



City of Rockwall
The New Horizon

**The City of Rockwall
Request for Proposal for
Fixed Base Operator Services
at Ralph M. Hall / Rockwall Municipal Airport**

All proposals shall be addressed to:

**City of Rockwall
Attn: Lea Ann Ewing, Purchasing Agent
385 S. Goliad Street
Rockwall, Texas 75087**

**PROPOSALS MUST BE RECEIVED IN SEALED ENVELOPES NO
LATER THAN 2:00 PM ON WEDNESDAY, JULY 26, 2017.**

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Section I. Background and General Information

Purpose

The City of Rockwall, Texas is issuing this Request for Proposal (RFP) for qualified parties (Respondents) interested in providing Fixed Base Operator (FBO) services at the Ralph M. Hall / Rockwall Municipal Airport located in Rockwall, Texas. The successful Respondent will be primarily located on the airport property at 1701 Airport Road, Rockwall, Texas 75087.

This RFP document provides background and general information for Responders and is to be used as a guideline to develop a proposal. The Ralph M. Hall / Rockwall Municipal Airport has an FBO currently operating on the airport. The current FBO and those associated with the current services provided are not disqualified from participating in the RFP. Whether the City continues to provide leased space to those currently operating at the airport is negotiable.

Airport Location

Ralph M. Hall / Rockwall Municipal Airport is two miles east of Downtown Rockwall, approximately two miles from the Rockwall Economic Development Corporation Technology Park, and 23 miles east of downtown Dallas. It is classified as a general aviation (GA) airport within the Federal Aviation Administration's (FAA) *National Plan of Integrated Airport Systems* (NPIAS), a community service airport within the *Texas Airport System Plan*, and a local airport within the newly published FAA document *General Aviation Airports: A National Asset*. The airport contains approximately 50 acres, experiences an estimated 15,000 annual operations, and bases 69 GA aircraft ranging from small single-engine aircraft to a Citation Mustang, a small business jet.

Direct access to the airport is provided by Airport Road on the south and is bordered by State Highway 66 on the north and John King Boulevard with an Interstate 30 interchange just 1.5 miles south of the airport. The published airport elevation is 574 feet above mean sea level (MSL), with airfield coordinates of 32° 55' 50.140" N and 96° 26' 07.748" W.

Airport Description

Ralph M. Hall / Rockwall Municipal Airport is owned and operated by the City of Rockwall. The airport name honors Congressman Ralph M. Hall who served the 4th Congressional District of Texas from 1981 until 2015. Congressman Hall was born and raised in Rockwall County.

Runway 17/35 is 3,373 feet long and 45 feet wide. The runway is equipped with a Low Intensity Runway Light (LIRL) system and marked with non-precision runway markings. The airport has one parking apron for based and itinerant aircraft that provides approximately 25,200 square feet (2,800 square yards) of parking and maneuvering space. This asphalt apron is located on the southeast portion of the airfield, adjacent to the GA terminal building and FBO hangar.

The Airport offers 45 open air "T" hangars and two larger box hangars approximately 100 x 100 feet in size, one of which is currently used for maintenance operations. The airport's GA

terminal, located on the southeast corner of the airfield, consists of approximately 1,200 square feet of space. The terminal provides a lounge area, restrooms, office area, and flight planning space.

The west side of the airport is home to enclosed “T” hangars that can accommodate as many as 29 more aircraft. There are six aircraft that are stored within the through-the-fence hangars. The hangars on the southwest side of the airport are currently on a land lease agreement and are available to rent but are not part of the facilities available to the FBO operation. However, many of these tenants purchase fuel and maintenance from the current FBO operation.

The aviation fuel storage at the airport includes one 12,000 gallon in-ground AVGAS storage tank, one (1) 600 gallon AVGAS mobile dispenser, and one 2,200 gallon Jet-A mobile dispenser. The City owns the in-ground tank, mobile AVGAS truck, and the Jet-A mobile unit.

