



January 15, 2019

Professional Aircraft Maintenance  
Companies/Providers Attn:  
Airports Division  
RFQ Response

RE: Request for Qualifications for Aircraft Airframe & Powerplant (A&P) Operations

Maintenance Companies/Providers

To whom it may concern:

The New River Valley Airport Commission invites your company to submit a Proposal to provide Aircraft Airframe & Powerplant (A&P) Maintenance services at the New River Valley Airport for a five (5) year contract period with an additional five (5) year renewal option beginning upon approval of a lease agreement which is anticipated to take place in April 2019. The Airport Commission would be interested in contracting with and leasing the existing 2,310 sq. ft. maintenance hangar at PSK to a company willing to provide aircraft A&P services to users at PSK and surrounding areas or would entertain a land lease or consideration of other options for the construction of a suitable facility.

The attached Request for Proposal (RFP) describes the potential opportunity, presents the requirements for the Proposal, and outlines the criteria that will be used evaluate your submittal.

**To be considered, a digital copy of your Proposal must be received by the New River Valley Airport no later than 4:00 P.M. on Monday, March 4, 2019 by submitting to [kpskmanager@gmail.com](mailto:kpskmanager@gmail.com)**

We look forward to receiving a Proposal from your company. If you have any questions regarding this solicitation, please contact Keith Holt, Airport Manager via email at [kpskmanager@gmail.com](mailto:kpskmanager@gmail.com)

Request for Proposals

Aircraft Airframe & Powerplant (A&P) Maintenance  
at the  
New River Valley Airport, Virginia (PSK)

Issued by:

New River Valley Airport Commission

January 15, 2019

ALL RESPONSES SHALL BE SUBMITTED DIGITALLY

All Proposal responses shall be submitted to:

[kpskmanager@gmail.com](mailto:kpskmanager@gmail.com)

The subject line with your digital submission must read:

RFP for "Aircraft Airframe & Powerplant (A&P) Maintenance services at the New River Valley Airport"

**Responses must be received no later than 4:00 p.m. E.S.T.**

**Monday, March 4, 2019**

**1. INTRODUCTION**

**1.2 INVITATION**

The New River Valley Airport Commission is requesting proposals from qualified companies to rent a 2,300 sq. ft. aircraft hangar located at 5356 C.V. Jackson Road, Dublin, VA and conduct Aircraft Airframe & Powerplant (A&P) Maintenance services at PSK. The “Maintenance” hangar is expected to be available no later than January 31, 2019. Alternatively to renting the existing hangar, respondents may also consider leasing or arranging to building a new hangar facility for consideration in this maintenance proposal. Information on land leases and available buildable lots is available at [www.hangarstudy.com](http://www.hangarstudy.com) Proposals will be received digitally via [kpskmanager@gmail.com](mailto:kpskmanager@gmail.com) until 4:00 p.m., Monday, March 4, 2019.

The New River Valley Airport Commission will evaluate all proposals, select the Proposer that best meets the evaluation criteria, and negotiate a lease agreement for approval by the New River Valley Airport Commission. The New River Valley Airport Commission reserves the right to accept proposals after the closing date.

**1.3 SCHEDULE:**

The estimated timeframe for the submission of proposals and award of the lease agreement is as follows:

RFP Release Date	January 15, 2019
Written Questions from Proposers Due	4:00 p.m. February 19, 2019
Pre-proposal meeting*	10:00 a.m., February 20, 2019

\*Non-mandatory but attendance highly recommended.

