



RIO VISTA
MUNICIPAL AIRPORT

Public Notice

REQUEST FOR PROPOSALS (RFP)

RIO VISTA AIRPORT FIXED BASE OPERATIONS SERVICES (FBO)

Release Date: Wednesday, March 31, 2022

Deadline for Submission: Thursday, June 2, 2022, at 2:00 P. M. PST

Contact Person: Robin Borre, Director of Public Works

**City of Rio Vista
One Main Street
Rio Vista, CA 94571**

**REQUEST FOR PROPOSALS (RFP)
FOR RIO VISTA AIRPORT FIXED BASE OPERATIONS SERVICES
(FBO)**

<u>RELEASE DATE</u>	:	March 31, 2022
<u>MANDATORY PRE-RFP CONFERENCE</u>	:	Thursday, April 28, 2022, 2:00 p.m. PST 1 Main Street, Rio Vista, CA 94571
<u>CLOSING DATE</u>	:	Thursday June 2, 2022, at 2:00 p.m. PST
<u>CONTACT PERSON</u>	:	Robin Borre, Director of Public Works Phone: (707) 374-6451 extension 1116 E-mail: rborre@ci.rio-vista.ca.us
	Location:	City of Rio Vista One Main Street Rio Vista, CA 94571
	Counter Hours:	Monday – Thursday, 8:00 a.m. - 5:00 p.m. PST City Hall is closed on Fridays

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INTRODUCTION

Rio Vista, incorporated in 1893, is a special place with an inviting mix of rural and suburban lifestyles and easy access to all urban amenities associated with two of the nation's most dynamic metropolitan regions, San Francisco, and Sacramento. Known as the "Gateway to the Delta," the city lies on the banks of the Sacramento River and is within an easy drive to the Napa Valley Wine Country, Sierra ski resorts, and Lake Tahoe.

Rio Vista is in Solano County and is 65 miles northeast of San Francisco. Solano County is currently the fastest growing of the nine Bay Area Counties, ranking 17th fastest in the State, and the City of Rio Vista is the seventh fastest growing city in the State of California. Rio Vista is also located in the heart of the Sacramento River Delta – a region of abundant natural resources and recreational opportunities.

Per the *Solano County 2020 Index of Economic and Community Progress* report, Rio Vista has a population of approximately 10,600 within seven-and-a-half square miles. As the city grows, the City Council and the residents are committed to preserving the sense of community and small-town characteristics that make Rio Vista unique, inviting, and attractive. Rio Vista's economy is predominantly sustained by agricultural, construction, and natural gas industries along with some commercial and retail activities. Rio Vista is a full-service City with an annual budget for FY2021/2022 of \$33.84 million, providing all essential services and capital improvements. The City's government organization consists of the following departments:

- City Manager's Office/City Clerk/Human Resources
- Community Development
- Fire
- Finance
- Police
- Public Works (Airport)

OBJECTIVE OF THIS RFP

The City of Rio Vista is soliciting proposals from qualified parties for the development and management of a Fixed Base Operation (FBO) at the municipal airport under a Lease and Operating Agreement. The successful Proposer must be willing to assume full responsibility for the operations of the leased area. All uses must be aviation related. Any proposal shall provide for the sale of aviation fuel, operation of a pilot's lounge, and include at a minimum the requirement stated in the Rio Vista Airport Operating Standards for Aircraft Fuels and Oil Dispensing.

BACKGROUND

The Rio Vista Airport is a municipal airport owned and operated by the City of Rio Vista. The Airport is dedicated to general aviation use within the limits established by the Solano County Airport Land Use Compatibility Plan, which provides guidelines for noise restriction, land use, and airspace protection. At this airport there are weight restrictions up to 30,000 pounds for single-wheel landing gear configurations.

The Airport has a 4,000 foot runway, 75 tiedowns, and general aviation fuel volume of approximately 40,000 total gallons of 100LL Fuel.

Currently, the site includes an airport terminal with access to kitchen and restroom facilities, flight plan facilities, access to the Rio Vista Transit service during daylight hours, and UBER. Utilities at the site include water, septic tank, electricity, and propane. In the near future, the City intends to connect wastewater services to the Airport facility.

