

**CITY OF CORPUS CHRISTI
CORPUS CHRISTI INTERNATIONAL AIRPORT
REQUEST FOR QUALIFICATIONS**

**FIXED BASED OPERATOR (FBO)
MANAGEMENT AND LABOR SERVICES**

BI-0184-10

Due By: July 30, 2010

RFQ NOTICE

Notice is hereby given that the City of Corpus Christi, Texas is seeking Qualification Statements from a private firm that will manage and provide appropriate personnel to operate a Fixed Based Operator (FBO) service at the Corpus Christi International Airport.

Qualification Statements will be received until 5:00 p.m. on **August 6, 2010** in the Purchasing Department. All Qualification Statements received will be documented. Qualification Statements received or tendered after that time and date will not be accepted. Actual receipt is required by said time; deposit in the mail is insufficient. Facsimile or electronic email of Qualification Statements will not be accepted.

All Qualification Statements shall be addressed to the Assistant Director of Financial Services, and be contained in a sealed envelope that is marked in a manner specified in the instructions. For further information, contact the Purchasing Department located at 1201 Leopard Street, 4th Floor. Information can also be reviewed and downloaded from the City of Corpus Christi website by going to www.cctexas.com. Click on the Bids/Proposals icon and search for the appropriate project and click on details. Download accordingly.

A mandatory site meeting will be held at 9:00 a.m., July 21, 2010, at the Corpus Christi International Airport, in the Airport Administration Conference Room to discuss and answer questions pertaining to this Request for Qualification. Respondent will be required to review and execute an Acknowledgement Form (Exhibit F) contained in the RFQ package and submit by the set forth date, July 16, 2010. **Failure to attend mandatory meeting will be cause for disqualification.**

The City of Corpus Christi reserves the right to accept or reject in whole or in part any or all qualification statements, waive any informality, cancel this solicitation and to award a contract deemed in the best interests of the City of Corpus Christi.

Award of the contract to the successful Respondent shall be based upon the qualification statement determined most advantageous to the City of Corpus Christi. Qualification Statements must remain firm once submitted and may not be withdrawn for a period of one hundred – twenty (120) days, subject to provisions for correction of errors in the qualification.

The Request for Qualification package will be released by end of business, July 9, 2010, via e-mail notification.

Michael Barrera
Assistant Director of Financial Services

INSTRUCTION TO VENDORS

1.0 Introduction and Background

The Hangar and Fixed Base Operator's Lease assigned to current tenant for the West FBO will expire on October 14, 2010. The Airport has another existing FBO on the East Side (Signature Flight Support) with Non-Exclusive Fuel Sales Authority. This Request for Qualification is to seek a Management Company that will manage and provide the appropriate personnel to operate a full service West FBO at the Corpus Christi International Airport. The City of Corpus Christi may provide primary equipment to perform these services (see Exhibit B).

Corpus Christi International Airport (CRP) is served by three (3) major airlines, Southwest, Continental and American. Approximately 21,190 annual general aviation operations occurred at the airport.

In 2009, the Corpus Christi International Airport served over 733,628 total passengers. A decrease of nearly 9.1% compared to 2008.

Approximately 406,722 gallons of fuel were dispensed at Atlantic Aviation West FBO) and 938,257 gallons of fuel were dispensed at Signature Flight Support (East FBO) in 2009.

The following major rental car brands have locations at the airport terminal: Hertz, Dollar-Thrifty, Avis, Enterprise, and Alamo-National.

Over 285 employees are employed on the airport.

In 2008 the total economic impact of the airport was \$45.254 million in output and \$8.688 million in wages.

Current West FBO will contain the following facilities:

- Approximately 472,719 square feet of ramp/apron space
- Approximately 39,500 square feet of hangar space
- Approximately 7,565 square feet of office space

The current West FBO lease is on a one-year extension. The West FBO offers flight instruction, aircraft charter service, hangar space and tie-downs, A&P maintenance, ground school flight training, and fuel sales.

This Request for Qualification provides an opportunity for FBO Management & Operations Services at the Corpus Christi International Airport with strong commercial and general aviation traffic. The City of Corpus Christi is interested in partnering with a competent Management Firm that demonstrates the ability to provide all of the services, skills, and flexibility required for operating a customer oriented West FBO. The Management Company will be expected to work closely with the Airport Staff to constantly monitor activity and manage resources to obtain the best value to meet customer demands.