\*RSVP is required for attendance to [kpskmanager@gmail.com](mailto:kpskmanager@gmail.com)

<b>Proposals Due</b>	<b>4:00p.m March 4, 2019</b>
Evaluation team review and ranking	March 5, 2019
Interviews for top ranked candidates (up to 3)	March 13, 2019
Final Selection	April 3, 2019
Lease/Contract Negotiations	April 4--30, 2019
Anticipated Lease execution	May 1, 2019

#### 1.4 NON-MANDATORY PRE-PROPOSAL CONFERENCE

A pre-Proposal meeting will be held in the Airport Terminal building at 10:00 a.m., on February 20th, 2019. **RSVP is required for attendance to the pre-proposal meeting to [kpskmanager@gmail.com](mailto:kpskmanager@gmail.com).** At that time, interested parties may ask questions pertaining to this RFP and will have an opportunity to inspect the proposed leasehold area. Any amendments or revisions resulting from the conference will be developed as expeditiously as possible and will be forwarded to all parties requesting this initial package. Attendance at the pre-proposal conference is not mandatory for this submission of proposals; however, the Airport Commission recommends your attendance and participation and the Airport Commission will not entertain questions after this meeting is held.

#### 1.5 REGISTRATION FOR ADDENDUM, UPDATES, SCHEDULE CHANGES

All companies intending to submit a proposal must register by email in order to receive updates, schedule changes, answers to questions etc. All communication will be made by email only. Please register by contacting Mr. Keith Holt, Airport Manager at [kpskmanager@gmail.com](mailto:kpskmanager@gmail.com)

## 2. SERVICES:

### 2.1 GENERAL BACKGROUND

The New River Valley Airport Commission owns and operates the New River Valley Airport (PSK), a general aviation facility, located in Pulaski County, Virginia. New River Valley Airport is located on 460 acres of land, three (3) miles North of the Town of Dublin. The airport located at 5391 C.V. Jackson Road is situated adjacent to a 1,000-acre industrial park. Access to the airport Interstate 81 is via Exit 98, Route 100 North with the airport on the right-hand side roughly four (4) miles from the interstate. The Airport operates as a Regional general aviation airport serving the airport needs of area business and other general aviation users. The Airport Commission is made up and comprised of a representative from seven (7) local jurisdictions including Pulaski County, Montgomery County, Giles County, City of Radford, Town of Pulaski, Town of Christiansburg, and Town of Dublin. The airport currently bases 40 aircraft including 1 corporate jet. The airport's runway is 6,201' long and 150' wide, with full instrument approach capabilities. The Airport Commission presently provides FBO services of aircraft refueling and hangaring.

2.2 Required Services. The New River Valley Airport Commission seeks a certified Aviation A&P service provider capable of performing a wide range of aircraft related services at PSK which may include, but not be limited to annual inspections, aircraft maintenance, preventive maintenance, alterations, and inspections, sales of aircraft parts, instruments, accessories, and shall provide all personnel, including a Certified Airframe and Power Plant mechanic and where necessary a certificated IA, supplies, inventory, equipment and trade fixtures necessary to provide the Aviation A&P Services.

- 2.3 Additional Services. The Proposer may offer to provide additional aviation services, if proposer advises the Commission in writing that it will be conducting such activities, and obtains and holds the appropriate licenses or certifications, and maintains insurance appropriate to the activity in amounts acceptable to the Commission. Any service not specifically included in the list below may be authorized only after review and approval by the Airport Commission.
- 2.3.1 Sales of radio and electronic equipment, navigational and aircraft supplies and accessories.
- 2.3.2 Management of private or corporate aircraft for individuals or corporations.
- 2.3.3 Operation of a flight school or aircraft rental business.
- 2.3.4 Aircraft interior or upholstery services and repair.

### **3. LEASE AGREEMENT**

- 3.1 It is the desire of the Airport Commission to enter into a lease agreement with an A&P Operation who can reliably perform all the desired services listed in Sec. 2 above, but it is not the intent of this RFP to prohibit or discourage a prospective Proposer from submitting a proposal which is based upon its trade experience as to the manner in which such operations is to be conducted. Recommendations and suggestions for innovative or unique arrangements whereby the objectives of the Commission can be achieved are welcomed.
- 3.2 The proposer will be expected to ultimately execute a lease agreement. The top candidates to be interviewed will be provided a draft copy of the lease in advance of the personal interview. Any issues with the proposed lease should be identified by the Proposer during the interview. However, please note that the Airport Commission reserves the right to reject any and all suggested revisions or alterations to the proposed lease agreement. The final lease agreement will require approval by the Airport Commission prior to occupancy of the facilities and initiation of business.
- 3.3 Terms of Agreement: The Airport Commission intends that the lease agreement will be for a period of five (5) years with one (1) additional five (5) year renewable option period, commencing on the date on which the successful Proposer occupies all or any portion of the premises for conducting its A&P operation. The Commission intends the lease to begin on or around May 1, 2019.