There is currently no full-service FBO at the Airport. It is anticipated that high-end general aviation activity (i.e., corporate jets) and the emergence of new industries (i.e., small unmanned aircraft systems (sUAS) over 15 pounds) will continue to grow at the Airport. Current facilities are inadequate to accommodate such growth, however there is sufficient land available to expand. No minimum capital investment criterion has been established for the purposes of this RFP.

MINIMUM QUALIFICATIONS

Proposers must demonstrate their experience and financial resources to meet the minimum qualifications as required under this RFP, including but not limited to the following:

- Evidence of at least five (5) years continuous experience within the last six (6) years in the ownership, development, management, and/or operation of an FBO at an airport with at least 10,000 annual general aviation aircraft operations.
- Evidence that the Proposer is authorized to conduct business in the State of California for all aspects of the business it proposes including all required licenses and permits prior to start of operations.
- Must meet all license requirements, including but not limited to federal, state, and local requirements for all the services that the Proposer intends to provide.
- Provide audited Financial Statements for five (5) continuous years of experience.
- Provide at least five (5) references with email and phone contact information showing FBO experience including municipal airport served, services provided, and level of airport owner involvement.

Staff will carefully consider the Proposer's qualifications, experience, financial responsibility, development plan, and management plan in evaluating the proposals. Consideration will be given for proof of the experience and skill, and financial responsibility of Proposers in the management and operation of a general aviation FBO and to the specified plans presented in the proposal for construction and managing a general aviation fixed base operation at the Airport. Evaluation of the entire proposal will bear more weight than any individual part.

Minimum Fueling and Supply

Operator shall provide fueling services for general aviation and other non-scheduled aircraft using the Airport as required under the Rio Vista Airport System Aircraft Fueling Standard and the Operating Standards for Aircraft Fuels and Oil Dispensing general standards for all fuelers and specific standards for FBO's.

General Requirements

The City of Rio Vista opens the invitation for the submittal of RFPs to all proposers who have a minimum of five (5) years of successful FBO experience. The City envisions the selected Proposer to have a proven track record successfully operating an FBO, having a steadfast commitment to continuous improvement, consistently providing excellent customer service, and being an ethical and cooperative business partner with the City in terms of upholding safety and abiding by local, regional, state, and federal regulations.

The *Scope of Work* provided with the proposal should include a step-by-step breakdown of the tasks to be performed on a service-by-service basis. Any tasks assumed to be accomplished by City staff and the general level of participation expected from the City should also be specified.

The cost proposal shall include all costs for which the Proposer expects to be paid and shall include a total figure for all work performed.

The Proposer will also provide a minimum of five (5) references from agencies for which similar services have been provided. The Proposer is also expected to provide financial statements and other supporting documentation that would demonstrate successful, stable, and solid business operations at a municipal airport.

The Proposer will include how they will meet the minimum return of funding to the City and State; the City to receive a minimum amount per year sufficient to cover City maintenance and repair, utility costs, staff costs, capital improvements, and grant match requirements. The actual amount will be determined during negotiations depending upon the level of involvement that will be required by the City.

CONTRACT TERMS

The contract will be for the period commencing on or about August 2022 and continue for a term as negotiated with the City.

RFP RESPONSE FORMAT

The RFP respondent shall submit five (5) originals - one (1) must be unbound - and one (1) USB flash drive containing the proposal and all additional information requested. To simplify the proposal evaluation process, the proposals shall be typed using Arial 12 font and submitted on 8 ½ by 11-inch paper and organized in the following format:

