

REQUEST FOR QUALIFICATIONS

Franklin County, North Carolina – Triangle North Executive Airport Business Corporate Hangar Opportunity

Due Date:	February 15, 2023
Time:	2:00 PM
Receipt Location:	Franklin County Office Building, 113 Market St., Louisburg, NC 27549, ATTN: Kimberly B. Denton, County Manager

CONTACT PERSON FOR QUESTIONS

Name: Bo Carson
Title: Airport Director
E-mail: bcarson@franklincountync.gov
Telephone: (919) 496-1234

TABLE OF CONTENTS

1. Submittal Schedule -----	Page 1
2. Purpose and Scope -----	Page 2
3. Background -----	Page 2
4. General Terms -----	Page 3
5. RFQ Submittal Requirements -----	Page 4
6. Selection Process -----	Page 6
7. Schedule -----	Page 7

1. SUBMITTAL SCHEDULE

In accordance with the requisite state statutes, local ordinances and resolutions, Franklin County, NC shall receive submittals for the services specified herein below at the above specified location, until the Time and Due Date cited above. Submittals received by the correct Time and Due Date shall be considered. Any submittals received after the Due Date and Time will not be considered and shall be rejected without exception.

Submittals shall be sealed and labeled on the outside **TNEA RFQ #1, Franklin County, Business Corporate Hangar Opportunity; ATTN: Kimberly B. Denton, County Manager**, along with the submitter's name and address clearly indicated on the envelope/package. Instructions for preparing the Request for Qualifications (RFQs) are provided herein.

Mail or hand-deliver submission packets to the Receipt Location cited above. It is the responsibility of the submitter to ensure delivery date and time.

Electronic (email) or facsimile submissions will not be accepted.

Questions: Submit all questions regarding this Request for Qualifications in writing to the Contact Person cited above. There will be no pre-submittal conference.

2. PURPOSE AND SCOPE

Franklin County has an aviation corporate hangar available, more particularly described as Hangar A, containing an open shell approximately 64' x 42' and interior two-story office space including utilities, HVAC, bathrooms and a 36' x 25.5' wooden deck. Franklin County is seeking an Aviation tenant to establish a business providing aviation services in the available space.

Franklin County, NC is requesting qualifications for an experienced aviation service business to operate within Corporate Hangar A and provide an aviation related service at Triangle North Executive Airport (TNEA).

The purpose of this Request of Qualifications (RFQ) is to invite interested businesses to express their statement of qualifications, interests and capabilities regarding providing such aviation related service at Franklin County's Triangle North Executive Airport by leasing a corporate hangar for the services. The information obtained will be utilized by Franklin County and Triangle North Executive Airport to evaluate each interested business by analyzing the evaluation criteria.

Aviation services include but not limited to fixed-base operations from maintenance, service centers, skydiving, charter, leather and vinyl upholstery, based business-owned aircraft storage, or any other aviation business activity deemed appropriate by the Federal Aviation Administration (FAA).

To be considered for selection, the Aviation Business shall be qualified and possess the appropriate certifications to operate in the capacity they are putting forward for consideration. If said business is already an established business entity and desires to expand into another aviation function, documentation and timeline of such expansion capability would need to be disclosed to provide at a minimum for such service activity.

County intends to select a business to provide aviation services and to execute a corporate hangar lease and operating agreement at Triangle North Executive Airport.

3. BACKGROUND

Triangle North Executive Airport (TNEA) is a thriving \$28 million economic engine in Franklin County that provides aviation related services and products to the community. TNEA continues to thrive and ranks as a top general aviation airport in North Carolina for based aircraft with increased operations year over year.

Serving the Research Triangle Region and beyond, TNEA continues to improve its aviation infrastructure to ensure public safety to both on airfield operations as well as in the sky. Since 2018, Triangle North Executive Airport has received over \$17 million in grant funds to address our infrastructure and growth development needs to include new airfield lighting, pavement rehabilitation, as well as an approved Master Layout Plan that provides a blueprint of growth and development for the next 20 years.

The Airport handles local and visitor traffic totaling about 87,000 operations annually from one 5,498-foot runway. Approximately one hundred twenty-six aviation aircraft are based locally, and more development is being planned. TNEA has six aviation service businesses from a flight

school, maintenance and repair, avionics, and aircraft brokerage and several business-owned aircraft on the airfield. Fuel sales and aircraft storage are exclusively run by the County of Franklin.

In conclusion, Triangle North Executive Airport is a beacon for Franklin County in all it has to offer and provides a diverse and thriving economic impact to the community.