2.0 **Scope of Service**

Fixed Based Operator (FBO) – A commercial business will be granted the right by the City of Corpus Christi to operate on the airport and provide aeronautical services such as fueling, hangaring, tie-down and parking aircraft rental, aircraft maintenance, flight instruction, etc.

The following sets forth the minimum standards for conducting fixed base operations at Corpus Christi International Airport:

The Management Company will have full responsibility for the overall management of the West Fixed Based Operations. The City of Corpus Christi will have authority to approve all subcontractors.

The Management Company will be a representative of the Airport and must conduct itself professionally in providing such services. Services will be provided according to the schedule as approved by the Airport, which will be amended from time to time.

The fixed base operator that will enter into an agreement with Corpus Christi International Airport will provide at a minimum the following services:

- A. **Aircraft fueling and oil dispensing** – must comply with applicable regulations. Fuel storage and handling, including the storage and handling of hazardous materials and shall be in compliance with applicable Federal, State and local regulations.

Fuel products – The FBO shall provide into-plane retail delivery of an industry standard or recognized brand of aviation fuel product required in the operation of all types of aircraft normally frequenting the airport facility. The FBO shall make mobile fuelers available and accessible at all times to ensure that the same types of fuel are dispensed at any point at the airport facility as may be required to accommodate the needs of other lessees or the general aviation customers.

Fueling facilities – storage area. The storage area will be clearly defined and located away from the aircraft parking area. Tanker caps will be kept locked to avoid the possibility of contamination or sabotage. Fillers and pumps will be color coded and placarded as to fuel type. Electrical grounding/bonding will be provided for fueling operations. Fuel hoses and nozzles shall be stored in a clean, sheltered area or protected in some manner from the elements and contaminants. Fuel will be filtered. A regular inspection of the filters shall be conducted in accordance with the most current FAA Advisory Circular entitled, "Aircraft Fuel Storage, Handling and Dispensing on Airports" or NFPA Part 407, "Aircraft Fuel Service", or both. Written records of filter inspections shall be kept on file with the FBO for a minimum of 1 year and shall be available for review by the City of Corpus Christi upon request. Fuel tanks shall be checked daily, or prior to the first refueling of the day, for water and contamination. A written record of these inspections shall be kept on file with the FBO for a minimum of 1 year and shall be available for review by the City of Corpus Christi upon request.

Fueling facilities – Mobile fuelers - The minimum requirements for mobile fueler fueling facilities are as follows:

- (i) A truck shall be provided by Management Firm with sufficient capacity to refuel the largest general aviation and commercial aircraft likely to be serviced for AVGAS and jet fuel.
- (ii) The trucks shall be clearly marked and labeled to indicate types and grades of fuel dispensed, as well as for Flammability and No Smoking.
- (iii) The trucks shall be equipped with adequate and appropriate filling devices, meters and grounding/bonding cables.
- (iv) A regular inspection of the filters shall be conducted in accordance with FAA Advisory Circular entitled, "Aircraft Fuel Storage, Handling, and Dispensing on Airports" or NFPA 407 "Aircraft Fuel Servicing," to include, Local, State and Federal Regulations. Written records of filter inspections shall be kept on file with the FBO for minimum of 1 year and shall be available for review by the City of Corpus Christi upon request.
- (v) Contamination separation devices shall be checked daily, or prior to the first fueling of the day, for water and contamination. Written records of these inspections shall be kept on file with the FBO for minimum of 1 year and shall be available for review by the City of Corpus Christi upon request.

Fueling procedures - Fueling procedures shall conform to recommendations and standards in the most current FAA Advisory Circular entitled, "Aircraft Ground Handling and Servicing."

Personnel - Ramp service personnel trained and qualified in accordance with applicable FAA regulations shall be available during hours of fuel dispensing.

Hours of operation - Fueling and oil dispensing services shall be available as follows: Fueling and oil dispensing shall be available from 5 a.m. to 11 p.m., 7 days a week.

The FBO may provide commercial self fueling services. The airport will designate the location of the self fueling station.

