

REQUEST FOR PROPOSALS
February 10, 2020

AIRPORT MANAGEMENT SERVICES CONTRACT

HIGH RIVER REGIONAL AIRPORT LTD.
High River, Alberta

CLOSING DATE:
Accepting Proposals Up to February 28, 2020 at 4:00 p.m.
(Mountain Standard Time)

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INSTRUCTIONS TO PROPONENTS

INTRODUCTION

1. The High River Regional Airport Ltd. ("HRRAL") is inviting proposals from qualified candidates to provide Airport Management Services.
2. The purpose of this Request for Proposals ("RFP") process is to procure an applicant that will enter into a contract to provide airport management services.
3. Further details about the anticipated needs for services can be found in Schedule "A"– Airport Management Information. The HRRAL encourages both individuals and firms who specialize in the type of services as described in Schedule "A" to submit proposals.
4. **This RFP is not a tender and is not subject to the law of competitive bidding.**

RFP DOCUMENTS

5. The following documents are attached to and form part of this RFP:
 - Schedule "A" – Airport Management Information
 - Schedule "B" – Proposal Content Requirements
 - Appendix "A" – Prime Contractor Assignment

INQUIRIES

6. Any inquiries concerning this RFP should be directed in writing to the following:
 - Ashley Alexander, HR Advisor
 - E-mail: aalexander@highriver.ca
7. All inquiries should be in writing and received by the HRRAL on or before February 28, 2020 at 12:00 PM (local time).
8. The HRRAL may circulate its response to any inquiries to all proponents, along with the original inquiry, or may choose not to reply to any inquiry.
9. Proponents should refrain from contacting other employees, agents or members of Council of Foothills County, the Town of High River, and HRRAL in respect of this RFP process, including for the purposes of lobbying or attempting to influence the outcome of this RFP process. Any such contact may, in the HRRAL's sole discretion, result in disqualification.

PROPONENT MEETING

10. Not Applicable

SUBMISSION OF PROPOSALS

11. Proposals should be in both paper and electronic format. Proponents should submit three (3) hard copies of their proposal (including one unbound copy for photocopying) plus an electronic copy on a memory stick or USB indicating the RFP title and Closing Date to the following address by **12:00 pm (local time) February 28, 2020:**

HRRAL Airport Management Proposal
Attention: Ashely Alexander
Town of High River
309B Macleod Trail SW
High River, AB T1V 1Z5

12. If you require additional time to submit your proposal, you should contact Ashley Alexander by email at aalexander@highriver.ca. The HRRAL may, in its sole discretion, allow additional time for proponents to submit a proposal.
13. Proposals and accompanying documentation provided to the HRRAL in response to this RFP will not be returned.

CONTENT OF PROPOSALS

14. Proposals should address the requirements set out in Schedule "B" - Proposal Content Requirements.
15. Proponents may provide additional information beyond that requested in the RFP for the HRRAL's consideration. Any such additional information may be considered by the HRRAL in its sole discretion.
16. Proponents are asked to submit additional information pertaining to their past projects as detailed in Schedule "B", and such other information as the HRRAL might reasonably require.

COST OF PROPOSALS

17. The HRRAL is not responsible for any costs incurred by proponents in preparing their proposals, attending any meetings or interviews with the HRRAL, making any presentations to HRRAL in connection with their proposals, or otherwise incurred in connection with this RFP process.
18. This RFP does not create any legal obligations between the HRRAL and any proponent.

EVALUATION PROCESS

19. Proposals will be opened and evaluated privately.
20. In assessing proposals, the HRRAL will take into consideration the following evaluation criteria:
 - a) qualifications and experience of the proponent and its lead personnel in the service areas being offered;
 - b) qualifications and experience of any proposed sub consultants and their lead personnel in the service areas being offered;
 - c) capacity of the proponent to meet the potential service requirements of the HRRAL as needed in a timely and efficient manner, including the qualifications, experience and availability of the proponent's other proposed professionals;
 - d) plan to ensure that the work is done safely and in accordance with HRRAL requirements;

- e) fee proposal; and
- f) such other criteria as the HRRAL considers relevant.

