



City of Fort Worth Aviation

SPINKS AIRPORT DEVELOPMENT PROJECT REQUEST FOR PROPOSAL FOR NEW DEVELOPMENT



SPINKS AIRPORT DEVELOPMENT PROJECT

City of Fort Worth Department of Aviation
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RFP ID(s): FWS-022020 A
FWS-022020 B
FWS-022020 D
FWS-022020 F
FWS-022020 G
FWS-022020 H

Prepared By: Department of Aviation

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NEW DEVELOPMENT REQUEST FOR PROPOSAL (RFP) REGARDING NEW AVIATION
RELATED DEVELOPMENT
City of Fort Worth Aviation - Texas

RFP ID: FWS-022020 A, FWS-022020 B, FWS-022020 D, FWS-022020 F, FWS-022020 G, FWS-022020 H

RFP RELEASE DATE: February 21, 2020

PRE-SUBMISSION CONFERENCE DATE: March 26, 2020 @ 2:00 PM

SUBMISSION DEADLINE: April 27, 2020 @ 2:00 PM CST

QUESTION SUBMISSION DEADLINE: April 9, 2020, Close of Business

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I. INTRODUCTION:

The City of Fort Worth Department of Aviation (DOA), invites and welcomes qualified aeronautical firms to submit proposals for development at Fort Worth Spinks Airport (Airport). Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by **2:00 PM** on **April 27, 2020**.

A pre-submission conference will convene and questions answered in a public forum at **2:00 PM CST** on **Thursday, March 26, 2020** located at Meacham International Airport Conference Center 201 American Concourse, Fort Worth, TX 76106.

Questions may be submitted by mail or email no later than **April 9, 2020** to:

RFP CONTACT NAME:	Barbara Goodwin
TELEPHONE NUMBER:	(817) 392-5400
EMAIL ADDRESS:	barbara.goodwin@fortworthtexas.gov
CONTACT ADDRESS:	Meacham Administration Building 201 American Concourse, Suite 330 Fort Worth, Texas 76106

Online information resources:

www.hangarnetwork.com
<http://fortworthtexas.gov/aviation/>
www.spinksairport.com

When submitting RFP questions, please ensure the following is reference in the “Subject” field of the email:

RFP ID of desired parcel location- RFP QUESTIONS – [Name of Proposer]

II. PROJECT AND LOCATION:

Proposals are being requested for new development which is or shall be located at Fort Worth Spinks Airport, Fort Worth, Texas 76028.

III. AIRPORT INFORMATION AND AIRPORT IMPROVEMENTS PROJECT TIME LINE:

The Airport is conveniently located steps away from I35W near Burleson, Arlington, Mansfield and just 13 miles south of downtown Fort Worth. Area shopping centers, restaurants and hotels make Spinks the ideal location for development. The Airport is owned and operated by The City of Fort Worth (CFW) and is home to a unique combination of corporate, general aviation and recreational pilots.

Spinks Airport has a paved 6,002 foot runway coupled with a 4,000 foot turf runway providing flexible options suitable for small props, long-range jets as well as regional aircraft.

The Airport is a control-towered field with many amenities and facilities to include:

- Airport perimeter is fenced, gated and monitored
- FAA air traffic control tower (7:00 AM – 8:00 PM), full runway and taxiway lighting, ILS, localizer and RNAV approaches in place to ensure accessibility even under adverse weather conditions
- A full-service FBO
- Off-airport car rental services available
- Aircraft rental
- Self and full-service fueling options available
- Multiple maintenance facilities
- Three flight schools
- An aircraft paint shop
- Helicopter services
- Charter services

Construction on taxiways Kilo, Charlie and Mike is scheduled for completion in April 2020. Group 3 taxiway(s) Kilo and Mike are built to handle larger (up to 100,000 lb.) corporate aircraft.

IV. PROJECT CONTACT INFORMATION:

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Leasing requirements, contact:

Name: Barbara Goodwin
Title: Real Property Manager
Phone: (817) 392-5400
Email: barbara.goodwin@fortworthtexas.gov

V. DEADLINE TO SUBMIT PROPOSAL:

Proposers shall submit no later than **2:00 PM CST** on **April 27, 2020**, addressed regular surface mail or hand deliver to:

Barbara Goodwin
Real Property Manager
City of Fort Worth, Department of Aviation
201 American Concourse, Suite 330
Fort Worth, TX 76106

VI. SCHEDULED TIMELINE:

The following timeline has been established to ensure that our project objective is achieved; however, the City of Fort Worth reserves the right make amendments to this RFP, including extending the deadline without prior notice.

