



Golden Triangle Regional Airport

REQUEST FOR PROPOSAL

AIR SERVICE DEVELOPMENT

DUE DATE: Friday, September 9, 2022, by 12:00 PM CT

**GOLDEN TRIANGLE REGIONAL AIRPORT AUTHORITY
REQUEST FOR PROPOSAL (RFP)
AIR SERVICE DEVELOPMENT**

1. INTRODUCTION:

The Golden Triangle Regional Airport Authority (GTRAA) invites qualified air service consultants and firms to submit a proposal to provide Air Service Development services. The proposed agreement would be for an initial term of one (1) year with two (2) one-year extensions, if agreeable to both parties. GTRAA intends to contract with a consultant or firm to provide air service consulting services on a retainer basis and/or on a project basis.

2. SCOPE OF WORK:

Consultants or firms shall be able to provide the following services:

- Compile and review important characteristics of the airport and the Mississippi/Alabama area.
- Complete true market, passenger demand, leakage, and/or other studies and reports, as needed.
- Determine appropriate air service development strategies and implementation methods.
- Identify new route or route expansion opportunities through new or existing carriers.
- Provide ongoing analysis of air service and routes, including trends in air service, passenger volumes, and airline performance.
- Gather and provide analysis of alternative data sources.
- Provide assistance with community support and air service development incentives.
- Create presentations for community and airline meetings, and attend meetings as requested.
- On-call services may be requested that are not described above.

Consultants or firms may provide other services that are not listed that could be beneficial to GTAA.

Consultants or firms should be familiar with the Federal Aviation Administration (FAA) and State of Mississippi aviation rules and requirements for Air Service Development.

3. REQUEST FOR PROPOSAL SUBMISSION FORMAT:

To facilitate the review, submissions should conform to the following format:

Experience of the Firm

Describe your firm's prior experience, qualifications, and success in air service development. Reference the experience of the firm in working with State and FAA regulations and procedures. Provide examples of success in securing new air service for its clients. Provide examples of success in securing new air service at airports similar to the Golden Triangle Regional Airport. Provide examples of Small Community Air Service Development Program (SCASDP) work if available.

Project Team/Key Staff

Provide information on the current workload of the consultant or firm. Identify the proposed Project Manager/Consultant and key project team members and responsibilities. Provide a brief resume for each person outlining credentials and experience.

Sub-Consultants

Provide qualifications and experience of outside consultants that you regularly engage within work. Note whether they are DBE certified.

Data Analysis

Identify data sources and analysis available that your firm provides or has access to, including alternative data sources and how that data is used.

References

Provide a minimum of three (3) relevant references that are familiar with the quality of work by your firm for projects of similar scope and complexity as contained in the above Scope of Work. Include contact names, telephone numbers, and email addresses.

Airport Understanding

Provide your general knowledge and understanding of GTRAA, our community, current level of service, and our region/catchment area. Identify any potential challenges or special concerns as well as opportunities for the airport.

Compensation

Provide your proposed compensation for each phase in the scope of work, including an estimate of hours to be performed by each individual assigned to the project and the billing rate for each person. Detailed compensation for other expenses must also be provided. Also, include your Standard Billing Rate for additional services on a time-and-materials basis.

Additional Information

Include any other information you deem relevant to this request for proposals.

Signature Page

A signature on the included Signature Page (Exhibit A) will serve as an acknowledgment that the proposer is willing to enter the agreement if awarded the contract. The Signature Page (Exhibit A), also includes a non-collusion statement and agreement to insurance requirements.

Size of Proposal

The entire proposal submission shall not exceed ten (10) pages (front side only); excluding the front and back covers, dividers, cover sheet, table of contents, and Exhibit A & B.

4. REQUEST FOR PROPOSAL SUBMISSION INFORMATION:

Proposals must be submitted no later than Friday, September 9, 2022, at 12:00 PM (noon) Central Time. Submissions shall include Six (6) copies and include an electronic copy on a thumb drive. Proposals must be in a sealed opaque envelope, clearly labeled "**GTR Air Service Development RFP**", with respondent's name, telephone number, and company name.