Section II. Fixed Base Operator Services

The Respondent must be able to provide the following services, support, and amenities:

1. Purchasing and dispensing of aircraft fuel (100LL & Jet A), oil, and lubricants
2. Minimum hours of operation: 12 hours per day, 7 days per week, or an acceptable alternative that may be considered by the City. After hours: on-call services
3. Hangar management and maintenance and subleasing of hangar and tie-down spaces
4. Employment of the appropriate number of properly trained and/or certified personnel to provide satisfactory FBO services, such as fueling and line service, etc.
5. Aircraft marshalling, towing, parking and tie-down services
6. Oxygen, nitrogen, and compressed air services
7. Courtesy transportation and/or ground transportation arrangement
8. Provide upkeep of the airport from debris, weeds, trash
9. Routinely check runway lighting system and rotating beacon
10. Perform Pavement Inspection / Management services
11. Provide customer service to visitors, tenants, and the public
12. Provide or subcontract for airframe and power plant maintenance and repair services and show proof of appropriate certifications to provide this service
13. Operate and maintain a pilot and passenger lounge with restrooms and vending machines
14. Phone, internet, and credit card equipment and services
15. Provide a weather computer station
16. Monitor AWOS equipment for proper operation; notify the City for maintenance
17. Monitor Common Traffic Advisory Frequency
18. Issue and cancel NOTAM advisories as necessary
19. All equipment necessary to file flight plans
20. Marketing – the FBO will work to generate and attract aviation activity at the airport
21. If the Responder proposes not to provide any of the service listed above, the Responder should indicate how they will provide an alternative means of providing the services, or explain why the services should not be provided.

The Respondent may provide any of the optional aeronautical services, subject to prior approval by the City of Rockwall:

- 1. Aircraft rental
- 2. Aircraft sales
- 3. Avionics repair
- 4. Specialized maintenance, (such as upholstery, radio, instrument repair, etc.)
- 5. Miscellaneous retail products (pilot supplies, promotional items, etc.)
- 6. Any other type of service not listed

Section III. Qualifications and Assurances

To be eligible for consideration, the Respondent must meet the following qualifications:

- 1. A minimum of 3 (three) years prior experience in FBO services or comparable experience in providing an aviation related service.
- 2. Financial capability to operate the FBO.
- 3. Currently hold or be able to obtain all necessary certifications with local, state, and federal government agencies necessary to operate as an FBO.
- 4. Abide by any and all rules, requirements, or mandates placed upon the airport owner by the FAA or the State of Texas including, but not limited to, the Grant Assurances of FAA grants and the Terms and Conditions of State of Texas grants.
- 5. Understand that the City retains the right and/or the obligation to perform any or all functions of an FBO.

Section IV. Insurance

Respondent shall procure and maintain at all times, in full force and effect, a policy or policies of insurance as specified herein, naming the City of Rockwall as an additional insured and covering all public risks related to the leasing, use, occupancy, maintenance, existence or location of the Airport.

Minimum insurance required:

	Each Occurrence	Aggregate
1. Comprehensive General Liability	\$1,000,000	\$1,000,000
2. Product Liability	\$1,000,000	\$1,000,000
3. Hangar Keeper Liability	\$50,000	\$100,000
4. Workers' Compensation	Statutory Requirement	

Section V. Proposal Contents

A successful proposal should contain the following minimum items:

General Information

1. Names and qualifications of company officers and owners
2. Company address
3. Brief history of the candidate
4. A full description of the Respondent's entity and identification of all parties including disclosure of all persons or entities having a beneficial interest in the proposal

Financial Fitness

1. Sufficient proof supporting the Respondent's financial ability to provide FBO services
2. The City reserves the right to request additional information from any of the Responders as necessary.

Business Plan

1. Operations Plan: attach a complete and detailed narrative description of the scope of operations you propose to provide. Include the means and methods to be used to operate an FBO in order to provide high quality service to general aviation customers.
2. Customer Service Plan: describe your philosophy on customer service and your ability to meet the needs/requests of customers.
3. Management: Describe your management structure and operating personnel. Proposed job titles and assigned duties for each.
4. Marketing program: describe how you would market the airport to retain current tenants and attract new general aviation activity to the Airport.
5. Mobile Equipment: list and describe the mobile equipment you plan to use.
6. Provide a pro forma financial statement and cash flow statement for services to be provided. Of the expenses shown in the pro forma for the services to be provided, list those that would be the responsibility of the proposer and those that are intended to be the responsibility of the city.