1. Cover/Cover Letter
2. Firm/Entity name
3. Description of the firm/entity
4. Description of the firm/entity's successful experience(s) as an FBO
5. Full disclosure of subconsultant(s) or joint venture(s) identified (if applicable to your proposal)
6. Description of services provided as specified in the *Scope of Services* and *General Requirements* sections of the RFP
7. Examples of similar operations should be included.
8. The *Statement of Qualifications* should provide detailed information including but not limited to the following:
 - Proposer's experience at similar municipal airports.
 - Qualifications of key staff people which will be identified to provide service under this RFP. Core team members will need approval of replacement staff by City.
 - List of sub-consultants and/or joint venture(s)
 - List of references for FBO operations at a municipal airport and contact information at those agencies. List each contact only once. Include name, email address, and phone number of at least five (5) individuals.
9. List of references
10. Supporting documents providing evidence of at least five (5) years of successful FBO enterprise – quantitative and qualitative data or documentation must be included. These documents are to be provided digitally in the submitted flash drive as well as in the five (5) original proposals. Examples of such documents are:
 - Financial statements (at least five (5) consecutive calendar or fiscal years)
It is preferred for respondent to submit five (5) years' worth of financial statements which can either be (in order of preference):
 - Five (5) years of audited financial statements, or
 - A combination of audited and unaudited financial statements totaling five (5) years, or
 - Five (5) years of unaudited financial statements
 - Customer satisfaction tabulation results, survey forms, and accompanying surveys
 - Quarterly performance metrics reports (at least three (3) consecutive years)
 - Procedure manuals and/or standard operation procedures (SOP)
 - System(s) of controls
 - Internal auditing and/or monitoring procedures

EVALUATION CRITERIA

Proposals will be evaluated according to the attached Consultant Selection Criteria Matrix, Exhibit A. The evaluation committee reserves the right to contact and evaluate the Proposer's references, contact any Proposer to clarify any response, contact any current clients of a Proposer, or solicit information from any available source deemed pertinent to the evaluation process. The committee shall not be obligated to accept the lowest priced proposal but shall make an award in the best interests of the City.

The Agreement resulting from this RFP will be awarded to the qualified Proposer whose qualifications, experience, financial responsibility, proposed development plan, and proposed management plan, conforming to the requirements of the RFP, is determined to be the most advantageous to the City of Rio Vista. The proposal shall contain a complete response to each area identified below, in the order and numbering sequence shown (See *Scope of Work* for more details).

1.	Revenue to the City	(20 POINTS)
	• Minimum Rent	
	• Percentage Rent (in excess of minimum)	
	• Ground Rent	
	• Proposed share of revenues from managed activities (i.e., tiedowns, landing fees); fuel	
2.	Development and Operating Plans	(35 POINTS)
	• How the site would be developed	
	• Quality of proposed development and operation	
	• Criteria for determining site development	
	• Range of services proposed	
	• Aviation development	
3.	Financial Strength of Proposer/Project	(25 POINTS)
	• Equity in project	
	• Financial commitments	
	• Demonstrated financial capacity to develop and operate proposed FBO	
4.	Experience	(20 POINTS)
	• Operating an FBO at an airport with an appropriate level of general aviation activity	
	• Commitment to customer service and process improvement	
	• Range and level of services provided	
	• Quality control assurance, performance metrics, consistency in monitoring and reporting processes,	
	• References	
5.	In Person Presentation	10 Points

TOTAL POSSIBLE SCORE			110 POINTS

Proposer Interviews

After evaluation of written submissions, the evaluation committee will select finalists to be interviewed. The interviews are expected to be held as indicated in the Estimated Timeline outlined in this RFP. Finalists will be notified by phone and e-mail of the time and location of their interview.

Negotiations

The City will negotiate the terms of a Lease and Operating Agreement with the successful Proposer.

Additional Information

The City may request additional information to assist in evaluating a proposal. The Proposer shall cooperate fully with such requests.

City’s Right to Investigate

The City of Rio Vista reserves the right to conduct a thorough investigation to verify the experience, qualifications, and financial resources of each Proposer.

City Council Decision Final

The City intends to award the Agreement to a qualified Proposer submitting the proposal that will serve the interest of the City. Staff recommendation will be made to the City Council for approval. City Council reserves the right to reject any and all bids.

SCOPE OF SERVICES

FBO Development and Management Requirements

1. Development plan requirements

- i. A preliminary plot plan showing the general location of proposed improvements on the premises and further identification as to use (including intention as to use of existing buildings), occupancy, number of employees and other information that might be deemed consistent with the proposed development.
- ii. A proposed development schedule based on Proposer’s operating plan. If the proposed development will be completed in phases indicate the completion schedule.

