



Lansing Municipal Airport

3250 Bob Malkas Dr., Lansing, Illinois 60438 (708) 418-5888 phone (708) 418-3862 fax

REQUEST FOR PROPOSALS

FOR

AERONAUTICAL SERVICES and or AVIATION ORIENTED

COMMERCIAL ACTIVITIES

IN AN EXISTING AIRPORT OWNED BUILDING

ON THE MAIN RAMP

AT

THE LANSING MUNICIPAL AIRPORT

Due By: March 1, 2017

Description

The Lansing Municipal Airport (IGQ) is seeking a qualified firm or firms to provide aeronautical services or aviation oriented business for the Lansing Municipal Airport. The full range of typical aviation oriented services such as an additional FBO would be desirable, but not required.

Overview

The Lansing Municipal Airport is a General Aviation/Reliever airport operated by the Village of Lansing in the southern suburbs of the Chicago Northeast Illinois and Northwest Indiana metro area. Additional information regarding the Airport and environs can be found on the Airport's web site here: <http://www.lansingmunicipalairport.org/>

General Information

Aviation oriented firms, specialized service providers, consortiums, manufacturers or FBOs responding to this Request for Proposal (RFP) must follow the instructions contained in this RFP document when preparing their submittals.

The information required to be submitted in response to this RFP has been determined to be essential in the proposal evaluation and selection. Any qualifying statements made by a proposer in regards to the requirements outlined in this RFP could result in a determination that the proposal is materially non-responsive. This RFP document has been developed with the intent of providing prospective proposers the greatest degree of latitude in the level of detail offered regarding plans, options, services, configuration or processes. However, please note that submitting insufficient detail may result in a determination that the proposal is materially nonresponsive and thereby rejected.

The Village of Lansing and the Airport are not responsible for any expenses which proposers may incur in estimating, inspecting, or preparing and submitting proposals called for in this RFP.

The Airport reserves the right to conduct interviews or require presentations of any or all proposers prior to selection.

The Village of Lansing also reserves the right to reject any or all proposals when such rejection is in the best interest of the airport.

Proposal Format

No specific format is required for the proposal, but each proposal must include all of the information requested in this RFP.

Specifications/Requirements

The Village of Lansing seeks to compliment and expand the existing aeronautical service options at IGQ to better meet the needs of the pertinent aviation markets and users of the Airport. It is anticipated that the form and terms of any lease or performance based concession type agreements that result from this RFP are likely to vary according to both the targeted market segments and the specific operating models and needs of the selected respondent. The Village of Lansing and the Airport will partner with interested parties to maximize business opportunities through creative contracting strategies and terms including leases, site licenses and concession agreements if doing so is both feasible and in the public interest.

For this RFP the airport is making available the approximately 27,000 ft² (5,000 ft² is office space, 22,000 ft² hangar space +/-) building located at 3259 Airport Drive with direct access to the main ramp. Entities requiring less than the full building space are encouraged to seek and partner with other complimentary service providers if feasible. Also, the Airport and the Village of Lansing reserve the right to aggregate more than one entity through non-exclusive concession agreements if it suits the needs of the Airport, the users and the commercial operators or service providers.

For this RFP acceptable aeronautical commercial activities are as follow:

- a) Retail sales of aeronautical goods, wares, merchandise or services;
- b) Training and instruction for Pilots, Air Crew, Mechanics, Dispatchers and other certificated aeronautical operations and professions;
- c) Sale, rental or charter of aircraft;
- d) Air carrier and air taxi operations;
- e) Sale of aviation petroleum products;
- f) Sale or service of aircraft parts, avionics, instruments or other aircraft equipment;
- g) Repair, maintenance, rebuild, alteration or exchange of aircraft engines, components or other parts; and
- h) Other approved aeronautical or aviation oriented commercial activity not on this list.

Technical Proposal

Proposers shall describe in detail their business plans and approach for fulfilling the requirements of this RFP. The proposal should at a minimum contain the following:

1. A description of all services to be provided.
2. A description of all aeronautical services your organization has provided and/or managed, including size, type and location of each service.
3. Provide the length of time your company has provided and/or managed the aeronautical services described in 2 above including beginning and ending dates.
4. Proposed hours of operation
5. A description of how the proposed services would be marketed and advertised.
6. A timeline for establishing the business and when it is expected to be fully operational.
7. Any plans to bring their existing customers to the Lansing Municipal Airport location to include the number of customers expected to use services at the airport.

Background Information

Each proposal shall include written answers to the following:

- a) How many years has your organization been in business under its present business name?
- b) Under what other or former names has your organization operated?
- c) If your organization is a corporation, provide the following information: date of incorporation, State of incorporation, names of the company president, vice president, secretary, and treasurer.
- d) If your organization is a partnership, provide the following information: date of organization, type of partnership, and names of general partners.
- e) If your organization is individually owned, provide the following information: date of organization, and name of owner.
- f) Has your organization ever failed to complete any contract awarded?
- g) Are there any judgements, claims, arbitration proceedings, or lawsuits pending or outstanding against your organization or its officers?
- h) Has your organization filed any lawsuits or requested arbitration with regard to any contracts within the last five (5) years?
- i) Has your organization or any of its officers or owners ever been convicted of a crime, or are they presently the target of any criminal or administrative litigation?
- j) Has your organization or any of its officers or owners ever been disqualified, suspended, or debarred from a contract with any federal, state, or local government entity?

If the answer to any questions a) through j) above is yes, please provide details.

Submission of Proposal Documents

Proposals may be delivered to the Lansing Municipal Airport office or the office of the Lansing Village Clerk at either of the following addresses:

Airport Manager Lansing Municipal Airport 3250 Bob Malkas Drive Lansing IL, 60438	Lansing Village Clerk Village of Lansing 3141 Ridge Rd. Lansing, IL 60438
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Deadline

Proposals must be received no later than 5:00 PM Central Time on March 1, 2017.

Additional Information/Clarification and Guidelines for Questions

All questions regarding this RFP shall be submitted in writing prior to the due date for submittals. All questions should be related to the RFP and must be mailed or emailed to John DeLaurentiis, Manager, Lansing Municipal Airport.

Contact information:



Basis for Selection

After an initial review, responsive proposers will be invited to present their plans and assumptions to the RFP Review Committee.

Final selection will be based on the firm or firms providing the most detailed proposal; the most feasible revenue projections and the most sustainable arrangement for the Lansing Municipal Airport.

The Lansing Municipal Airport also reserves the right to reject any and all submittals, to waive any technicalities or irregularities and to award based on the best interest of the airport.