- Responses must be mailed or otherwise delivered to the address noted below.

Golden Triangle Regional Airport Authority
ATTN: Matt Dowell
2080 Airport Road
Columbus, MS 39701

It is the Respondent's responsibility to completely examine, understand, and become familiar with and fully informed of the terms, conditions, and specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for a subsequent protest of award.

Submissions may be withdrawn by written request only if the request is received prior to the RFP closing time. Negligence or mistake on the part of the Proposer shall not constitute a right to withdraw after closing time.

All submitting firms must be properly licensed to conduct business in the State of Mississippi.

Submissions that are incomplete, conditional, obscure, or which contain additions not called for, or irregularities of any kind, may be cause for rejection.

GTRAA is not liable for any costs incurred by any prospective Respondent prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

Each submission must be signed by a person authorized to sign contracts on the behalf of the Respondent. The name of the person signing must be followed by the title and date.

All proposals, including attachments, supplementary materials, etc. shall become the property of GTRAA and will not be returned.

5. QUESTIONS:

All questions regarding Request For Proposals (RFP) must be submitted in writing and received by August 31, 2022, and should be directed to:

Matt Dowell
Golden Triangle Regional Airport Authority
2080 Airport Road
Columbus, MS 39701
mdowell@gtra.com

The Golden Triangle Regional Airport Authority reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing, or not respond to the inquiry at its sole discretion.

6. EVALUATION CRITERIA

The following criteria will be used as a guide for, but not limited to, screening, ranking, and selection of the successful consultant or firm:

Experience – Proposer’s capability to provide the service; years in business; relevant air service development experience; knowledge of rules and regulations regarding Air Service Development; experience of and qualifications of key personnel; and knowledge of and experience within the airline and airport industries. Proposer’s experience in the areas listed in the scope of work.

Air Service Development Strategy - Proposer must prove success in garnering additional and new air service for previous and existing clients. Proposers must show a comprehensive understanding of Golden Triangle Regional Airport’s air service goals, as well as tactics to achieve those goals.

Use of Data Sources - Proposer must demonstrate forward-looking use of traditional data sources and alternative or unique data sources to tell an airport’s and community’s story.

Community Support Strategy - Proposers must show proven strategies and success in garnering community support for air service development.

Demonstrated Understanding of Airport and Catchment Area - Proposers must exhibit a clear understanding of the airport, and our region/catchment area.

Costs – Proposers will be judged on the rates, fees, and other expense information provided.

Aesthetics - Proposers will be judged on the aesthetics of the complete proposal.

7. SELECTION OF THE CONSULTANT

It is the intent of the Golden Triangle Regional Airport Authority to review the proposals submitted and rank the consultants and firms.

The Golden Triangle Regional Airport reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent's expense. Key staff to be assigned to this project must participate in this presentation unless otherwise waived by the GTRAA. The presentation may be followed by a question and answer session. However, responses may be accepted and approved without such discussion, at the Golden Triangle Regional Airport's discretion.

The Golden Triangle Regional Airport Authority reserves the right to reject any and all submissions, request clarification or waive informalities/technicalities if it is deemed in the best interest of the Golden Triangle Regional Airport Authority.

Any omission, inaccuracy, or misstatement may be cause for rejection of a submission. The Golden Triangle Regional Airport Authority further reserves the right to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information in order to make a recommendation.

The award will not be final and effective, nor shall the Golden Triangle Regional Airport Authority be legally bound, until the fully executed agreement is returned to the successful Respondent. In the event of a default of any of the successful Respondents or his/her refusal to enter into an agreement with the Golden Triangle Regional Airport Authority, the Golden Triangle Regional Airport Authority reserves the right to contract with the next qualified Respondent.