4. GENERAL TERMS

EQUAL EMPLOYMENT OPPORTUNITY:

All businesses will be required to follow Federal Equal Employment Opportunity (EEO) policies. Franklin County will require that the successful business offer equal employment opportunity to all persons without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. Businesses with offices in North Carolina which are paying unemployment and income taxes in North Carolina will be granted preference over those firms that do not.

MINORITY BUSINESSES (MBE) OR DISADVANTAGED BUSINESSES (DBE):

Minority Businesses (MBEs), Disadvantaged Business Enterprises (DBEs) and other small businesses in North Carolina shall have the opportunity to compete fairly in contracts financed in whole or in part with public funds. Consistent with this policy, County will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin. County will undertake a good faith effort to notify minority firms.

HOLD HARMLESS:

The selected business shall indemnify Franklin County against all loss or damage to the extent arising out of the business's negligence in the performance of services under this Request and for infringement of any copyright or patent occurring in connection with or in any way incidental to or arising out of the occupancy, use, service, operations or performance of work under this Request. The selected business further agrees to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and agrees to bear all other costs and expenses related thereto.

DRUG-FREE WORKPLACE:

During the performance of this Request, the selected business agrees to provide an alcohol and drug-free workplace for its employees; post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or any illegal drug is prohibited in the workplace; specify the actions that will be taken against employees for violations of such prohibition; and state in all solicitations or advertisements for employees placed by or on behalf of the firm that the firm maintains a drug-free workplace.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a firm, the employees of which are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or any illegal drug during the performance of the Request.

E-VERIFY:

E-Verify is the federal program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program, used to verify the work authorization of newly hired employees pursuant to federal law. The selected business shall ensure that its work: (i) uses E-Verify if required to do so; and (ii) otherwise complies with applicable law.

INSURANCE REQUIREMENTS:

During the performance of this request, the selected business need to maintain the following insurance limits:

- Worker's Compensation – NC Statutory limit; Employer's Liability - \$500,000
- General Liability - \$2,000,000 unless otherwise stated in the Airport's Rules and Regulations
- Other insurances as required by Triangle North Executive Airport

4. RFQ SUBMITTAL REQUIREMENTS

Submit one (1) original, three (3) copies, and one (1) USB/thumb drive with the submittal in a sealed envelope labeled **TNEA RFQ #1, Franklin County, NC, Business Corporate Hangar Opportunity**, along with the submitter's name and address clearly indicated on the envelope. The original proposal package must have original signatures and must be signed by a person who is authorized to bind the proposing business. All additional proposal sets may contain photocopies of the original package. A RFQ may be rejected if it is incomplete and does not contain the requisite qualifications and performance data, as well as the unit price information for the types of services. County may reject any or all proposals and may waive any immaterial deviation in a proposal as may be allowable in accordance with applicable law.

RFQs should be submitted in three ring binders or spiral bound, tabbed for each section outlined below. The total length of the proposal, including cover letter, should be no more than 15 pages. Font size should be no smaller than Arial Narrow 11 point. Key personnel resumes should be brief and concise (included in the 15-page limit). Section dividers will not count toward the 15-page limit.

The submission of a proposal shall be deemed a representation and certification that the submitter:

- a) Has carefully read and fully understands the information provided by Franklin County in this RFQ.
- b) Is financially solvent and has the capability to successfully undertake operating an aviation business with the responsibilities and obligations of the proposal submitted.
- c) Represents that all the information contained in the submitted proposal is true and correct.
- d) Did not in any way collude or conspire with any other parties, directly or indirectly, regarding the amount, terms, or conditions of the proposal.
- e) Acknowledges that Franklin County has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by submitters and hereby grants Franklin County permission to make these inquiries; and
- f) Acknowledges that any proposal cannot be modified after its submission for any reason.

Please provide the following information in the sequence of the following major headings described below.

TAB 1: COVER LETTER

List project title (Triangle North Executive Airport Business Corporate Hangar Opportunity), the name of your business, and the name, address, telephone number and email of a contact person for questions concerning the RFQ submitted. Provide the intentions of locating or expanding your business to Triangle North Executive Airport to include business opportunity and services provided.

TAB 2: FIRM BACKGROUND

Provide a narrative of your business including background, prior experience, and qualifications as an aviation entity. Within this submittal, please provide any of your business's qualifications, and certifications with the Federal Aviation Administration to further backup your intentions to operate at Triangle North Executive Airport in accordance with 14 CFR parts 43, 65, and 145, and others as applicable.

