

CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS

AIR SERVICE



SUBMIT PROPOSAL TO:

**Lance Vanderbeck, Airport Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365**

Due Date: Friday, December 7, 2018 by 3:00 P.M., PST

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SECTION I. INTRODUCTION AND BACKGROUND

A. Proposer Entity

The City of Newport (“City”) is seeking well-qualified individuals, firms, or teams (Proposer) to provide regularly scheduled air service between the Newport Municipal Airport and Portland International Airport.

B. Overview

The City of Newport is:

- a prime tourist destination on the Central Oregon Coast
- the county seat of Lincoln County
- a hub for arts, culture, and cultural tourism
- a major commercial and recreational fishing port
- a nationally-recognized working waterfront that successfully incorporates commercial fishing, seafood processing, and tourism
- one of the nation’s largest marine science education and research centers
- the site of Oregon State University’s Hatfield Marine Science Center
- NOAA’s National Marine Operations Center
- the site of the Oregon Coast Aquarium
- a major United States Coast Guard station and USCG Air Facility
- still active in the forest industry with a large logging and paper processing presence.

The Yaquina River and Port of Newport is a gateway to the Pacific Ocean. The City has a strong tourism base due to its moderate temperature and remarkable weather in all seasons.

C. Goal, Source of Funds, and Budget

The goal of this project is to provide regularly scheduled air service between the Newport Municipal Airport and Portland International Airport. The source of funds for this service is a Rural Air Service Grant from the Oregon Department of Aviation in the amount of \$500,000. The successful proposal will become a part of the City’s grant application for the Rural Air Service Grant. The award of a contract for air service is contingent upon the City receiving the Rural Air Service Grant from the Oregon Department of Aviation.

D. Air Service

Please provide detailed information regarding the following:

1. Type of Aircraft

Proposer must utilize aircraft with no more than nine seats. Please provide detailed information regarding the type(s) of aircraft proposed to be used.

2. Number of Round Trips from the Newport Municipal Airport to Portland International Airport

The successful proposer would provide one early morning round trip to Portland International Airport from the Newport Municipal Airport, and have the flexibility of adding round trips if needed.

3. Groundside Requirements

- a. The successful proposer would ensure that there are appropriate arrangements for the check-in of passengers at the Newport Municipal Airport.
- b. The successful proposer would ensure the transportation of passengers from the arrival area at Portland International Airport to the unsecured, passenger check-in area or Portland International Airport.

4. Code Share and Interline Baggage and Ticketing Agreements

The successful proposer would preferably have a code share, interline baggage, and ticketing agreement with a major air carrier.

E. Timetable

The following timetable is subject to change. Any amendments to the Request for Proposals, will be placed on the City's website.

Release of Request for Proposals	November 7, 2018
Pre-Proposal Meeting	November 22, 2018 at 1:00 P.M.
Proposals Due	December 7, 2018 by 3:00 P.M. PST
Proposal Award Date	January 7, 2019
Vendor Begins Work	As Mutually Agreed Upon by Successful Proposer and the City, and Contingent upon the City's Receipt of the Rural Air Service Grant from the Oregon Department of Aviation

E. Deadline for Submission of Proposals

The proposal must be **received**, via e-mail to Lance Vanderbeck, at l.vanderbeck@newportoregon.gov, by 3:00 P.M., PST, on **Friday, December 7, 2018**.

Timely submission of proposals is the sole responsibility of the Proposer. A proposal received after the deadline will not be considered.

F. Proposal Requirements

The RFP will be incorporated into any resulting Contract with the successful Proposer, along with any terms of the accepted proposal which are not in conflict therewith, as well as provisions which are permissible matters for negotiation, as set forth herein. The contents of the proposal submitted by the successful Proposer will become contractual obligations if a Contract is awarded.

All proposals submitted in response to the RFP become the property of the City and will be a public record after the selection process is completed. Each proposal must contain the following:

1. A cover letter. The cover letter should be limited to one page and must include the company name, company address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the firm on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the Proposer to all commitments made in the proposal must sign the letter.
2. The name and contact information of the Proposer's primary contact person.
3. Narrative response describing information addressed in Section D. (Air Service) of this Request for Proposals.
4. Provide a timeline for the beginning of air service, assuming the City is awarded a Rural Air Services Grant by the Oregon Department of Aviation.
5. Description of related experience in providing air service to rural communities.
6. Provide a detailed overall budget, and explain your plan for creating a sustainable air service.
7. Provide other information that may assist the City in making its selection.