The HRRAL has not predetermined the relative importance of the above evaluation criteria.

21. The HRRAL has no predetermined preference for selecting individuals, specialized firms that work in a limited number of specialized areas, or for full-service firms that work in all or most of the required areas of expertise.
22. The HRRAL expects to select an individual or firm who provides the best combination of the preceding evaluation criteria to meet the anticipated service needs of the HRRAL described in Schedule "A", as determined by the HRRAL in its sole discretion.
23. Proponents are advised that the evaluation process is subjective in nature and the HRRAL's intention is to consider, in its sole discretion, each proposal on its merits, without regard to the rules or principles of competitive bidding or other legal duties, including without regard to whether a proposal is compliant with this RFP.
24. The HRRAL may short-list proponents and conduct interviews with short-listed proponents at its sole discretion. Furthermore, the HRRAL may negotiate any and all aspects of a proposal, including but not limited to the fee proposal, lead personnel and contract terms.
25. An invitation to interview or to negotiate does not obligate the HRRAL to conclude a contract with that proponent. The HRRAL may interview or may negotiate any aspect of any proposal with one or more proponents at any time.

ANTICIPATED SCHEDULE OF EVENTS

26. The following is the anticipated schedule of events related to this RFP. These dates are provided as target dates only and may be changed at any time by the HRRAL in its sole discretion:
 - a) RFP Released February 10, 2020
 - b) Inquiries respecting RFP by February 24, 2020
 - c) Closing Date February 28, 2020
 - d) Interviews with Proponents (if necessary) TBD
 - e) Candidate Selection and notification March 5, 2020

FORM OF AGREEMENT

27. Any successful proponent(s) will be expected to enter into an agreement that assigns Prime Contractor (the "Prime Contractor Assignment") while undertaking all work associated with this RFP and delegated by HRRAL as attached in Appendix "B".
28. Any successful proponent(s) will be expected to enter into a form of contract to be negotiated with the successful proponent.

EFFECT OF RFP

29. This RFP is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. The HRRAL does not intend to create a contractual relationship (either expressed or implied) or create any other legal duties or obligations, whether in contract, tort or other legal theory, with any proponent submitting a proposal in response to this RFP.

30. The HRRAL may negotiate any and all provisions of a proposal and the form of contract (including, without limitation, those provisions relating to fees and/or any scope of services) with any proponent in its sole discretion, whether before, during or after the selection and evaluation process.
31. Submission of a proposal does not obligate the HRRAL to accept any proposal or to proceed further with any of the services. Consideration of any proposal shall be in the HRRAL's sole discretion.
32. Proposals may be withdrawn or amended by proponents at any time by written notice to the HRRAL prior to the HRRAL and a proponent signing a formal contract.
33. For greater certainty, proponents are advised that the HRRAL is intending to conduct a flexible procurement process, not subject to the law of competitive bidding or other legal duties, and that the HRRAL may, in its sole discretion, at any time and for any reason:
 - a) reject any and all proposals (including, for greater certainty, the lowest cost proposal);
 - b) modify or vary any aspect of this RFP at any time before or after the time for submission of proposals;
 - c) extend the deadline for submission of proposals at any time before or after the time for submission of proposals;
 - d) accept any non-compliant, conditional or irregular proposal or any alternate proposal, in whole or in part;
 - e) discuss the terms of a proposal submitted by a proponent with that proponent at any time, on a confidential basis, for the purposes of clarification and/or negotiation of that proposal;
 - f) allow any proponent submitting a proposal to modify or vary any aspect of its proposal at any time;
 - g) verify or seek clarification of any and all information provided pursuant to this RFP;
 - h) negotiate any aspect of any proposal (including the fee proposal, lead personnel and the form of contract) with any one or more proponents at any time;
 - i) allow any proponent submitting a proposal to make changes to its lead personnel; and/or
 - j) cancel this RFP at any time for any reason and thereafter proceed in any manner it sees fit, in its sole discretion, including:
 - i. issuing a new request for proposals or other procurement document based on the same or changed specifications or other requirements;
 - ii. entering into sole source negotiations with any one or more of the proponents or any other person; or
 - iii. cancelling the procurement in its entirety.