8. TERMS & CONDITIONS

The selected firm will be required to enter into a written agreement with the Golden Triangle Regional Airport Authority on a form approved by the Authority's legal representative. The selected Proposer will be required to comply with all the requirements of the Agreement, which will be prepared in accordance with the successful proposal. Signature on the included

Signature Page (Exhibit A) will serve as an acknowledgment that the proposer is willing to enter the agreement if awarded the contract. Respondent warrants that they are an authorized provider of products or services of his/her submission.

No payment shall be made to the Respondent for any extra material or services or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the Golden Triangle Regional Airport Authority.

The Respondent shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations at all times during the completion of any contract with the Golden Triangle Regional Airport Authority.

Each Respondent will be required to maintain minimum insurance requirements as detailed in the Insurance Requirements provision attached as Exhibit B.

9. ATTACHMENTS

EXHIBIT A – Signature Page

In Response to: Air Service Consultant Request for Proposal

(1) The individual executing this Signature Page, on behalf of the Respondent, in the above-named process represents and warrants that he/she is authorized by the Respondent’s Board of Directors or other concerned parties who have an interest in the business. Further, he/she certifies by their signature that the information contained in the response is true and accurate to the best of their knowledge, that the response meets or exceeds the requested specifications that the Respondents will comply with all provisions and conditions specified, and that all requested information has been submitted.

(2) _____(name); _____(title);
deposes and warrants that _____(firm)
has not, either directly or indirectly, entered into any contract or participated in any collusion or otherwise taken any action in restraint of free competition in connection with the response submitted to the request named above. Further, the response has been independently produced, void of collusion with any other proposer, competitor, or potential competitor. No information contained in this response has been knowingly disclosed prior to the official opening of the response. Lastly, no attempt has been made to induce any person or company to submit or not submit a response to the above-named request. This statement is made under penalty of perjury.

(3) Insurance Requirements – Attachment B of this process details the insurance requirements for this project. The individual executing this signature page warrants that upon winning selection in this process that the Respondent will supply an ACORD© form listing the Golden Triangle Regional Airport as the certificate holder.

_____(company or corporation name)
_____(signature)
_____(printed name)
_____(title)

EXHIBIT B – Insurance Requirements

The Respondent and all subcontractors shall at all times during the term of the contract maintain, at its expense, the following minimum levels and types of insurance:

1. Commercial General Liability (including, without limitation, Contractual Liability, Personal and Advertising Injury, Independent Contractors, and Products/Completed Operations coverage written on an “occurrence”, not “claims made” basis): one million dollars (\$1,000,000) combined single limit.
 - a. The Commercial General Liability policy shall be endorsed to include the Golden Triangle Regional Airport Authority, its agents, officers, and employees as additional insured in the form as required by the Authority. The coverage provided to the Authority as an additional insured shall be primary and noncontributory to include a waiver of subrogation.
2. Professional Liability will have a limit of not less than one million dollars (\$1,000,000) for each claim and not less than two million dollars (\$2,000,000) in the aggregate including defense costs for the Respondent’s and/or its subcontractors’ negligent acts, errors, or omissions in performing professional services for the Authority for this contract. At a minimum, Professional Liability coverage shall extend throughout the period of work and the contractor’s warranty period.
3. Shall, upon request, furnish to the Golden Triangle Regional Airport adequate evidence of provision for Workers’ Compensation Insurance, Social Security and Unemployment Compensation, to the extent such provisions are applicable to Operator’s operations hereunder. Certificate of Insurance shall contain language stating “written notice of cancellation shall not be less than 30 days”.
4. Any self-insured retention is subject to Authority approval. Prior to the commencement of the contract term, upon approval of this agreement or upon request of the Authority, Respondent shall provide proof of insurance in the form of a policy or Certificate of Insurance indicating that all required insurance is in full force and effect. The insurance required shall be primary and not secondary to any other insurance policy or policies.