Each Proposer shall also furnish client information including names, addresses, phone numbers, and principal contacts for which your firm provided similar services. By submitting a proposal, a Proposer consents to the City contacting listed references, as well as parties with whom Proposer has previously contracted. The results of those contacts will be considered by the City in its evaluation of proposals.

G. CONTRACT AWARD

1. The City may accept or reject the recommendation of the staff as to the successful Proposer, cancellation of the procurement, or related matters.

The successful Proposer selected to provide the services outlined in this RFP shall enter into a contract directly with the City of Newport within thirty (30) days of the Notice of Intent to Award Contract, or such later date as determined by the City Manager.

The City reserves the right to verify the information received in the proposal. If the Proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded or entered into because of false statements, or other incorrect data submitted in response to this RFP, the City reserves the right to terminate the contract, without penalty therefore, and with all rights reserved.

2. Proposal Evaluation and Selection Process

Proposals will be evaluated based on the following categories, including references and information from entities or persons with whom Proposer has entered into contracts within the last five years. The successful proposal may be eligible for negotiation as to the matters, if any, identified as suitable for negotiation in this RFP.

Proposer qualifications, experience, and demonstrated ability	35 points
References and contacts from previous clients	25 points
Project understanding and approach for accomplishing City objectives	20 points
Thoroughness, quality, and responsiveness of proposal to questions to be answered by Proposer as detailed in this RFP	10 points
Cost reasonableness and appropriateness as compared to all other proposals	10 points

III. GENERAL RFP AND CITY CONTRACT INFORMATION

The following terms and conditions apply to the agreement entered into between the successful Proposer and the City of Newport:

A. Budget

Total expenditures under this contract shall not exceed the amount budgeted by the City. The contract budget is contingent upon the City being awarded a Rural Air Services Grant, in the amount of \$500,000, from the Oregon Department of Aviation. In the event City requires additional services beyond those agreed to by the parties in the contract, such services will be documented in writing as an amendment to the contract.

B. Laws and Policies

In the performance of the work, the selected successful Proposer shall abide by and conform to all applicable laws and rules of the United States and the State of Oregon.

C. Contract

The contract with the successful Proposer will be reviewed for legal sufficiency by the City Attorney of the City of Newport, and approved by the City Council.

D. Costs Incurred by Proposers

All costs of proposal preparation shall be the responsibility of the Proposer. The City shall not be liable for any pre-contractual expenses incurred by Proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

E. General City Reservations

The City of Newport reserves the right to extend the submission deadline should this be in the best interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

The City reserves the right to withdraw this RFP at any time, and will notify Proposers that the solicitation has been canceled. If, in the City's judgment, an inadequate number of proposals are received, or the proposals received are deemed non-responsive, not qualified, or not cost-effective, the City may, at its sole discretion, reissue the RFP or execute a contract with the next highest ranked Proposer. The City may also cancel this solicitation entirely, subject to compliance with applicable laws and the City's public contracting rules.

F. Addenda to the RFP

Addenda to the RFP will be posted on the City's website at www.newportoregon.gov.

G. Termination

Any contract awarded pursuant to this RFP may be terminated by the City, with or without cause, upon 30 days' prior written notification by the City to the successful Proposer.

H. Proposer's Validity Period

Proposals shall be valid for a period of 70 days from the proposal deadline.

I. Proposer's Contact for Information

Proposers may contact Lance Vanderbeck, Airport Director, with any questions regarding

the scope of work of this RFP at:

**Lance Vanderbeck, Airport Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
541.867.3655
l.vanderbeck@newportoregon.gov**

J. Deadline for Submission of Proposals

The proposals must be **received** by 3:00 P.M., PST, on **Friday, December 7, 2018**. Proposals must be sent via e-mail, with RFP for Air Service in the subject line, to: l.vanderbeck@newportoregon.gov.

Timely submission of proposals is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will not be considered.