#### **4. PROPOSAL REQUIREMENTS**

##### 4.1 Identification of the Proposer

4.1.1 Name, address, e-mail address, and telephone number, of the Proposer, and State of Incorporation if already a corporate entity.

4.1.2 Full name, address, and title of each officer of the Proposer's company if applicable. The New River Valley Airport reserves the right to require additional data on partners and/or other members of the responding organization.

##### 4.2 Qualifications & Operations

4.2.1 A written presentation or resume clearly setting forth the Proposer's qualifications, licensure, certifications and other relevant training in terms of experience, organization, and similar factors, in maintenance operations at current and/or prior locations.

4.2.2 Proposer shall describe proposed staffing level and include training, experience, certifications, and length of employment for each employee expected at the start of operations at PSK.

4.2.3 List and describe each service to be provided by the Proposer at PSK.

4.2.4 Specify the level of experience and certifications held by the Proposer for servicing the aircraft or avionics of aircraft currently operated out of PSK; Mooney, Beechcraft, Cessna, as well as metal and composite fabrication and repair.

4.2.5 Provide a proposed timetable for occupancy of facilities and initiation of services.

4.2.6 Provide a detailed proposal for hours of operations and staffing at the airport. The Airport Commission desires the availability of aircraft maintenance services at PSK for 8 hours per day, five days of the week with a 6<sup>th</sup> day preferred.

4.2.7 Proposer shall provide names, addresses, and telephone numbers of no less than three (3) recent customer references. If customer references are not available three (3) letters of recommendation are welcomed.

4.2.8 Specify current membership in various aviation related organizations and related professional organizations, etc.

4.2.9 If as part of this proposal the proposer is additionally proposing to construct its own hangar, the proposal must also include the information required of the separate RFP issued for hangar development that is available at [www.hangarstudy.com](http://www.hangarstudy.com) or by email request to [kpskmanager@gmail.com](mailto:kpskmanager@gmail.com)

## 5. INSURANCE

The Proposer will be required to provide a statement attesting to their willingness to obtain types and amounts of insurance coverage as identified below. Coverage will be from an insurance carrier certified for doing business in the State of Virginia that has at least an “A” rating with AM Best Company and is expected to commensurate with the type and value of the aircraft to be serviced and /or operated. Minimum coverage is as follows:

- 5.1 Comprehensive General Liability Insurance. Lessee shall carry comprehensive general liability insurance protecting the New River Valley Airport Commission against any and all liability by reason of Lessee’s conduct incident to the use of the Leased Premises, or resulting from any accident occurring on or about the roads, driveways, or other public places, including taxiways, runways, and ramps, used by the lessee at the Airport, caused by or arising out of any wrongful act or omission of Lessee, in the amount of no less than \$1,000,000.
- 5.2 Hangar keeper’s Liability Insurance in the minimum amount of \$250,000 per aircraft and \$250,000 per occurrence.
- 5.3 Product / Completed Operations Liability limited to \$250,000 per person, bodily injury in the amount of \$1,000,000.
- 5.4 Workers compensation and employer’s liability insurance. Lessee shall carry workers compensation in the amount and form required by law.
- 5.5 Fire and Extended Coverage Insurance. Lessee shall obtain and maintain throughout the original term of this lease, for the benefit of Lessee and Airport Commission as their interests may appear, fire and extended coverage insurance on the full insurable value of the Leased Premises. Within ten (10) days after the date of this Agreement, and at least ten (10) days prior to the expiration of any policy or policies theretofore provided by Lessee hereunder, Lessee shall cause a certificate of insurance to be furnished to Airport Commission evidencing such coverage, and such certificate shall provide that the policy or policies will not be canceled, or the limits hereunder materially changed without first providing thirty (30) days written notice thereof to the New River Valley Airport Commission.