- iii. Description of how Proposer's development concept would benefit the Rio Vista Airport. For example, how might the other aviation businesses at the Airport benefit by Proposer's development.
- iv. Description of anticipated target markets that would identify the potential general aviation executive and corporate customers, their service and product demands. For example, information on anticipated growth that would accompany services provided by Proposer that are not currently available on the Airport.
- v. Description of relevant past or current experience that qualifies Proposer and/or its organization to succeed in developing the concept proposed. Include brochures, and photographs of similar development projects successfully undertaken, or currently underway.
- vi. Information on how development is to be financed. If the Proposer is to obtain outside financing, commitment letters from a financial institution acceptable to the City must be included regardless of source of funding.

During final negotiations, the selected Proposer(s) will be required to submit a development plan consisting of a detailed plot plan, schematic elevations, financial plan, development schedule, estimated development costs and landscape plans.

2. Management Plan Requirements

A Management Plan is to be submitted as part of the proposal package. This plan shall indicate:

- i. A description of the marketing program the Proposer will use to attract aircraft activities to the Airport, including a proposed marketing budget.
- ii. A description of Proposer's customer service and quality assurance philosophy and its proposed implementation at the Airport.

3. Required FBO Services

The successful Proposer, at a minimum, will be required to operate and maintain an FBO at the Airport offering the following services:

- i. Provide aviation fuel, oil, and other petroleum products and service aircraft at the Airport, subject to the provisions of the Operations Standards and issuance of a Commercial Fueling Permit at the Airport.
- ii. Provide Unicom and radio services.
- iii. Operate and manage activities on the public general aviation ramp including the collection, and remittance to City, of required fees. Such service to be provided twenty-four (24) hours a day, seven (7) days a week, unless the Director of Public Works ("Director") establishes other hours.
- iv. Provide aircraft arrival guidance, aircraft parking, and tiedown services.

- v. Provide twenty-four (24) hour emergency service to disabled general aviation aircraft on the Airport, including towing or transporting disabled aircraft to the Leased Premises at the request of or with the approval of the Director.

4. Optional FBO Services

- i. Provide maintenance and repair services for aircraft electronic communications and navigation equipment (i.e., avionics).
- ii. Provide aircraft storage and hanger space for corporate and general aviation aircraft on the Leased Premises.
- iii. Restaurant operation.

5. Additional FBO Services

- Provide a full-service public, passenger lounge that will offer at a minimum:
 - i. Local and regional information services
 - ii. Courtesy transportation to on-airport locations
 - iii. Hotel referrals and assistance with rental cars and/or limousine services
 - iv. TV, internet access, phone, copier, and business services
 - v. News stand
 - vi. Credit and debit card processing
 - vii. Coffee, tea, water, ice, hot/cold food vending machines, and basic catering services
 - viii. Restrooms adequate to meet all passenger and FBO employee needs
- Provide a full-service Pilot Lounge that will offer at a minimum:
 - i. Lounge chairs
 - ii. Flight planning room with TV, internet access, phone, copier services
 - iii. Prep-kitchen and breakroom
 - iv. Restrooms (showers are not currently available)
- Provide for:
 - i. Crew cars during operating hours
 - ii. Crew parking area accessible twenty-four (24) hours a day, seven (7) days a week
 - iii. Security of leased premises
 - iv. Custodial and pest control
 - v. Emergency, routine, and preventative aircraft maintenance
 - vi. Pre-flight line services
 - vii. Hazardous waste collection and proper disposal
 - viii. Ground servicing which includes but is not limited to:
 - a. Trash removal and Biffy dump to approved location
 - b. Aircraft cleaning/detailing

6. Revenue to the City

<i>Fee Type</i>	<i>% to FBO</i>		<i>% to City</i>		<i>Total</i>
<i>Daily Tiedowns</i>		+		=	
<i>Monthly Tiedowns</i>		+		=	
<i>Hangar Rentals</i>		+		=	
<i>Land Leases</i>		+		=	
<i>Office Rentals</i>		+		=	
<i>Fuel Sales</i>		+		=	
<i>Identify Any Other Revenue Sources</i>		+		=	

Use matrix above as a template to indicate all sources of proposed revenue to the City.