B. **Aircraft line services** - The minimum requirements for aircraft line services are as follows:

- (1) Personnel - Trained and qualified in accordance with applicable FAA regulations shall be provided.
- (2) Equipment - Sufficient equipment shall be available to perform the following ground services:
 - a) Aircraft towing
 - b) Baggage handling
 - c) Power starts – A.C. and D.C. Aircraft service equipment. Energizers, standard starting equipment (A. C. and D. C.), oxygen, appropriate fire extinguishers, fueling equipment and deicing equipment shall be provided.
 - d) Lavatory service
 - e) Potable water
 - f) Aircraft cleaning – interior and exterior
 - g) Cabin supplies
 - h) Replenishing of food and beverage of aircraft if requested

- i) Air stairs

C. Passenger, Crew and Aircraft Ground Services, Support and Amenities

- a. Customer service counter stocked with basic pilot supplies
- b. Public lounge and waiting area
- c. Flight planning work area with Flight Service Station and Weather Service communication links
- d. Public telephones
- e. Snack food and beverage machines, and
- f. Local ground transportation contacts.

D. Airframe and Power Plant Maintenance – The minimum requirements for Airframe and Power Plant Maintenance are:

- a. Personnel – Trained and qualified under the applicable FAA regulations or the facility must be certified under the applicable FAA regulations.
- b. Equipment, supplies and parts are to be provided that may be needed for routine aircraft maintenance functions for the aircraft service.
- c. Hours of operation – The service must be open a minimum of eight hours per day, seven days a week. A technician will be on call twenty four hours per day, seven days a week.

E. Aircraft Storage Hangars -

- (i) Sufficient hangar storage space shall be provided for transient and local based customer aircraft. This space shall have fire extinguishers. Employees shall be trained in the use of the fire extinguisher.
- (ii) Equipment shall be available for moving aircraft such as tugs with tow bar attachments to fit the full range of general aviation and commercial aircraft utilizing the airport

F. Aircraft, parking, tie-down services – The minimum requirements for aircraft parking, tie-down are as follows:

Ramp area.

- (i) The FBO Management Company shall provide aircraft marshalling service to guide aircraft to designated parking locations.
- (ii) FBO facilities shall comply with the most current FAA Advisory Circular entitled, "Aircraft Ground Handling and Servicing."
- (iii) The parking of unairworthy aircraft is not permitted. The Director or a designee will determine if an aircraft is unairworthy.

Tie-down aircraft - The securing of an aircraft by means of existing in-pavement anchors or ropes shall be conducted as set forth in the most current FAA Advisory Circular entitled, "Tie-Down Sense."

The FBO Management Company that will enter into an agreement with Corpus Christi International Airport may provide the following optional services:

- A. **Flight Training.** The minimum requirements for flight training services are as follows:
- (1) General - Flight and ground school instruction shall be conducted in conformance with FAA laws and regulations and with recommended standards in advisory circulars applicable to the types of training offered.
 - (2) Personnel - FAA-certified flight instructors shall be provided.
 - (3) Aircraft - FAA-certified aircraft shall be utilized and shall be under the exclusive control of the FBO Management Company.
 - (4) Operation - Flight instruction shall be offered when weather permits.
- B. **Air Charter or taxi and aircraft management operations** - The minimum requirements for air taxi and charter services are as follows:
- (1) General - The FBO shall hold a current FAA Air Taxi Commercial Operator's Certificate in accordance with the FAA regulations at 14 CFR Part 135 (relating to air taxi operators and commercial operators).
 - (2) Personnel - An FAA-certified crew shall be available to conduct air taxi services for each aircraft.
 - (3) Aircraft - Aircraft shall comply with the requirements of the Air Taxi Commercial Operator Certificate held. Each operated aircraft shall be owned by or leased to the FBO, evidence of which shall be demonstrated by a title or lease agreement. Leased aircraft shall be under the exclusive control of the FBO. Maintenance of the aircraft shall meet the applicable requirements of 14 CFR Part 135.
 - (4) Hours of operation - Air taxi service shall be offered eight (8) hours a day, five (5) days a week.
- C. **Aircraft Rental.** Each FBO or sub lessee of FBO engaging in Aircraft Rental services shall:
- i. Operate the service in a minimum of five hundred fifty (550) square feet of office space within the FBO's Leased Premises and have immediate access to customer lounge, public telephones, and restrooms.
 - ii. Employ and have on duty at least two (2) Personnel having a current commercial pilot certificate with appropriate ratings, including instructor rating.
 - iii. Keep the premises open and services available a minimum of eight (8) hours per day, six (6) days a week.
 - iv. Have available for rental or use in Flight Training, either owned or leased and under exclusive control of Commercial Operator, a minimum of two (2) certified and airworthy