The successful proposer will be required to include the New River Valley Airport Commission as an additional insured party on all insurance required, and in any associated agreements for the term of this Agreement prior to lease execution and hangar occupancy.

## 6. FINANCIALS

- 6.1 The Proposer must be able to provide enough proof supporting the Proposer’s financial ability to fulfill the obligations contained in the agreement.
- 6.2 The materials submitted by Proposers will remain confidential during the evaluation and selection process.
- 6.3 The Proposer shall provide a business plan that outlines planned services, proposed hourly shop rates and any set rates for general services.

## 7. EVALUATION

- 7.1 Award of the A&P Operation Agreement shall be made to the Proposer whose proposal is most advantageous to the New River Valley Airport Commission as evaluated in accordance with criteria set forth herein. All proposals received from qualified, responsible and responsive Proposers will be evaluated fully to ascertain which offer is most acceptable to the New River Valley Airport. The New River Valley Airport Commission reserves the right to not consider a proposal from any firm that is in arrears or is in default to the Airport Commission. Background investigations of Proposers submitting proposals may be made to verify information furnished or to secure additional information that the Airport Commission may deem necessary or desirable.
- 7.2 The following criteria are the evaluation factors that will be used in the evaluation process:
- 7.2.1 Ability to offer the required services requested by the Airport Commission (Sec. 2), or better alternatives proposed by the Proposer (40 points)
  - 7.2.2 Experience of the Proposer and quality of performance in similar operations (30 points)
  - 7.2.3 Qualifications of key individuals responsible for the project. (20 points)
  - 7.2.4 Expected overall benefit to the enhancement of general aviation for the New River Valley (10 points)
- 7.3 The New River Valley Airport Commission may require any additional clarification or information necessary to evaluate each proposal.
- 7.4 Evaluation Procedures:
- 7.4.1 Initial evaluation of all proposals will be completed by a panel tentatively consisting of the Airport Manager and up to two (2) members of the New River Valley Airport Commission.
  - 7.4.2 The top ranked company or individual, based upon the evaluation of the submissions, will be scheduled for a personal interview and to respond to questions by the selection panel which is comprised of the New River Valley Airport Commission as a whole. The company selected by the final selection panel will be offered to enter into negotiations with the Airport Commission to execute a lease agreement.



## 8. MISCELLANEOUS

- 8.1 The New River Valley Airport is neither obligated nor legally bound in any manner whatsoever by the individuals/company's submission of a proposal package. The New River Valley Airport Commission also reserves the right to make changes to this RFP.
- 8.2 Any false statements made by respondent will void the submittal and eliminate the proposer from further consideration. Verbal responses to inquiries shall not be binding, only written addendum to the RFP will modify its terms.
- 8.3 Notwithstanding any other provision of this RFP the New River Valley Airport Commission herein, reserves to itself the following rights:
  - 8.3.1 The right to modify or amend any provision of this RFP, including, without limitation, the provisions of the Agreement.
  - 8.3.2 The right to reject in whole or in part any or all submittals for any reason.
  - 8.3.3 The right to cancel its award to any individual/company(s) at any time before an agreement with such individual/company(s) has been fully executed and delivered;
  - 8.3.4 Should the New River Valley Airport Commission find a discrepancy in this RFP, it reserves the right to provide written instructions to all proposers in the form of addenda to the RFP. The New River Valley Airport Commission is not bound by any oral statements.
- 8.4 The specific terms of the engagement for professional aircraft maintenance services will be governed by the terms of a final negotiated lease agreement. In the event of a conflict between the provisions of the final agreement and any provision of the RFP, the provisions of the final agreement shall control.
- 8.5 The New River Valley Airport Commission is not responsible for any costs incurred by any individual(s)/company in preparing the response or in attending any meetings, and or preparing any presentations to the New River Valley Airport Commission in connection with this RFP.