

REQUEST FOR PROPOSAL
AIRPORT ADMINISTRATIVE SERVICES
SUTTER COUNTY AIRPORT

JANUARY 21, 2009

**SUTTER COUNTY PUBLIC WORKS
GENERAL SERVICES DIVISION
146 GARDEN HWY
YUBA CITY, CA 95991
(530) 822-7473**

Approved for Solicitation:



Douglas R. Gault, Director of Public Works

1/21/09

REQUEST FOR PROPOSAL

SUMMARY SHEET

1. Project:

Sutter County is requesting proposals for Airport Administrative Services at Sutter County Airport. Sutter County anticipates negotiating a three (3) year contract, with the option for contract extension(s), to commence April 2, 2009

2. Location

The Sutter County Airport is located at 100 Airport Road, Yuba City, CA, 95991.

3. Requested Services

Airport Administrative and Management services as described in detail in the Scope of Work section of this document.

4. Project Manager:

Robert Starr, Deputy Director, General Services
Sutter County Public Works
146 Garden Highway
Yuba City, California 95993
Telephone (530) 822-7473, Fax (530) 822-7249

5. Tentative Schedule:

Distribute RFPs	January 21, 2009
Open discussion and site visit	February 11, 2009
Proposals due	February 27, 2009
Interview Consultants	March 9-13, 2009
Negotiate Fees	March 23-27, 2009
Award Contract	April 1, 2009

INTRODUCTION

The Sutter County Department of Public Works is requesting proposals for Airport Administrative and Management Services at Sutter County Airport.

Interested firms should submit their proposal to the following office no later than **4:30 p.m. on February 27, 2009:**

Sutter County General Services
146 Garden Highway
Yuba City, CA 95991
Attn: Robert Starr, Deputy Director

Questions on this RFP should be directed to Robert Starr at (530) 822-7473.

The selection process will consist of a review and ranking of the proposals by a Selection Committee. The top three ranked firms will be requested to interview with the same Selection Committee.

The proposal from the firm shall contain the information identified in this RFP. Late submittals or submittals to the wrong location are considered non-responsive and will be rejected. Submittal of additional information after the due date will not be considered.

If Sutter County fails to conclude an agreement with the top-ranked firm, a new negotiation will be started with the next highest ranked firm. This process will be repeated until a contract is successfully negotiated.

Upon successfully negotiating an agreement, a written agreement will be presented to the County Board of Supervisors for approval and execution, at which time the firm's services will begin immediately.

This RFP does not commit the County to enter into an agreement, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services. The County reserves the right to accept or reject any or all proposals received as a result of the request, to negotiate with any qualified firm, or to modify or cancel in part or in its entirety this RFP if it is in the best interest of the County to do so.

BACKGROUND

The Sutter County Airport was established in 1947 and is located at 100 Airport Road, Yuba City, California. The County adopted a master plan for airport operations in 1968.

The Sutter County Airport is located on approximately 100+ acres of land, and is operated by the Sutter County Public Works Department. No commuter airlines utilize the Sutter County Airport. Due to Sutter County's proximity and convenience to the Sacramento International Airport directly south of Sutter County, commercial service has not expanded into Sutter County.

The Airport has a single paved runway 3,040 feet in length and 75 feet wide. No control tower is located at this airport. A major portion of the airport operations are a result of agricultural aircraft involved in crop dusting activities.

The Airport rents "T" hangars, hangar sites and tie downs to the public. In addition, the County leases commercial land and one building to aviation based business.

SCOPE OF WORK

A list of normal tasks for administering the Airport includes, but is not limited to, the following:

A. Recurring Tasks

Daily

1. Account for Airport funds
 - a. Authorize expenditures within guidelines
 - b. Process claims for payment
 - c. Process payments and collect past due rent.
 - d. Coordinate with the Auditors Office regarding payment of Airport claims.
 - e. Monitor Airport expenses and revenue to ensure the Airport is in budget and has revenue to cover expenses.
2. Enforce Federal, State and local regulations. Follow-up to ensure tenant compliance with all applicable regulations.
3. Administer the Airport card access policy, issue cards, monitor access to the Airport and ensure tenants are in compliance with policy.
4. Meet with the public and answer questions.
5. Monitor runway and taxiway conditions, including fence integrity, lights, beacon and FAA equipments.
6. Coordinate maintenance and repairs of the airfield grounds and County-owned buildings with the Road and Facilities Divisions of Public Works.
7. Coordinate maintenance and purchases with outside vendors as required.
8. Maintain hangar waiting list; inspect hangars when vacated; coordinate rentals with new renters.

Weekly

9. Inventory aircraft in tie-down area and indentify those not properly permitted. Follow up with owners to ensure fees are paid, tie down permits completed and requirements met.

10. Coordinate with tenants to ensure compliance with the terms of their leases and/or rental agreements including FAA aircraft registration and proof of insurance requirements.
11. Follow up on tenants insurance with agents.

Monthly

12. Prepare and mail monthly billing for Airport tenants.
13. Update FAA based aircraft data base.
14. Complete a report that outlines the tasks completed for the past month which describes how they were completed. This report will be submitted with your monthly invoice for services.
15. Receive and process rental payments.
16. Report changes in tenants and or aircraft to the Assessors Office. Review Assessor's Airport data base for accuracy and provide the Assessor's Office with updates.

Quarterly

17. Airport Advisory Committee (AAC)
 - a. Contact AAC Chairman to collect agenda material.
 - b. Research and prepare agendas for AAC meetings.
 - c. Research items for the AAC
 - d. Attend AAC meetings to present items and answer questions.
 - e. Prepare and maintain records of minutes of AAC meetings
18. Participate in safety inspections and take corrective action to resolve related safety concerns.

Annually

19. Meet with Cal Trans inspectors; answer questions, research and respond to inspectors letters. Resolve related inspection concerns with property owners and tenants.
20. Organize and implement the Assessors tax inventory of aircraft based at the Airport
21. Prepare Airport budget

B. Non Recurring Tasks

The County may direct the following tasks to be completed on a time and material basis as needed. The County anticipates utilizing the firm for approximately 100 hours annually for these tasks:

1. Research Airport questions, evaluate options and report

2. Develop Airport policy recommendations
3. Prepare staff reports for consideration at the Public Works / Support Services Committee (PWSSC) and Board of Supervisor (BOS) meetings.
4. Attend special meetings and present information and answer questions
5. Develop proposals to balance Airport revenue and expenses
6. Research and recommend airport rates
7. Present revenue proposals to the PWSSC, BOS and the public as required
8. Coordinate with Public Works Engineering Division on capital improvements
9. Coordinate activities designed to promote increased general airport usage and increase community awareness of the importance of the Airport to the general public.

CONTENT OF PROPOSAL

The County is requesting a proposal for the Scope of Work specified herein. The proposal must include the following elements:

1. Detailed description demonstrating an understanding of the Scope of Work and a detailed description outlining how each of the required services will be provided.
2. Compensation requirement for Firm's fixed cost for recurring tasks and hourly rates for non-reoccurring (time and material) tasks.
3. A description of professional qualifications, including any licenses and airport administrative experience. A minimum of two professional airport administrative references are required.

SELECTION CRITERIA

A selection committee will rank the firms using a ratings matrix consisting of the following criteria.

1. Qualifications and experience relevant to this proposal.
2. Overall quality of the proposal.
3. Cost of Services.

The firms will be asked to participate in an interview where they can present their proposed ideas and qualifications.

Upon selection of a firm, they will be required to enter into a contract with the County. The form of the contract shall be negotiated between the consultant and the County.