Aircraft

D. Avionics sales and maintenance - The minimum requirements for radio and instrument services are as follows:

- (1) Personnel - Personnel trained and qualified in accordance with applicable FAA regulations shall be provided.
- (2) Equipment - Sufficient equipment required to perform needed services shall be available.
- (3) Hours of Operation – Services shall be available a minimum of eight hours a day for five days a week.

The Fixed Base Operator shall provide space for U.S. Customs and Border Protection to clear private aircraft using the airport as a point of entry into the United States. The FBO shall have provisions in place to handle international waste in a manner acceptable per federal regulation.

Services may be amended from time to time depending on customer demand. The City of Corpus Christi will consult with Management Company prior to any such changes.

Proposed Organizational Chart

The Management Company shall provide an Organizational Chart illustrating the personnel required to fulfill the attached Minimum Standards. (Exhibit C)

Services provided by the Management Company must meet applicable requirements of the FAA and local authority governing the proposed activities.

The Management Company may provide labor for the above base staffing of FBO segments as their employees or may develop an agreement with a third party to perform specific segments. The Airport Director will have the discretion of denying a third party subcontractor if not deemed in the best interest of the airport.

The Management Company shall maintain management that will oversee the personnel along with office duties which include but are not limited to payables, receivables, personnel issues, payroll, inventory and the software systems to be able to support these processes. The Management Company **must submit as part of their qualification** statement a detailed outline of how you will manage the office and administrative support functions of the FBO.

For all line operations, Management Company must have well established written procedures. These procedures **must be included in your qualification statement**.

3.0 Contracting Terms for Management Company

The following Terms and Conditions shall define the contractual relationship between the Management Company and the City of Corpus Christi:

1. The Management Company will have exclusive use of the Premises as identified in Exhibit A. Management Company may subcontract with third parties for specialty services with all subcontract relationships subject to written approval of the City of Corpus Christi.
2. If the Management Company utilizes airport facilities, land or additional ramp area beyond what is identified in Exhibit A, City of Corpus Christi will be receive additional compensation. This amount will be negotiated with the Airport Director.
3. City of Corpus Christi will be responsible for all utilities.
4. Management Company shall require all staff and subcontractors to comply with all environmental requirements and to train employees and subcontractors in proper pollution prevention methods. Corpus Christi International Airport has a Storm Water Pollution Prevention Plan (SWPPP) that the Management Company must comply with.
5. Management Company will provide a monthly report to the Airport Director outlining the financial performance of the operation during the month, the customer service responses and initiatives to maintain top level customer service. The report will also project issues and expectations for the coming month. This report will also include a detailed review of the administrative support office activities including but not limited to payables, receivables, personnel issues, payroll, and inventory.
6. The Management Company's local management representative will meet with the designated Airport liaison on a monthly basis to review the operation and the monthly report noted above. A regional management representative will meet quarterly with airport staff to assess the overall operation.
7. Management Company will staff the operation at an agreed to level of staffing. Management Company shall include in their Qualification Statements the process and timeframe to be used in the event of adding, deleting, or converting staff from full time to part time or vice versa.
8. Costs will be reimbursed according to a budget that is approved by the Airport Director. These costs will be reimbursed based on actual direct costs incurred. The Management Company reimbursements shall include the following:
 - a. Costs of supplies used in the operation.
 - b. Cost of goods sold.
 - c. Equipment purchased in support of the operation, the Airport Director must approve the purchase prior to acquisition.
 - d. Food and beverages provided for customer service.
 - e. Incidentals required to support the operation.
 - f. Applicable insurance costs and bonding.
 - g. One time start up costs.

Airport Director reserves the right to review and limit mark-up for the above supplies.

Payment of Fees

The Management Company shall collect all approved reimbursable costs as established by the City of Corpus Christi and remit an invoice for payment to the City of Corpus Christi on a schedule as agreed to among and between the parties. Payment will be made without mark up. An aging summary of all invoices for work

performed will be provided with the monthly report.