CONFIDENTIALITY, PUBLIC ANNOUNCEMENTS

34. Proponents are expected to keep confidential all documents, data, information and other materials of Foothills County, Town of High River, and HRRAL which are provided to or obtained or accessed by a proponent in relation to this RFP and not make any public announcements or news

releases regarding this RFP or the entering into a contract pursuant to this RFP, without the prior written approval of Foothills County, Town of High River, or HRRAL.

35. Proponents should identify any information in their proposals which proponents consider to be confidential or proprietary.
36. The HRRAL and all materials in its possession are subject to *Freedom of Information and Protection of Privacy Legislation* (Alberta).

Schedule "A" – Airport Management Information

1. PROJECT PURPOSE

This proponent reports to the High River Regional Airport (HRRRA) Board of Directors, and is responsible for the management of airport operations with accountability for results, outcome and compliance with Federal Air Regulations, Nav Canada requirements, any Provincial requirements, and Municipal bylaws and policies. There will be some responsibility for fiscal success of the airport where revenue generation should meet operating costs and management of HRRRA designated capital assets and resources to ensure airport services are quality controlled, safe and effective.

2. SCOPE OF WORK

The Scope of Work under this RFP includes:

- It is anticipated that the time requirement would involve approximately 20 hours of administrative work per week plus additional time required to carry out maintenance requirements, or to oversee subcontracts for maintenance requirements;
- Coordinate with the HRRAL, Town & County with respect to assisted services & maintenance requests;
- Coordination of public events/seminars planned at the HRRAL;
- Monitor, liaison with respect to volunteers & responsible for sub-contracting parties for all external contracts including snow removal, grass cutting, weed spraying and any other maintenance items delegated by the Board;
- Research and provide recommendations to the HRRAL around new business initiatives/incentives;
- Meet with entrepreneurs and new business prospects to discuss requirements of business relocation and provide assistance and information;
- Act as liaison for inquiries regarding hanger space/leasing & business inquiries;
- Assist in developing new business opportunities & revenue streams, including contract negotiation & implementation;
- Track and report on all business and leaseholder inquiries;
- Communication with stakeholders, coordination/participation in stakeholder meetings;
- Grounds maintenance and Equipment maintenance or subcontracting thereof;
- Monitor condition of runways, taxiways, beacon, lighting, windsock (arrange & coordinate maintenance and required sub-contracts as required);
- Establish controls for expenditures, maintain logs/documentation of Board approved items/projects;
- Provide management input to promote fiscal success of the HRRAL where revenue generation will meet or exceed operating costs;
- Management of Board approved capital assets & resources to ensure HRRAL services provided are quality controlled, safe & effective;
- Certify accountability & compliance with Federal Air Regulations, Provincial requirements, and municipal bylaws & policies;
- Attend monthly High River Airport Board of Directors meetings;
- Maintain a relationship management database for all airport contacts;
- Research and recommend available government grants and programs to improve airport attraction and expansion efforts;
- Assist in the development of HRRAL funding proposals;

- Identify/recommend additional or required development & maintenance needs;
- Monitor HRRAL activity with a general awareness/lookout for security issues;
- Working collaboratively with the Airport Board;
- Other duties as required.

3. STANDARDS

All of the practices and procedures shall be made such as to conform with the following requirements:

- All work to be done will conform to the Occupational Health and Safety Act of Alberta.
- The successful proponent will be designated as the Prime Contractor while undertaking the field work.
- The HRRAL will provide a standard for maintenance activities and snow clearing which shall be carried out by the contractor or its subconsultants.

The HRRAL will provide recommendations for those standards that may not be covered in the above standards and reserves the right to amend or request variances to the above standards.