- ❖ **Questions Submission Deadline:** April 9, 2020, Close of Business
- ❖ **Proposals Due:** April 27, 2020 @ 2:00 PM CST
- ❖ **Proposal Selection:** At the discretion of the Selection Panel

Reference Exhibit A, FWS Development Areas Map

VII. PROJECT SCOPE AND SPECIFICATIONS:

Spinks Airport is looking for interested parties to lease available parcels as part of the Spinks Airport Development Project. The development submissions must meet the highest and best use for the area and the airport, but is not exclusive to the development. The available parcels are shown on Exhibit A. Preference will be given to large-scale masterplan proposals.

VIII. PROPOSAL REQUIREMENTS:

- 1. A refundable proposal fee is required and is due at the time the proposal is submitted. The proposal fee will be refunded to all respondent proposals that were not selected. The successful respondent has the option to apply the proposal fee to the new Ground Lease terms or elect to be reimbursed.

Refundable Proposal Fee..... **\$5,000.00**

- 2. One (1) original and two (2) copies of the proposal must be submitted in a sealed package with Proposer’s name, address, submittal date, and the words "SPINKS AIRPORT DEVELOPMENT PROJECT SUBMISSION” on the outside of the package. Submissions must be complete and must contain all of the information and documents required in this document. Proposals will become the property of the City of Fort Worth and will not be returned to Proposers.
- 3. Proposals shall be no more than thirty (30) pages in length inclusive of all attachments except financial statements.
- 4. Proposers are instructed not to add, delete, or alter any of the terms and conditions of these submission documents. If Proposer makes any changes to any of the documents, the Selection Panel may, in its sole discretion, reject the submission.
- 5. The Selection Panel reserves the right to request additional or supplemental information or clarifications from proposers, to conduct such investigations as they consider appropriate with respect to the qualifications and capabilities of any proposal or information contained in any proposal. The Selection Panel further reserves the right to reject any or all proposals, to modify or supplement or amend the square footage published in the New Development RFP or the proposal process/schedule, to waive any informality, to negotiate with proposers, to cancel or reissue the RFP, or advertise for new proposals.

Proposals received after the submission deadline and time will not be accepted and will be returned unopened.

IX. QUALIFICATIONS OF PROPOSERS:

To be considered for award, Proposers must submit their proposals by the deadline. Proposers must provide evidence that they are fully competent and that they have the necessary experience and capacity to fulfill Agreement requirements. Proposer must have, at a minimum, the following qualifications:

1. Proposer shall have a minimum of five (5) years successful, continuous, and recent experience in the operation and management or development of an aeronautical entity.
2. Proposer must demonstrate financial responsibility. Proposer shall submit the past three (3) years of financial statements prepared in accordance with generally accepted accounting principles and with an independent CPA's statement attached. Any existing debt or previous default on an Agreement with City may be cause for immediate rejection of the proposal. Any failure to fulfill the previous provisions of any previous Agreement with City may be cause for rejection of the proposal and disqualification of the Proposer.
3. Proposer must demonstrate, at City's sole determination, a net worth sufficient to sustain the business operations required to be performed and maintained pursuant to Agreement requirements.
4. Proposer must be qualified and licensed to conduct business in the state of Texas. If not qualified and licensed, Proposer must confirm in writing that, if selected, such licensing will be obtained within thirty (30) days following notice of selection.

X. PROJECT PROPOSAL EXPECTATIONS:

The various leases shall be awarded to the proposal that best accommodates the various project parameters (referenced below), meets the highest and best use for the location and is decidedly in the best interest of the airport and the City of Fort Worth. The Selection Panel reserves the right to award the contract to more than one Proposer, and refuse any proposal or contract without obligation to either City of Fort Worth Aviation or to any Proposer offering or submitting a proposal.

All of the information requested below must be included in Proposer's submission. Proposers are requested to respond in full, narrative form and to include charts or other illustrations as appropriate. Responses are to be given in the same order as the inquiries, and each inquiry is to be restated prior to its response. Omission, inaccuracy, misstatement, or failure to respond may be cause to reject the proposal.

Reference Exhibit A, FWS Development Areas Map

Parcels shown on FWS Development Areas Map (Exhibit A) are for geographical reference only. If you are interested in a large multi-hangar development that requires multiple parcels, please identify that on your submission documents including the specific location of development. The parameters are as follows:

1. Proposed Preliminary Design, Layout and Appearance:

Submit a detailed proposal using the Aviation Development Guidelines and Aviation Minimum Standards including:

- a) An initial, yet comprehensive proposed preliminary design of the facility.