9. The Management Company will be paid a Management Fee that will cover direct labor costs including wages, benefits, and training of management and employees.

Subcontracting

The Management Company shall pay to the City of Corpus Christi a Negotiated Percentage concession fee for all sales conducted by a subcontractor. This shall be paid to the City of Corpus Christi monthly. This will be part of Section 20.4 of the Evaluation Criteria.

Incentive Program Option

City of Corpus Christi will consider an incentive program for the Management Company. If interested, provide the City of Corpus Christi with ideas on an incentive program that will encourage growth, control expenses, and enhance customer service. Some measurable performance standards must be provided for key elements of work to measure work accomplishment against a standard and use as performance incentives to meet and/or exceed base standards.

The City will consider incentive increase of the monthly or annual Management Fee upon successful attainment of quantifiable performance based milestones agreed on by both parties.

4.0 Qualification Prerequisites

Only Respondents who demonstrate that they comply with the following should submit Qualifications:

The Respondent shall have had at least five (5) years of experience in providing the majority of aviation services similar to what is outlined in this RFQ. The Respondent may fulfill this prerequisite if it can demonstrate that the persons or entities owning and controlling the Management Company have had a cumulative total of at least the same number of years and type of direct experience identified in this RFQ as is required of the Respondent, or has owned and controlled other entities which meet the requirement.

5.0 Pre-Qualification Site Inspection

A Pre-Qualification meeting and site visit will be held on **July 14, 2010, 9:00 a.m.** at the Corpus Christi International Airport, Aviation Conference Room. A site inspection allows interested parties to tour and physically inspect the location prior to the submission of Qualification Statements. The City of Corpus Christi will accept questions at the meeting. A summary of all questions and responses will be prepared and distributed to all known Respondents requesting specifications. City of Corpus Christi will also post the questions and responses on the City of Corpus Christi website.

Attendance is mandatory. Information conveyed may be useful to Respondents in preparing their qualification statements. Attendees interested in attending should RSVP to the City of Corpus Christi Purchasing Department, Michael Barrera by **July 12, 2010 (see Exhibit F)**.

6.0 Available Documents

The document(s), specified below, are attached to this RFQ for examination by Respondents:

- Exhibit A – Airport Layout of Hangars, Ramp and Fuel Farm.
- Exhibit B – An Equipment List which Corpus Christi International Airport believes is essential to conduct the day to day operations of the FBO.
- Exhibit C – Minimum Standards.
- Exhibit D – Insurance and Indemnity Clause.
- Exhibit E – Disclosure of Interest Form.
- Exhibit F – Notice of Intent to Participate.

7.0 References

Along with your proposal, submit a list of three airports and/or companies for whom you have performed similar FBO services. This list shall include at a minimum; a company name, a contact person and their telephone number, fax number and e-mail address.

8.0 Contacts

All requests for further information should be directed as follows:

Technical Information

Enrique H Castillo
Assistant Director
Corpus Christi International Airport
1000 International Drive
Corpus Christi, TX 78406
(361)289.0171 x1258
Monday - Friday, 8:30 a.m. to 4:00 p.m.
enriquec@cctexas.com

Copy To:

Michael Barrera
Assistant Director of Financial Services
City Hall
1201 Leopard
Corpus Christi, Texas, 78401
361-826-3169
Monday - Friday, 8:30 a.m. to 4:00 p.m.
mikeb@cctexas.com

Purchasing Policy Information

For any information or concerns about any City of Corpus Christi purchasing policy or minimum specifications, contact the City of Corpus Christi Purchasing Coordinator at least ten business days prior to the proposal due date.

Michael Barrera
Assistant Director of Financial Services
City Hall
1201 Leopard
Corpus Christi, Texas, 78401
361-826-3169
Monday - Friday, 8:30 a.m. to 4:00 p.m.
mikeb@cctexas.com

9.0 Indemnity and Insurance Requirements

Proof of insurability is required from the Management Company and must be included as part of your qualification statement. Attached as Exhibit D you will find the minimum required insurance limits.

10.0 City of Corpus Christi Reservation

City of Corpus Christi openly solicits the best possible value on all of our "Requests for Qualification".