A list of utilities and services associated with the operation of the airport include but are not limited to:

1. Electric – currently paid by the city
2. Propane – currently paid by the city – this is done as needed.
3. Phone – currently paid by the existing FBO
4. Internet – currently paid by the existing FBO
5. AWOS Maintenance and Data Service – currently paid by the City as part of the Routine Airport Maintenance Program with TXDOT Aviation
6. Garbage collection – The City's franchise agreement with Republic Waste covers collection at this facility. There is currently no charge.
7. Mowing services - currently paid by the city – \$750.00 per month
8. Underground Fuel Storage Tanks and Fueling System - The city currently maintains the tanks
9. Workers Comp Insurance - currently paid by the existing FBO
10. Water, including irrigation - currently paid by the city
11. State permits - currently paid by the city
12. Fuel – currently purchased by the existing FBO

Section VI. Proposal Submittal

Respondents shall submit Seven (7) completed hard copies and one electronic copy on a CD. Submittals **must be received** by the City of Rockwall, 385 S. Goliad Street, Rockwall, Texas 75087 no later than Wednesday, July 26, 2017 at 2:00 p.m. Please mark the envelope of the documents to the attention of Lea Ann Ewing, Purchasing Agent. If there are any questions, please email Lea Ann Ewing, Purchasing Agent for the City of Rockwall at lewing@rockwall.com.

A selection committee will be used to evaluate the RFPs. The final selection by the committee will generally be made following the completion of review of proposals. The selection committee does, however, reserve the right to conduct interviews with the top Respondent(s) if the committee deems it necessary. If interviews are conducted, the selection will be made following interviews.

Any contact regarding this RFP for FBO services with those associated with the City of Rockwall, other than the individual listed above, prior to the submission of the RFP or during the evaluation period afterwards may result in disqualification for consideration.

Reserved Rights

The City of Rockwall reserves the right to:

1. Modify or otherwise vary the terms and conditions of this RFP at any time, including but not limited to, deadlines for submission, schedules and proposal requirements.
2. Waive irregularities in the proposals.
3. Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time.
4. Negotiate with any or all Respondents in order to obtain terms most beneficial to the Airport.
5. Accept the proposal, which, in the City's sole and absolute discretion, best serves the interests of the Airport.

Selection Criteria:

In reviewing the proposals, the evaluation committee will carefully weigh the criteria listed below, to include but not limited to:

1. Overall responsiveness and general understanding of the RFP requirements,
2. Bidder's experience and ability.
3. Overall cost to the City.
4. References that demonstrate success with similar work to the Scope of Service.
5. Financial Statement.
6. Clarification, Exceptions or Deviations.
7. Credential/Resumes/Licenses/Certifications.

All proposals will be given thorough review. All contacts during the review and selection phase will be only through the Purchasing Department. Attempts by the bidder to contact any other

City representative including the City Council may result in disqualification of the bidder. All evaluation material will be considered confidential and not released by the City to the extent permitted by the Public Information Act, Texas Government Code; Chapter 552.

Requests for Interpretation or Clarification

Interpretations and clarifications of the RFP may only be made in writing. All requests must be submitted in writing to Lea Ann Ewing, Purchasing Agent at lewing@rockwall.com.

