

**December, 2017**  
**Request for Proposals for**  
**Airport Business and Financial Consultant**  
**At**  
**Savannah/Hilton Head International Airport**

Dear Proposer:

The Savannah Airport Commission is requesting proposals for professional services from interested Airport Industry Business and Financial Consulting firms to provide various business and financial consulting tasks on an as needed basis for a 5-year period.

Instructions for preparation and submission of a proposal can be obtained by emailing [jmueller@savannahairport.com](mailto:jmueller@savannahairport.com) or on our website at <http://savannahairport.com/business/notice-to-bidders> .

A pre-proposal conference has been scheduled for Wednesday, January 10<sup>th</sup>, 2018, at 1:00 P.M. in the offices of the Savannah Airport Commission, 400 Airways Avenue, Savannah, Georgia 31408. A dial in line has also been set up for the pre-proposal meeting at 1-912-662-7204 with an access code of 0199460.

All proposals are due in the office of the Savannah Airport Commission, 400 Airways Avenue, Savannah, Georgia 31408 no later than 4:00 PM on Friday, January 26, 2018.

Thank you for your interest in doing business with the Savannah Airport Commission.

## SECTION I

### INFORMATION & INSTRUCTIONS

#### 1.0 Submission Requirements

1.1 The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be marked "**Airport Business and Financial Consultant.**" Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

1.2 **Proposal Format:** Proposals shall be submitted in the following format and include the following information.

- a) Detailed description of business and financial consulting services capabilities as requested.
- b) References with phone numbers and email addresses.

1.3 It is the sole responsibility of the **PROPOSER** to assure that they have received the entire Request for Proposal and any changes thereto.

1.4 Any Changes in the specifications contained in this RFP should be available online or may be obtained from the Airport.

1.5 No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the Savannah Airport Commission or the City of Savannah. No employee of the Savannah Airport Commission or the City of Savannah is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document.

1.6 **Right of Rejection and Clarification:** The Savannah Airport Commission reserves the right to reject any and all proposals and to request clarification of information from any proposer. The Savannah Airport Commission is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.

1.7 **Request for Additional Information:** Prior to the final selection, proposers may be required to submit additional information which the Airport Commission may deem necessary to further evaluate the proposer's qualifications.

- 1.8 Denial of Reimbursement:** Neither the Savannah Airport Commission nor the City of Savannah will reimburse proposers for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 1.9 Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the Savannah Airport Commission or the City of Savannah for the purpose of influencing consideration of this proposal.
- 1.10 Right of Withdrawal:** A proposal may not be withdrawn before the expiration of ninety (90) days from the proposal due date.
- 1.11 Right of Negotiation:** The Savannah Airport Commission reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- 1.12 Evaluation:** The Savannah Airport Commission will use evaluation criteria included in this document to evaluate proposals.
- 1.13 Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the Savannah Airport Commission, and a description of the advantage to be gained or disadvantages to be incurred by the Airport as a result of these exceptions.
- 1.14 Indemnification:** Proposer, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the Savannah Airport Commission and the City of Savannah, their employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.
- 1.15 Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by proposers shall become the property of the Savannah Airport Commission when received.
- 1.16 Basis of Award:** Proposals will be evaluated according to the following criteria and weight at a minimum. Points are assigned to each criterion on the basis of the airport's priorities and conception of the importance of each factor in the attainment of a successful project. Final points for each criterion will be established by multiplying a numerical rating factor (rating ÷ 5) times total possible points.

- a) Proposal shall include the following for which the selection will be based on: 55 points (further definition below)
1. Capability to perform all or most aspects of the upcoming activities and recent experience in comparable airport endeavors. 5 points.
  2. Key personnel's professional qualifications, experience, and availability; their reputation and professional integrity and competence; and working knowledge of FAA guidelines. 5 points
  3. Demonstrated ability to meet schedules or deadlines. 5 points.
  4. Quality of business and financial consulting tasks previously undertaken and demonstrated capability to complete those tasks. 5 points.
  5. Team members, other key personal, previous experience, and the role they will fill; qualifications and time commitment of the project manager. 5 points.
  6. Capability and independence of the assigned branch office and support from the home office. 5 points.
  7. Demonstrated understanding of the task's potential issues. 5 points.
  8. Degree of interest shown and familiarity with the task. 5 points.
  9. Evidence of good faith efforts in meeting Disadvantaged Business Enterprise (DBE) goals (49 CFR, § 26.53). 5 points
  10. Professional awards to the firm or team members. 5 points.
  11. References. 5 points.
- b) Current Workload: 5 points
- c) Responsiveness: 5 points

**1.17 Copies:** An **original and five copies** of the proposal and supporting documents must be submitted in response to the RFP. All responses must relate to the specifications as outlined.

**1.18 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this request for proposal should be directed to:

Joanne Mueller  
Assistant Director of Properties  
Savannah Airport Commission  
400 Airways Avenue  
Savannah, GA 31408  
(912) 964-0514 Ext. 3336  
[jmueller@savannahairport.com](mailto:jmueller@savannahairport.com)

- 1.19 Contract:** The basis of the contract between the Savannah Airport Commission and the contractor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, and (2) the proposal submitted by the contractor in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the Savannah Airport Commission reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.
- 1.20 Termination of Contract:** The Savannah Airport Commission may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the Savannah Airport Commission exercise its right to cancel the contract for such reasons, the cancellation shall become effective on the date as specified in the notice of cancellation sent to the contractor.
- 1.21 Conflict of Interest:** The proposer covenants that they presently have no interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services hereunder. The proposer further covenants that no person having any such known interest shall be employed or conveyed an interest, directly or indirectly, in the contract.
- 1.22 Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the Consultant agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and state laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.
- 1.23 Disadvantaged Business Enterprise (DBE) Policy:** It is the policy of the Airport Commission and the City to provide disadvantaged business enterprises with equal opportunity for participating in selling goods and services to the Savannah Airport Commission and the City of Savannah. Proposers are required to make Good Faith Efforts to subcontract, where applicable, with DBEs. The proposer shall keep records of such efforts that are adequate to permit a determination of compliance with this requirement.

