



Town of Pinedale
Airport Management/Operations
Request for Proposal

Issuing Agency: Town of Pinedale
P.O. Box 709
Pinedale, WY 82941

All Inquiries:

Any questions must be submitted in writing and sent via email abrampearce@townofpinedale.us or presented in person at the Town Hall. General inquiries may be submitted in person, by e-mail or by telephone (307) 367-4136. General inquiries will only be accepted on or before August 28, 2020 at 4:30 p.m. The Town of Pinedale urges interested parties to conduct a site visit prior to submitting a proposal. Town staff will schedule site visits as necessary and give tours of the airport and Town facilities available to the interested party.

Submittal Deadline:

September 1, 2020 @ 4:30 p.m.

Submittals may be made at Town Hall or via mail

Deliver to:

Town of Pinedale
Attn: Maureen Rudnick
P.O. Box 709
69 Pinedale South Road
Pinedale, WY 82941

A. Description

The Town of Pinedale is seeking an experienced and qualified organization to conduct Airport Management and Operations at the Pinedale-Ralph Wenz Field under an annual contract. The holder of the contract will operate under the direction of the Mayor with input from the Pinedale Airport Board. The Airport Manager (AM) is responsible for the three (3) primary functions at the Pinedale Airport.

- 1.) Operations and Maintenance
- 2.) Regulatory and Safety
- 3.) Airport Vision and Goals

In addition, the AM is the liaison between the Airport's Tenants, the Town Council, the FAA, WYDOT Aeronautics and the Airport Board, coordinating the financial, development, maintenance, safety, and

operational functions of the Airport. Proposer's must demonstrate a high level of expertise in Aviation Management. The initial contract will be awarded for one (1) year (beginning as soon as practical).

B. Pinedale-Ralph Wenz Field

Pinedale-Ralph Wenz Field (PNA) is located in Pinedale, Wyoming adjacent to Highway 191 approximately six (6) miles Southeast of the Town of Pinedale. The airfield is owned and operated by the Town of Pinedale, Wyoming. Oversight of the airport has historically been completed by an Airport Manager employed by the Town of Pinedale. The Pinedale Airport Board operates as an advisory committee for the Pinedale Town Council and provides review and recommendation to Council for ongoing operations, projects, and airport operations.

C. Term

Time is of the essence to this agreement. The initial term of the agreement shall be one (1) year commencing no later than October 1, 2020. Actual date of commencement and termination of initial contract will be indicated in final contract. Renewal of the agreement or extension thereof will be considered pending the performance of the AM to the agreed upon duties as well as the desire of both parties to renew or extend the agreement. Terms of renewal/extension of the agreement will be finalized within the final contract document.

D. Duties/Responsibilities

The AM is responsible for the three (3) primary functions at the Pinedale Airport.

- 1.) Operations and Maintenance
- 2.) Regulatory and Safety
- 3.) Airport Vision, Goals, and Development

AM Proposals shall contain a detailed scope of work that minimally includes the following parameters. Proposals will be evaluated in part by the scope of work provided.

Operations and Maintenance

1. Groundskeeping – Maintain airport grounds to FAA regulations including but not limited to mowing and maintenance of vegetation, weed control, pest control, maintenance of lights, navigational aids, signage, fencing, and all aspects of the airfield. Maintain a professional appearance of the airfield. The AM Team shall have access to the Pinedale Airport Grounds Keeping Equipment which includes...
 - a. 2018 Scag STII-72V-37BV-EFI
 - b. 2018 Scag LBC 15-SP170
 - c. 2009 Hotsy Pressure Washer 560SS
 - d. Upright Manlift 068001-001
 - e. 2020 Graco Pavement Marking Equipment
 - f. 2017 Ford F-150
2. Snow Removal – Develop and implement a snow removal policy in accordance with FAA requirements. The AM team shall have access to the Pinedale Airport Snow Removal Fleet. The fleet includes.
 - a. 2009 International Dump truck with plow

- b. 1986 GMC Dump Truck with plow
 - c. 2001 John Deer Load (TC544H) with plow
 - d. 2015 Kodiak America Multipurpose Snow Removal Vehicle
 - i. Blower Head
 - ii. Broom Attachment
3. The AM Team shall complete scheduled maintenance and routine repairs to airport equipment and provide overall care of tools and equipment. Maintenance records shall be kept and maintained on all equipment.
4. Complete Routine FAA Airfield Inspections and safety inspections and maintain a record of such inspections.
5. Aid in the development as well as maintain and enforce airport minimum standards for all users of the airport.
6. Complete administrative duties including but not limited:
 - a. Prepare and present monthly reports to the Pinedale Airport Board.
 - b. Aid in the development of monthly agendas to include necessary action items by the board and Town Council.
 - c. Attend Airport Board meetings; and provide information to the Airport Board upon request.
 - d. Share information to Town Council and prepare any documentation or reports as requested by Town Council.
 - e. Aid in the development of fiscal year budgets for Town Council approval.
 - f. Collection of fees (fuel, hanger, DEQ, rent, etc.)