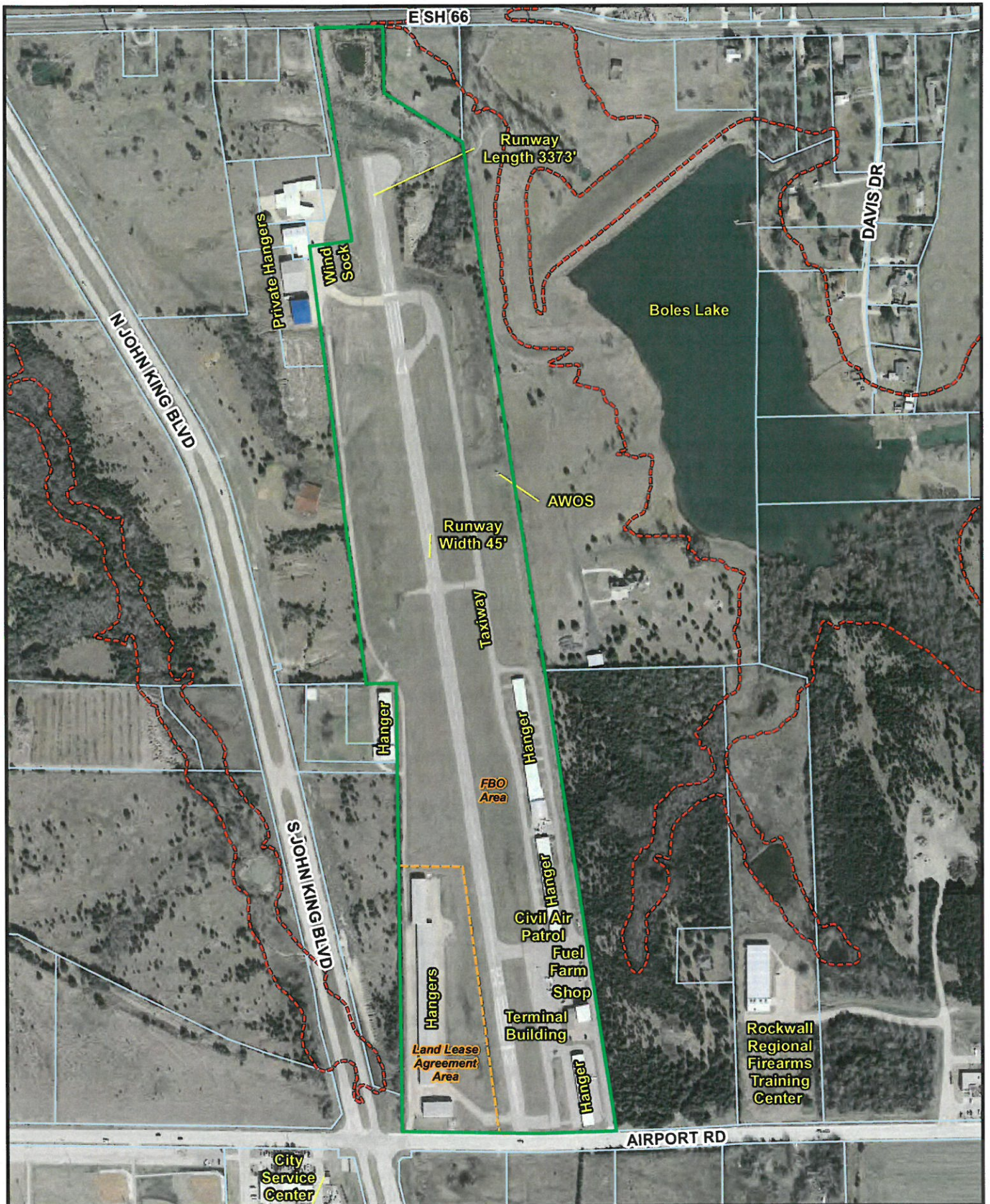
Section VII. Schedule

Request for Proposal Released	Thursday, June 22, 2017
Legal Notice	Friday, June 30, 2017
Pre-submission conference and Tour	Wednesday, July 10, 2017
Proposals due at 2:00 PM	Wednesday, July 26, 2017
Candidate Interviews	Week of July 31st
Recommendation to City Council	August 7, 2017
Contract Negotiations	Beginning August 8, 2017
Consideration of Contract by City Council	September 4, 2017

Pre-submission conference and tour of the airport

Any Respondent interested in participating in a pre-proposal conference and tour of the airport may do so on Wednesday, July 10, 2017 at 10:00 am at the Ralph M. Hall / Rockwall Municipal Airport, 1701 Airport Road, Rockwall, Texas 75087.