GENERAL TERMS AND CONDITIONS

The Request for Proposals (RFP) does not commit the City of Rio Vista (City) to award a contract, to pay any cost incurred in the preparation of the firm's RFP response, or to procure or contract for services or supplies. The City reserves the right to accept or reject any or all RFP responses received due to this request, to negotiate with all qualified sources, or to cancel all or part of this RFP.

Submission of a proposal means that the Proposer hereby agrees to all terms and conditions set forth in all the pages of this solicitation. If the Proposer does not agree with all the terms and conditions found in this solicitation, the Proposer must stipulate the terms and/or conditions to which the Proposer does not agree.

Right to Cancel: The City Council reserves the right to cancel the award of the Agreement without liability to the Proposer at any time before the Agreement has been fully executed by all parties and approved by the City Council.

Proposal is a Public Record: By submission of this proposal, Proposer acknowledges and agrees that the proposal may be considered a public record and subject to disclosure upon request under the California Public Records Act (Government Code Sections 6250, et seq.).

Business License: All professional services providers shall be required to obtain and maintain a current City of Rio Vista business license, including subcontractors.

Professional Licensing: The professional services provider, and any subcontractors, shall possess any necessary license(s) relative to the work to be performed required by an appropriate licensing authority of the State of California, and shall provide evidence of such to the City with their proposal or prior to commencement of the work in such form as the City shall require.

Assignment/Subcontracting: The selected professional services provider shall not assign or subcontract services or responsibilities without the prior written consent of the City. The City acknowledges that subcontracting can be in the City's best interest but reserves the right of final approval.

SPECIAL CONDITIONS

I. Use and Operation of Leased Premises

A. Required Activities

Upon the commencement date of this Agreement (or the commencement date of operations in accordance with the terms of Section 2.01 if a later date) and subject to all applicable laws and regulations (including the Operating Standards) and the approved Management Plan, Lessee will provide the following listed services at a minimum.

- (1) Provide aircraft with aviation fuel, oil, and other petroleum products at Airport, subject to the provisions of the Operating Standards and issuance of a Commercial Fueling Permit.
- (2) Operate and manage activities on the Public Ramp, including the collection, and remittance to City, of required fees. Such service to be provided twenty-four (24) hours a day, seven (7) days a week, unless the Director agrees to other hours.
- (3) Provide aircraft arrival guidance, aircraft parking, and tiedown services.
- (4) Twenty-four (24) hour emergency service to disabled general aviation aircraft on the Airport, including towing or transporting disabled aircraft to the Leased Premises at the request of the Director or at the request of the owner or operator of the aircraft with approval of the Director.
- (5) Operate and manage activities on the Public Ramp, including the collection, and remittance to City, of required fees. Such service to be provided twenty-four (24) hours a day, seven (7) days a week, unless the Director agrees to other hours.

B. Optional Activities

Provide service, maintenance and repair of aircraft electronic communications and navigation equipment (i.e., avionics).

C. Permitted Activities

Subject to all applicable laws and regulations (including the Operating Standards) and the approved Management Plan, Lessee may, but is not required to, provide the following commercial aviation activities:

- (1) Aircraft sales and distribution
- (2) Aircraft sales and distribution
- (3) Aircraft parts and supplies sales
- (4) Outside storage of aircraft
- (5) Air charter
- (6) Aircraft wash and wax service (including interior cleaning)
- (7) Sale of pilot supplies and aviation souvenirs
- (8) Restaurant operation

Lessee shall not engage in commercial operations at the Airport other than the foregoing without the prior written consent of the City. Provided however, Lessee shall be allowed to have installed on the Leased Premises coin-operated machines vending items such as candy, snacks, or soft drinks, and may sell prepared food and beverages incidental to general aviation service activities.

D. Hours of Operation

All operations within the Leased Premises shall be operated seven (7) days each week, including holidays, for such hours as may be required to reasonably serve the traveling public. The specific hours for each operation shall be determined by mutual agreement between Lessee and the Director

E. Credit Cards

Lessee shall accept, at a minimum, the following nationally recognized credit cards: American Express, MasterCard and VISA for payment of goods and services.