- A. This RFQ does not commit City of Corpus Christi to make an award or to pay any costs incurred in the preparation of a qualification statement in response to this request or presentation or revision of a qualification statement.
- B. The qualification statement will become property of City of Corpus Christi's without any obligation on City of Corpus Christi's part.
- C. The Management Company shall not offer any gratuities, favors, or anything of monetary value to any official or employee of the City of Corpus Christi for any purpose.
- D. Respondent must complete a Disclosure of Interest Form.
- E. City of Corpus Christi may, by written addenda, modify, correct, and amend this RFQ. If an addendum is issued, it will be provided to all parties and posted on the City of Corpus Christi website.
- G. City of Corpus Christi has the sole discretion and reserves the right to cancel this RFQ and to reject any and all Qualification Statements received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- H. City of Corpus Christi reserves the right to request clarifications of any qualification statement.

11.0 Closing Date

The City of Corpus Christi of Corpus Christi, Texas will receive sealed Qualification Statements up to **5:00 p.m., local time, July 30, 2010**. Return in sufficient time so as to be received and time-stamped at the below location on or before the published time and date.

**City of Corpus Christi Purchasing Department
4th Floor City Hall
1201 Leopard St
Corpus Christi, TX 78401**

Any Qualification Statements received after the due date and time will be rejected. The Purchasing Division time stamp will be the official record of the time qualification statements are due and will be the sole determining factor of when qualification statements are received.

For this project Respondents are to submit 7 copies, one unbound, not punched or perforated and the balance can be punched and/or perforated in a binder. An electronic copy on a disk would also be considered in addition to the hard copies.

12.0 Facsimile or E-mail of Qualifications

Facsimile or e-mail of Qualification Statements are not acceptable for this project.

13.0 Taxes

City of Corpus Christi is exempt from Federal Excise Tax (39-6005724), Texas Sales Tax (ES-41005), but if there is a tax, such as local or City of Corpus Christi, it must be shown in the proposal.

14.0 Public Records Access

Qualification Statements will be opened in a manner that avoids disclosure of the contents to competing companies and keeps the Qualification Statements secret during negotiations. All Qualification Statements are open for public inspection after the contract is awarded, but trade secrets and confidential information in the Qualification Statement are not open for public inspection. It is specifically provided, however, that each company must identify any information contained in Qualification Statement which it asserts is either a trade secret or confidential information. Such material must be identified conspicuously by marking each page containing such information as confidential. **If such material is not conspicuously identified, then by submitting its Qualification Statement, a company agrees that such material shall be considered public information.**

15.0 Method of Procurement

After submission of the written qualification statement, qualified Respondents may be requested to make an oral presentation to a committee responsible for making final recommendations.

The RFQ process provides for a ranking of qualified firms. City of Corpus Christi will first negotiate with the top-ranked firm and if an agreement is met, the award will be made. If an agreement is not met, then City of Corpus Christi staff will begin negotiations with the second-ranked firm and, if an agreement is made, the award will be made to the second-ranked firm. This process continues to the next top-ranked ranked firm until negotiations are successful or unless City of Corpus Christi, in its opinion, decides it is in the City of Corpus Christi's best interest to terminate or reissue the RFQ.

18.0 Status of Qualification

Upon award, the award will be posted on City of Corpus Christi's web site www.cctexas.com go to **Purchasing** then **Awards**.

19.0 Term Length of Agreement

The Contract Services Agreement will be for a base period of five (5) years commencing October 15, 2010 with one three (3) year extension option at the discretion of the City of Corpus Christi. The successful Respondent may provide the labor through employees of the entity or through an approved third party. In all cases, the Management Company will be directly responsible for the successful performance of the Contract regardless of whether it is through direct employees or subcontractor. City of Corpus Christi may terminate this agreement for lack of performance by Management Company if a problem persists and is not corrected within 30 days of notification.

20.0 Evaluation Criteria

The City of Corpus Christi Purchasing department will guide the evaluation of the responses received. An Evaluation Committee will be established to evaluate and score the submitted Qualification. The Evaluation Committee will consist of the following:

- Airport Staff
- Airport Board Member
- Financial Services

The City of Corpus Christi reserves the right at its sole determination to include additional Department(s), Employee(s), or Management Company(s) in the evaluation of proposals, as the City of Corpus Christi deems necessary.