The proposer shall also submit the attached notice of non-discrimination with their proposal and complete the participation schedule if appropriate.

## SECTION II

### SCOPE OF WORK

#### 2.0 Purpose

The Savannah Airport Commission is embarking on a 5-7 year capital expansion improvement program which includes primarily the following:

1. Terminal gate expansion
2. Terminal checkpoint expansion
3. Terminal apron expansion
4. Construct FIS facility
5. Remove previous terminal building
6. Remove existing air cargo building
7. Reconfigure/optimize southeast quadrant of airport for more aviation development
8. Construct new air cargo building

Airport, PFC, and AIP funds will be used but financing will be necessary as well. Tenant relocations will be involved in the southeast quadrant reconfiguration/optimization plan. Additionally, some tenants will need to be bought out.

In addition to the capital expansion/improvement plan, the Savannah Airport Commission will be re-negotiating the airline use & lease agreements during 2018. The Savannah Airport Commission desires to have a professional service in place to assist with the following:

1. Financial planning for capital improvement program
2. Cash flow projections, planning, management, and strategies
3. Financing options and the financing process
4. Tenant lease negotiations and lease contract language striving for cost recovery
5. Tenant relocation negotiations and strategies
6. Analyze proposed funding source plans
7. Provide other financial/business consulting service as required
8. Assist in strategies, methodologies, and terms related to tenant buyout initiatives
9. Development of airline lease agreements to include low volume carriers

#### 2.1 Contract Term

The contract period shall be for a period of five years beginning in 2018.

#### 2.2 Fees

Fees for business and consulting services will be negotiated.

### **2.3 Qualifications**

The proposer shall demonstrate their knowledge and experience in providing the solutions and/or services listed above in the response in accordance with Section 1.16. Relevant (i.e. airport applications) and recent consulting tasks will be weighted higher in the evaluation of responses to this RFP.

**SECTION III**  
**PROPOSAL FORM**

I have read and understand the requirements of this Request for Proposal, and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc.

SUBMITTED BY:

\_\_\_\_\_

PROPOSER:

\_\_\_\_\_

SIGNED:

\_\_\_\_\_

NAME (PRINT):

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

CITY/STATE:

\_\_\_\_\_

TELEPHONE:

(\_\_\_\_\_) \_\_\_\_\_  
Area Code

FAX:

(\_\_\_\_\_) \_\_\_\_\_  
Area Code

EMAIL:

\_\_\_\_\_



## **NON-DISCRIMINATION STATEMENT**

The Savannah Airport Commission, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that, in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded equal opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

**PROPOSED SCHEDULE**  
**OF**  
**DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION**

Name of Bidder/Proposer: \_\_\_\_\_ Event No. \_\_\_\_\_  
 Project Title: \_\_\_\_\_

Name of DBE Participant	Address	Type of Work Sub-Contracted	Subcontract Value	DBE Status
			%	
			%	
			%	

Disadvantaged Business Enterprise Participation Value: \_\_\_\_\_%

The undersigned will enter into a formal agreement with the Disadvantaged Business Enterprise Subcontractors/Proposers identified herein for work listed in this schedule conditioned upon executing of a contract with the Savannah Airport Commission.

Joint Venture Disclosure

If the proposer is a joint venture, please describe below the nature of the joint venture and level of work and financial participation to be provided by the Disadvantaged Business Enterprise joint venture firm.

Joint Venture Firms	Level of Work	Participation

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Note: Disadvantaged Business Enterprise consultants must be certified by the Unified Certification Program administered by the Georgia Department of Transportation.

## STATEMENT OF QUALIFICATIONS

A. Name of Firm: \_\_\_\_\_

B. Address: \_\_\_\_\_

\_\_\_\_\_

1. List professional organizations in which you have membership:
  
2. Name of principal Consultant:
  
3. Education of the principal Consultant:
  
4. Experience of the principal Consultant:
  
5. How long has your firm been engaged in the business and financial consulting profession?
  
6. List job titles of all assistants to the principal Consultant:
  
7. Describe any outstanding characteristics of the organization:
  
8. If your firm were selected as the consultants for the project(s) now under discussion, would your firm's services be immediately available?  
Yes \_\_\_\_\_ No \_\_\_\_\_

9. Could you plan to give uninterrupted and continuous services until the task(s) is completed?

Yes \_\_\_\_\_

No \_\_\_\_\_

10. Would any of the project be sub contracted? If so, please list all subcontractors to be used and provide the same information requested in (11) for each subcontractor.

11. State any other qualifications of yourself and your organization which especially qualify you as consultants or enable your organization to render distinctive service:

12. State the extent to which your firm is a small, woman-owned, or minority business enterprise.

13. If your firm has found it necessary to enter into litigation with an owner or contractor, please indicate the case or cases, the reason for, and the results of the litigation.

14. What are the limit of your Errors and Omissions Insurance?

What is the deductible?

(Signed) \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_