F. Manager

Lessee shall always retain at least one qualified and experienced manager, or facility or shift supervisor, who shall be authorized to represent and act for Lessee in matters pertaining to its operations hereunder. Lessee shall keep the Director of Public Works informed, in writing, of the identity of each said person(s).

G. Appearance and Conduct of Employees

Lessee and all its employees shall maintain a well-groomed appearance, and shall always, while on Airport premises in connection with this Agreement, wear clothing suitable for the operations hereunder. Such appearance shall, at the least, meet the minimum standards for all fuel operators at the Airport pursuant to the Operating Standards.

II. Management Plan

Lessee shall operate facility in accordance with a Management Plan. Such Management Plan shall be submitted for Director's written approval prior to execution of this Agreement. The Management Plan will include, but not be limited to, the following types of information:

- a. Proposed management structure and operating personnel schedule, including resumes of the personnel that would be assigned to the Airport, with their experience and qualifications.
- b. Completed and detailed description of the proposed scope of operation setting forth each business activity proposed, the scope of such activity, and identified between activities to be provided initially and those to be provided in the future (and for those to be provided in the future a timeline of when).
- c. Hours of operation identified by service.
- d. A forecast of gross income the Proposer expects over each of the first five years of operation.

- e. A description of the marketing program the Proposer will use in attracting executive and corporate aircraft activity to the Airport, including a budget.
- f. A description of the Proposer's service philosophy and how it will be implemented at the Airport.

PROPOSAL SUBMISSION

Five (5) originals - one (1) must be unbound - and one (1) USB flash drive containing the proposal and all additional information/documentation all must be sealed and received (not postmarked), and date stamped by a City employee no later than **Thursday, June 2, 2022, at 2:00 P.M. Pacific Standard Time (PST)** at the City of Rio Vista – City Hall, 1 Main Street, Rio Vista, CA 94571.

Mailed proposals should be sent to:

City of Rio Vista
One Main Street
Rio Vista, CA 94571
Attention: Robin Borre, Director of Public Works

Proposals should be marked:

RIO VISTA AIRPORT FIXED BASE OPERATOR (FBO)

LATE PROPOSALS WILL NOT BE ACCEPTED.

MANDATORY PRE-PROPOSAL MEETING

**A mandatory pre-proposal meeting will be held on
Thursday, April 28, 2022, at 2:00 p.m. PST at Rio Vista City Hall
1 Main Street, Rio Vista, CA 94571
Consultants interested in submitting a proposal must attend this meeting**

A tour of the airport and the subject property will be provided immediately following the pre-proposal conference.

ESTIMATED TIME FRAME

(Subject to change without notice, except for the pre-proposal meeting and submission deadlines)

Wednesday, March 31, 2022	Release date of Request for Proposal (RFP)
Thursday, April 28, 2022, at 2:00 p.m. PST	Mandatory pre-proposal meeting at 2:00 p.m. PST, at Rio Vista City Hall - allow for two (2) hours
Thursday, May 12, 2022, at 5:00 p.m. PST	Deadline for submitting requests for clarification
Thursday, June 2, 2022, at 2:00 p.m. PST	RFP responses due no later than 2:00 p.m. PST
Thursday, June 9, 2022	RFP responses distributed to evaluation committee; evaluation committee meeting
Tuesday, June 21, 2022	Firms/entities notified of interview appointments
June 30, 2022	Interviews
July 2022	City and selected FBO finalize Agreement Terms and Conditions
August 2022	Resolution goes before City Council to approve and award FBO agreement. Letters sent to firms not selected.

EXHIBIT A

CONSULTANT SELECTION CRITERIA MATRIX
(Sample Evaluation Criteria Evaluation Form)

Instructions:

Review and evaluate each proposal. Enter rating points for each of the evaluation criteria shown in the matrix below.

EVALUATION CRITERIA	PROPOSERS			
Revenue to the City (20 pts.)				
Development and Operating Plans (35 pts.)				
Financial strength of Proposer/Project (25 pts.)				
Experience/ References (20 pts.)				
EVALUATION CRITERIA SUBTOTAL (100 points max.)				
Oral Presentation, if any (10 points max)				
TOTAL RATING (110 points max.)				