the cash flow, they should not be responsible for maximizing it.

Response: The Operator is responsible for collection of lease payments from tenants and for fuel sales which do have a direct impact on the cash flow of the fund. The Operator is expected to be responsible for those areas that they do have control over.

6. "Maintain or reduce costs of insuring the Airport." Concern that if the City provides the insurance that the operator can not be listed as additional insured however, if the operator provides the insurance, the City can be listed as additional insured. What is the City's preference?

Response: See response to question 10 below.

Section VII. Scope of Services, Services.

7. What is the expectation for janitorial services as it relates to buildings that are leased out to others within the Airport properties?

Response: The Operator is expected to provide janitorial services for Airport owned buildings unless these services have been specifically written into a lease agreement with another tenant to perform.

Section VIII. Mandatory Submittal Requirements and Associated Scoring Points, Financial Capacity – 10 points. Related to Item b).

8. Please clarify the utilities that the City intends to pay for directly and which the operator will be responsible to pay.

Response: The City will be paying directly for the Storm Drainage monthly fees and the Industrial Storm Permit annual fees. The Operator is expected to pay the gas, electric, water, sewer and garbage fees directly for the Airport owned facilities unless specifically written into a lease agreement with another tenant responsible for these payments or if a future modification of the management agreement is made. Wildlife Hazard Compliance in accordance with the approved plan shall be the operational and financial responsibility fo the Operator unless otherwise re-negotiated by the City in the future. . Advertising, branding and marketing related specifically to the Airport is expected to be conducted and paid by the City.

9. Proposer request that the City provide the last two years and the next two years budgeted expenses the City expects in order to provide an all-inclusive proforma.

Response: The Proposer is expected to provide only their portion of the revenue and expenditure for the Airport in their proforma.

Section IX. Responsibilities, defense, indemnification, hold harmless and insurance requirements. Insurance.

10. Please clarify if the Operator is to provide the insurance for the Airport operations or for their company only?

Response: The Proposer will be responsible for providing all insurance for their operations including fueling and the Airport liability insurance. The City will not be providing any insurance coverages.