4. SUPPORTING INFORMATION

The proponents to this RFP may request any supporting information as may be required.

5. CONTRACT

The expected term of the contract with the selected individual or firm will be from March 2020 until December 31, 2021, subject to early termination in accordance with its terms.

Schedule "B" - Proposal Content Requirements

Proponents should, at a minimum, include the following information in their Proposals.

Individual or Firm Detail

1. A brief description of yourself or your firm (including the history of the relevant offices from which you intend to service the HRRAL and any other information you consider relevant).

Relevant Experience

2. A description of the types of services yourself or your firm is offering to HRRAL.
3. A description of yourself or your firm's three (3) most recent projects or contracts describing the services offered by your firm as they relate to this RFP, including:
 - a) location of project;
 - b) scope of project;
 - c) client contact;
 - d) contractor contact (if applicable);
 - e) contract lead;
 - f) delivered professional fees under budget; actual fees;
 - g) challenges and how they were met;

Lead Personnel

4. Identify the lead personnel responsible to lead the delivery of the various services the proponent is prepared to offer and their expected involvement in assignments. The County expects that each of the identified lead personnel will be licensed and in good standing to perform the services in Alberta.
5. Describe the relevant experience of the lead personnel and include their resumes and professional designations.

Capacity

6. The HRRAL expects that you will have sufficient resources available to meet the potential service requirements of the HRRAL as needed in a timely and efficient manner. Provide a brief description of yourself, or your firm's other resources that would be available to meet the anticipated needs of the HRRAL.

Sub consultants

7. Provide the same information as provided for item 1-6, above, for any sub consultant that you propose to engage to provide the services you are offering.

Quality Assurance

8. Identify how you or your firm proposes to ensure that the services requested in this RFP contract are quality assured.

Health and Safety

9. How will your firm ensure the health and safety of those engaged in HRRAL activities associated with the requirements of this RFP and in general?

Insurance

10. Confirm that your firm carries the following insurance:
 - a) professional liability insurance in an amount of not less than \$5,000,000.00 per occurrence.
 - b) commercial general Insurance in an amount of not less than \$5,000,000.00 per occurrence.
 - c) automobile liability Insurance coverage of not less than \$5,000,000.00 per occurrence.

Fee Proposal

11. The HRRAL anticipates that services could be provided using different compensation models, including an hourly rate basis and a fixed cost basis.
 - a) Hourly Rates:

Please provide a complete schedule of all hourly rates for the lead personnel, any other professionals and any other service providers expected to work on HRRAL assignments, exclusive of GST. Also indicate the duration for which the hourly rates will remain in effect.

If hourly rates are to be adjusted for future years, how would such rates be adjusted and describe whether they would be subject to a not-to-exceed escalation factor.
 - b) Fixed Cost Fees:

Please confirm whether you are prepared to negotiate a fixed fee for all or certain assignments at the time such assignments are allocated.
 - c) Reimbursable Expenses:

Please describe any reimbursable expense categories and any proposed mark-up. The HRRAL prefers that no mark-up is proposed for reimbursable expenses.
12. The HRRAL is interested in considering proposals for any incentive or innovative fee arrangements. Provide any incentive-based or innovative fee arrangement proposals you wish to offer that would be suitable for the anticipated services and projects.
13. The HRRAL is interested in considering any value-added services a proponent may have to offer.

Conflict of Interest Disclosure

14. Disclose any actual or potential conflicts of interest that may exist between your firm, its management, employees, or proposed sub consultants and the HRRAL, County, or Town, its members of the Board or Council, management, or employees, and the nature of such conflict of interest. If a proponent has no such conflict of interest, a statement to that effect should be included

in its proposal. HRRAL, County, and Town employees are ineligible to participate, directly or indirectly, with any proponent or its team (including as a sub consultant).

Confidentiality

15. Identify any information in your proposal or communications with the HRRAL which you consider to be confidential or proprietary. Proponents acknowledge that the HRRAL and all materials in its possession are subject to the *Freedom of Information and Protection of Privacy Act* of Alberta.