City of Corpus Christi will perform an evaluation examining all information submitted for completeness and consistency in relation to the submission requirements. Only those Respondents meeting the pre-requisites in Section 2.0 will be evaluated. In determining the quality of the Qualification Statement, the City of Corpus Christi, after examining each Respondent for honesty, integrity and reliability, will consider the following factors:

20.1 Corporate/Company Experience and Knowledge of Corpus Christi and Industry Standards (20 to 25 points)

Demonstrated experience of the Respondent in successfully performing the requested services for other publicly owned airports as evidenced by:

- Evaluation report from airport owners, GA tenants/operators, airlines, and vendors;
- Illustration of improvements in financial and service metrics during the course of similar contracts;
- Narratives that specifically illustrate an understanding of the evolving role of FBO management;
- Training and staffing plans that have been used for this type of management structure.
- Customer references.

20.2 Proposed Team Experience (20 to 25 points)

Provide experience and qualifications of the Respondent's proposed key personnel and management team. Resumes and references are essential.

20.3 Management and Operations Plan (25 to 30 points)

Evaluation of the Respondent's plan demonstrating the ability to: implement and manage the contract; support and maintain a first-class facility with high customer service standards; develop procedures for tracking and reporting revenues and cost; recommend and implement an effective marketing strategy.

20.4 Financial benefit to City of Corpus Christi (15 to 20 points)

Explain how respondent's organization and plan will maximize financial returns of the FBO for the benefit of the City.

21.0 QUALIFICATION SUBMISSION REQUIREMENTS

To expedite the Qualification Statement evaluation, the response to this RFQ should follow the format and order of items, using the same paragraph identifiers, with the Table of Contents sections labeled and numbered as set forth below:

21.1 Letter of Transmittal

The Respondent shall submit a letter on its letterhead, signed by an authorized representative, stating its experience and Qualification Statements in meeting the requirements of this RFQ. This letter shall include a statement on whether the Respondent is submitting a qualification statement as a single entity or a joint venture. In all cases, information required for a single entity is required for each participant in a joint venture.

The Letter of Transmittal shall contain:

- Name and address of the Respondent and an original signature on the Letter of Transmittal by an authorized representative on behalf of the Respondent;
- Name(s), title(s), and telephone number(s) of the individual(s) who are authorized to negotiate and execute the Lease;
- Name, title and telephone number of a contact person to which City of Corpus Christi can address questions or issues related to the RFQ;
- Identification of what services will be subcontracted.

21.2 Executive Summary

The Respondent shall submit a summary, of not more than one page, presenting the major features of its Qualification Statement and how the Qualification Statement satisfies the requirements contained in this RFQ, as well as the special competencies and expertise of the Respondent to meet the requirements of this RFQ.

21.3 Certifications with Respect to the Respondent's Integrity Provisions

The Respondent, by signing the Letter of Transmittal, makes the certifications in the "Respondent's Integrity Provisions" If the Respondent cannot make any such certifications it shall enclose an explanation of that inability.

21.4 Documentation of Respondent Prerequisites

The Respondent shall submit documentation to demonstrate that it meets all prerequisites.

21.5 Form and Submission of Qualification Statements

Respondents must submit all requested information. Qualification Statements must be submitted in accordance with the criteria and guidelines contained in the documents that comprise this RFQ. Assumptions used in any plans and supporting analysis must be clearly noted. Respondents are encouraged to include any additional information that would assist City of Corpus Christi in understanding and evaluating the Respondent's capabilities and qualification including any events, issues or processes related to the contract.

A. Implementation Plan

Submit an implementation plan based on the specifications. Respondent should submit any detailed information they believe will better describe their ability to fulfill the contract requirements.

B. Development Cost Estimate

Respondents must provide a development cost estimate that includes all hard and soft costs identified in this RFQ.

C. Management and Operations Plan

Respondents shall identify how they will provide the management, operation and general maintenance of the facility. The Plan should identify measures that will be employed to operate the facility that minimizes harmful environmental impacts.

The Respondent must include a detailed narrative description of the management methods and practices that will be used to implement and manage the proposed contract. This should include administration, staffing (ACDBE compliance) and on site requirements.