Exhibit A
Airport Boundary



**City of
Rockwall**

0 100 200 300 400 500
Feet
FEBRUARY 5, 2014



Legend

- 100 Yr Flood Plain
- Parcel Lines

**RALPH M HALL - ROCKWALL
MUNICIPAL AIRPORT**

Exhibit B
Historic Fuel Sales and Hangar Rental Information

Ralph M. Hall / Rockwall Municipal Airport
Fuel Sales History

	# of Hangar Rentals	Gallons of Fuel Sold	Receipts from Fuel Sold
2010			
January	30	3,248.30	\$ 11,385.31
February	31	5,010.00	\$ 19,787.62
March	32	4,614.50	\$ 20,743.40
April	34	3,748.00	\$ 16,716.61
May	32	4,078.30	\$ 17,546.13
June	26	4,204.90	\$ 15,513.48
July	30	4,318.40	\$ 15,928.99
August	27	5,475.40	\$ 19,720.80
September	28	5,531.80	\$ 20,005.87
October	26	6,618.50	\$ 24,185.57
November	25	5,772.30	\$ 21,341.46
December	26	5,520.60	\$ 21,066.94
Total		58,141.00	\$ 223,942.18
2011			
January	24	3,319.50	\$ 13,095.42
February	25	2,083.90	\$ 8,297.26
March	28	not reported	\$ 14,930.06
April	26	3,521.30	\$ 16,048.38
May	25	3,425.90	\$ 17,178.10
June	29	4,682.60	\$ 23,283.30
July	29	4,854.90	\$ 23,288.45
August	28	4,405.40	\$ 22,121.83
September	26	3,270.50	\$ 16,541.28
October	27	4,188.40	\$ 19,739.63
November	24	3,496.50	\$ 16,072.79
December	27	3,756.70	\$ 17,307.51
Total		41,005.60	\$ 207,904.01
2012			
January	27	4,233.20	\$ 19,694.80
February	27	3,965.90	\$ 18,962.52
March	29	4,635.40	\$ 22,712.68
April	25	4,628.20	\$ 23,160.90
May	27	4,277.70	\$ 21,422.58
June	29	4,060.90	\$ 20,225.76
July	26	3,622.50	\$ 18,100.61

August	28	4,143.80	\$	20,628.64
September	27	3,690.40	\$	18,464.15
October	29	3,486.90	\$	17,933.80
November	22	4,040.50	\$	19,771.43
December	26	2,790.90	\$	12,601.95
Total		47,576.30	\$	233,679.82

2013

January	25	2,328.00	\$	11,194.88
February	23	1,895.30	\$	9,527.85
March		2,020.10	\$	9,997.35
April		3,311.60	\$	16,134.11
May		3,048.70	\$	14,771.53
June		3,297.80	\$	16,103.57
July		3,850.50	\$	18,939.97
August		3,536.00	\$	17,171.29
September		3,397.80	\$	16,464.21
October		3,766.10	\$	18,312.37
November		3,101.40	\$	15,047.91
December		2,505.90	\$	12,098.91
Total		36,059.20	\$	175,763.95

of Hangar Rentals Gallons of Fuel Sold Receipts from Fuel Sold

2014

January		2,561.90	\$	11,960.57
February		3,681.90	\$	16,796.75
March		2,690.90	\$	12,451.45
April	33	3,131.60	\$	14,787.49
May	33	4,031.40	\$	20,147.58
June	33	4,014.50	\$	19,966.26
July	33	3,716.40	\$	18,877.53
August	30	4,190.80	\$	21,437.34
September	28	2,334.40	\$	12,122.97
October	35	3,682.90	\$	19,073.24
November	35	2,195.40	\$	11,451.63
December	36	1,962.70	\$	9,859.52
Total		38,194.80	\$	188,932.33

2015

January	35	2,353.80	\$	10,708.32
February	35	2,148.40	\$	9,386.46
March	39	2,454.90	\$	10,888.99
April	38	1,983.20	\$	8,466.26
May	36	2,102.80	\$	8,928.68
June	36	3,919.90	\$	15,945.71
July	39	2,556.00	\$	11,164.63

August	40	2,301.60	\$	10,079.32
September	32	2,087.70	\$	9,170.15
October	31	2,928.90	\$	9,170.15
November	31	2,176.40	\$	8,425.42
December	32	2,824.60	\$	10,023.13
Total		29,838.20	\$	122,357.22

2016

January	32	1,923.90	\$	6,910.32
February	32	1,910.20	\$	6,880.74
March	30	2,857.80	\$	8,989.53
April	30	2,145.90	\$	7,446.90
May	30	1,733.10	\$	6,021.44
June	31	2,780.00	\$	9,531.11
July	36	2,992.20	\$	10,009.18
August	40	2,384.20	\$	7,828.18
September	40	2,090.40	\$	6,982.50
October	35	2,306.60	\$	7,681.00
November	32	2,971.50	\$	10,265.42
December	32	2,746.10	\$	9,087.02
Total		28,841.90	\$	97,633.34

2017

January	34	2,324.90	\$	8,022.70
February	36	2,195.70	\$	7,454.28
March	35	2,538.40	\$	8,784.58
April	34	2,812.00	\$	9,692.04
May	35	3,974.80	\$	13,222.72
June				
July				
August				
September				
October				
November				
December				