Regulatory & Safety

1. Maintain and monitor appropriate security measures including access restrictions, access logs, and security cameras.
2. Establish and vigilantly maintain safety protocols.
3. Assist with compliant standards, regulations, mitigation, and compliance with regulatory agencies including DEQ, EPA, Fire Safety, FAA, etc.

Airport Vision, Goals, and Development

1. Act as Liaison between the Town of Pinedale, Airport Board, and Engineer of Record in planning, developing, and maintenance of the Airport Master Plan.
2. Act as liaison between the Town of Pinedale and the Engineer of Record in construction projects including reviewing plans and specifications, conducting/managing capital improvement projects, completing contract documents, and fully executing airport construction projects.
3. Manage State CIP as well as the facility and all projects/funding documents within Blackcat Aviation.
4. Prepare and submit grant reimbursement requests for reimbursement for State and Federal grants; coordinate grant applications with engineers; collect and track grant income for grant projects.
5. Aid in market development of/for the Pinedale Airport.

E. Available Facilities

The following facilities will be made available to the selected AM for the completion of their duties as the AM...

1. The Airport Manager office located at the Southwest corner of the second floor of the FBO facility.
2. Town of Pinedale SRE Buildings – three (3) buildings for storage of grounds keeping and snow removal equipment.
3. Optional – Airport House – Please indicate within the proposal if your operation is interested in renting the airport house located on 10 acres directly adjacent to the airport. Monthly rent is set in Town Resolution as \$2,000/month. Negotiations with final contract may be considered.

F. Statement of Qualifications Requirements

The ideal agency should have extensive experience in airport management and understand fully FAA regulations. The qualifications and commitment of the key personnel assigned to the Pinedale Airport is critically important in the selection of an AM. Please provide the following in the statement of qualifications.

1. Cover letter stating interest with signature of duly authorized principal.
2. A brief introduction of the individual(s) or firm(s) involved in the operation of the Pinedale Airport, including an Organization Chart. Identify personnel, including expertise and qualifications of key team members anticipated to be assigned to this airport or forecasted positions.
3. A summary of relevant experience and past Airport Management experience.
4. Any additional information the agency wishes to submit to demonstrate its qualifications.

G. Other Requirements

The Contractor shall maintain liability insurance in an aggregate amount of at least \$1,000,000 during the duration of this Contract. Insurance shall name the Town of Pinedale as an additional insured and include a waiver of subrogation. Proof of this insurance shall be provided to the Town prior to the commencement of work under this Contract.

H. Evaluation Criteria

The Town of Pinedale Mayor and staff will evaluate the submitted qualifications. All qualifications will be evaluated, and a recommendation made to the Pinedale Airport Board and Town Council. Respondents may be asked to attend a formal interview. The Town Council shall make a selection during a public Town Council meeting. The Town may reject all responses at its discretion. The Town will select an AM best qualified to perform the requested services based on the following criteria:

1. Ability. The ability of the respondent to provide quality service at a reasonable cost.
2. Experience. The respondent's experience with and expertise in services as listed in the Scope of Services.
3. Experience. The experience and qualifications of the staff that will have primary contact with Town of Pinedale staff and involved agencies.
4. Avoidance. The firm's demonstrated avoidance of personal or organizational conflicts of interest regarding any matters of litigation or otherwise.

5. Commitment. The extent of involvement by the respondent's key qualified personnel and the likelihood that key personnel will develop a long term and intimate knowledge of the Scope of Services and project.
6. Workability. Assurance of the demonstrated ability of the company to work with a diverse group of individuals and agencies, including citizens, property owners, businesses and governmental organizations.
7. Familiarity and experience with EPA, DEQ, WYDOT, FAA, Town of Pinedale and other State and Federal agencies and departments that are necessary to collaborate with in carrying out the scope of services.

I. Submittal Requirements

The submittal **must** include the following:

1. Cover Letter
2. Qualification Statement
3. Description of Proposed Work or Alterations including but not limited to items described in Section D. The proposed scope is a key element of the proposal and will be weighed heavily on the selection of an AM.
4. Proposal Price for a one (1) Year Contract
 - a. Optional – Airport House Rental