TAB 3: BUSINESS EXPERIENCE

Briefly summarize the business's experience in aviation over the past five to ten years. Key components will be the ability of the business to demonstrate recent experience in such aviation services.

Provide references of key allies to your business to include name, position, physical address, phone number, and email address.

TAB 4: BUSINESS PLAN

A successful submission to this Request should involve describing, in some level of detail, the company's business plans for the service at Triangle North Executive Airport and the likely approach the company will take to fulfill the requirements of this Request. The proposal should at a minimum contain the following:

- 1) A brief history of the company, its legal structure, ownership, and a brief description of the aeronautical services it provides, including the type and location of such services. Financial information showing established as a solvent company shall be supplied with the County agreeing that financial material furnished will be considered **Confidential**.
- 2) A description of the services envisioned to be provided at Triangle North Executive Airport with occupancy by lease of Corporate Hangar A.
- 3) A brief description of how the aviation services would be beneficial to the aviation community, the County of Franklin and the Airport. This may include items as example like fuel sales, tax base, operations, marketing, etc.

- 4) A timeline for establishing the business including receiving FAA certifications and qualifications for such services within this space.
- 5) Reference the job creating (net) that this business opportunity would bring to the County as well as the expected experience of business personnel you are planning to hire for your company.

TAB 5: SUPPORTING DOCUMENTS

Based upon the information presented herein, provide any supporting documentation describing the approach the firm will take to perform such service activities. Include any other information you feel to be relevant to the selection of your business.

TAB 6: WHY YOUR FIRM SHOULD BE SELECTED FOR THIS PROJECT

In no more than one (1) page, please provide a summary of why your business is the best qualified and should be selected to occupy space and provide an aviation service at Triangle North Executive Airport.

5. SELECTION PROCESS

Franklin County will read, review, and evaluate the qualifications on the basis of demonstrated competence and qualification. County reserves the right to conduct interviews with a shortlist of selected respondents. County reserves the right to reject any or all submittals, to waive technicalities and to make such selection deemed in its best interest subject to the limitations of applicable law. With limited response, County reserves the right to extend the solicitation opening date as appropriate in order to assure a competitive procurement process. In making its selection, County shall take into account the established value, scope, complexity and professional nature of the services to be rendered.

The following factors will be used in the initial evaluation process.

REPUTATION, QUALITY, AND EXPERIENCE OF FIRM

- Has the business worked at the Airport successfully in the past and if not, which airport do they currently serve?
- Does the business and specifically its team members have specific experience with aviation services proposed per this proposal?
- Does the business have the depth and breadth of resources (both financially and experience) necessary to achieve designated timeframes in order to keep their business plan on schedule?
- Has the firm demonstrated an understanding of the specific needs of the Airport or proposed additional services it can provide the airport or aviation community?

PROPOSED FIRM

- Does the proposed business appear to have the appropriate experience, certifications, and qualifications to perform the aviation services included in this proposal through the FAA and North Carolina Division of Aviation?

- Does the business's aviation service support the needs of the Airport and the County?
- Does the business provide value to the airport, businesses and local tenants on the airfield?
- References provided to validate business opportunity at the Airport.

OVERALL FIRM MANAGEMENT APPROACH

- How successfully does the RFQ provide a clear and concise answer to the question – “Why should Franklin County select the business to provide an aviation service opportunity within the designated corporate hangar and provide a positive impact to both the Airport, County and aviation community?”

RATING SYSTEM

A rating system will be utilized by Franklin County to score and rank each submittal. Respondents are encouraged to keep their submittals concise.

Item	Evaluation Criteria	Max. Points
1	General Information & Relevant Business Experience	20
2	Business Staff Experience and Qualifications	20
3	RFQ Understanding and Presentation of Information	20
4	Schedule of Occupancy and to Obtain Necessary Qualifications	20
5	Other Factors	20
	Total Possible Points	100

6. SCHEDULE

The schedule will be determined based on the number of responses received. Franklin County may request formal interviews and presentations from the respondents. Companies responding to this Request may be asked to provide proof of financial strength and be subject to background and credit checks. All businesses submitting a RFQ will be notified of the results of the selection process. After all the proposals have been screened and ranked by the County, the top ranked business will be furnished a corporate hangar lease and operating agreement for execution for their aviation services. The Business selected to operate on the Airport will need to comply with all Triangle North Executive Airport's Rules and Regulations as well as provide the appropriate insurance documentation naming the Airport additionally insured.