- (a) Team Members and Organizational Structure
 - i) Indicate the entity that would be the party to enter into an agreement with the City of Corpus Christi. If the entity is a subsidiary of, or otherwise affiliated with, another organization the Respondent shall indicate such relationships. Indicate the State under whose laws the entity is organized.
 - ii) Identify all primary participants in the team and their respective roles.

- iii) Submit an organization chart showing all team members, the reporting relationships, the responsibility of each team member, and the proposed interrelationships of the team with the City of Corpus Christi Airport management.

D. Team Experience

Provide information on your team, including company profiles, individual resumes of key personnel who would be assigned to this Project, and their relevant experience.

E. Acknowledgment of Addenda

If any Addenda are sent as part of this RFQ, the Respondent shall complete, sign and include with its Qualification Statement the addenda form(s). In the event any Respondent fails to conform to these instructions, its qualification will nevertheless be construed as though the Addenda had been received and acknowledged.

22.0 CONDITIONS FOR THE SUBMISSION OF A QUALIFICATION

Respondent agrees to the following conditions for the submission of its Qualification Statement :

22.1 Changes to this RFQ

At any time City of Corpus Christi may by written addenda, modify, correct, amend, cancel and/or reissue this RFQ. If an addendum is issued, it will be provided to all parties and posted on the City of Corpus Christi website.

22.2 Qualification Preparation Costs

City of Corpus Christi shall not be liable for any costs incurred by the Respondent in the preparation, submittal, presentation, or revision of its Qualification Statement, or in any other aspect of the Respondents pre-agreement activity.

22.3 Ownership of Submitted Materials

All materials submitted in response to or in connection with your submitted Qualification Statement shall become the property of the City of Corpus Christi.

22.4 Subcontractors

If the Management Company intends to use subcontractor(s), the Management Company must identify in its qualification statement the work the subcontractor(s) will perform.

22.5 Conflict of Interest

If the Respondent or any employee, agent or subcontractor of the Management Company may have a possible conflict of interest, or may give the appearance of a possible conflict of interest, the Respondent shall include in its Qualification Statement a statement indicating the nature of the conflict. The City of Corpus Christi reserves the right to disqualify the Respondent if, in its sole discretion, any interest disclosed from any source could create a conflict of interest or give the appearance of a conflict of interest. City of Corpus Christi's determination regarding any questions of conflict of interest shall be final.

22.6 Authorized Signature

Qualification Statements must be signed by an authorized corporate officer (e.g., President or Vice President), General Partner, or such other individual authorized to bind the Respondent to the provisions of its Qualification Statement and this RFQ.

22.7 Rights of City of Corpus Christi

- A. City of Corpus Christi reserves all its rights in law and equity with respect to this RFQ including but not limited to the unqualified right, at any time and in its sole discretion, to change or modify this RFQ, to reject any and all Qualification Statements, to consider irregularities in Qualification Statements received, to seek clarification of Qualification Statements, to request additional information, to request any or all Respondents to make a presentation, to undertake discussions and modifications with one or more Respondents, to proceed with any Qualification Statement or modified Qualification, which in its judgment will, under all circumstances, best serve City of Corpus Christi's interest, or to request or accept additional material or information. The holding of any discussions with any Respondent shall not constitute acceptance of a Qualification Statement, and a Qualification Statement may be accepted with or without discussions.
- B. No Respondent shall have any rights against the City of Corpus Christi arising from the contents of this RFQ, the receipt of Qualification Statements, or the incorporation in or rejection of information contained in any Qualification Statements or in any other document.
- C. At any time and from time to time after the opening of the Qualification Statements, the City of Corpus Christi may give oral or written notice to one or more Respondents to furnish additional information relating to its Qualification Statement, to perform the services contained in this RFQ, or to meet with designated representatives of the City of Corpus Christi. The giving of such notice shall not be construed as an acceptance of a Qualification Statement. Information shall be submitted within three (3) calendar days after City of Corpus Christi's request unless a shorter or longer time is specified therein.

22.8 No Personal Liability

Neither officer, agent nor employee of the City of Corpus Christi shall be charged personally with any liability by a Respondent or another, or held liable to a Respondent or another, under any term or provision of this RFQ, or any statements made herein, or because of the submission or attempted submission of a Qualification Statement.