- b) A layout showing the location of facility, aircraft apron, connector taxiway to primary taxiway, vehicle parking and access, landscaping, and dumpster containment.
- c) A visual conception of the proposed facility.

2. Type of Structure and Operation:

- a) Proposer must demonstrate what type of operations that will occur within the facility and how the construction of the structure supports that activity. We are looking for facilities that meet Spinks Airport’s requirement for the highest and best use that contributes to the economic vitality to the airport and surrounding community.

3. Experience and Financial Stability:

- a) Proposal must include the following:
 - 3.1.1 Business and individual background information.
 - 3.1.2 Business plan.
 - 3.1.3 Demonstration of financial strength and stability to include:
 - 3.1.3.1 A demonstrated financial capacity to initiate the proposed development and provide working capital.
 - 3.1.3.2 A statement of financial responsibility from a qualified financial institution or from such other source as may be readily verified through normal channels.
 - 3.1.3.3 A three (3) year historical financial (profit and loss) statement.
 - 3.1.3.4 A three (3) year historical balance sheet.
 - 3.1.3.5 A five (5) year financial (profit and loss) projection.
 - 3.1.3.6 A cash flow statement.

4. Ability to Meet Development Requirements:

- a) Proposals must demonstrate what steps it will take to ensure it meets the requirements as set forth by the City of Fort Worth and in the Development Guidelines.
- b) Proposals must demonstrate how the Proposer intends to go “above and beyond” the minimum development requirements.

Reference Exhibit B, Aviation Development Guide
Reference Exhibit C, Aviation Minimum Standards

XI. PROPOSAL SELECTION CRITERIA:

Submissions meeting the Minimum Qualifications shall go on to be evaluated by a Selection Panel based on the criteria below.

Award will be given to Proposer who, in Selection Panel’s sole judgment, is most responsive in meeting the airport requirements for this development area. The evaluation criteria include the following:

1. Economic Impact:
 - a) Proposer has researched the needs and current demand of the airport so as to not over-saturate the market.
 - b) Proposer has considered current businesses on airport and within the community to provide a positive economic impact in a complimentary way.
 - a) Proposer has considered the ways to improve the economic quality of life within the City and its community within the proposal.

2. Proposed Facility Preliminary Design, Layout and Appearance:
 - a) The overall quality of Proposer’s organization as it relates to performing the proposed services.
 - b) Comprehensiveness of Proposer’s facility proposal.
 - c) Demonstration by Proposer that their facility meets the highest and best standard for the airport.

3. Experience and Financial Stability:
 - a) The extent and quality of Proposer’s financial, business and development references.
 - b) Proposer’s organizational structure.
 - c) Proposer’s demonstration of financial good standing.
 - d) Proposer has the financial ability to design and construct new facilities.

4. Ability to Meet Development Requirements:
 - a) Comprehensiveness of proposal as it related to this Spinks Airport Development Project Request for Proposal.
 - b) Demonstrated ability to go above and beyond the minimum development requirements.

XII. SCORING MATRIX:
FACTOR

WEIGHT

Economic Impact	30%
Proposed Facility Design, Layout and Appearance	30%
Experience and Financial Stability	20%
Ability to Meet or Exceed Development Requirements	20%

XIII. PROPOSAL SUBMISSION FORMAT

The following is a list of information that the Proposer should include in their proposal submission:

Summary of Proposer Background

- Proposer’s Name(s)
- Proposer’s Address
- Proposer’s Contact Information (and preferred method of communication)

- Legal Form of Proposer (e.g. sole proprietor, partnership, corporation)
- Date Proposer’s Company Formed
- Description of Proposer’s company in terms of size, range and types of services offered and clientele
- Proposer’s principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise
- Proposer’s Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Texas (e.g. business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal

Proposer agrees that the DOA or Selection Panel may contact all submitted references to obtain any and all information regarding Proposer’s performance.

XIV. RFP EXHIBITS:

Exhibit A.....	FWS Development Areas Map
Exhibit B.....	Aviation Development Guide
Exhibit C.....	Aviation Minimum Standards
Exhibit D.....	Minimum Insurance Requirements
Exhibit E.....	NFPA 409
Exhibit F.....	Sample Ground Lease Agreement

IMPORTANT NOTE: *The provisions of the Ground Lease Agreement are non-negotiable. Any attempt to revise or remove existing language can impede the City’s ability to successfully enter into an Agreement.*