



REQUEST FOR QUALIFICATIONS

**AIR SERVICE DEVELOPMENT &
DATA ANALYSIS**

DUE DATE: Friday, May 28, 2021 by 3:00 PM



TRI-CITIES AIRPORT AUTHORITY REQUEST FOR QUALIFICATIONS (RFQ) AIR SERVICE DEVELOPMENT & DATA ANALYSIS

1. INTRODUCTION & OVERVIEW

The Tri-Cities Airport Authority (TCAA) is soliciting Statements of Qualifications from qualified air service development consultants and/or firms (“Proposer” or “Respondent”) to provide air service consulting services at the Tri-Cities Airport (“TRI” or “Airport”).

The Tri-Cities Airport is a non-hub primary commercial airport located in Blountville, TN and serves the Johnson City, Kingsport, and Bristol combined statistical area of Northeast Tennessee and Southwest Virginia. The airport is managed and operated by the TCAA under Tenn. Code Ann. 42-3-104.

TCAA intends to contract with a consultant or firm to provide air service consulting services on a retainer basis and/or on a project basis.

The proposed agreement would be for an initial term of three (3) or five (5) years commencing on or about September 1, 2021, with three (3) one-year extensions, if agreeable to both parties.

2. SCOPE OF WORK

The objective of this program is to stimulate economic growth and development of the regional economy by enhancing passenger air service opportunities at TRI. The selected firm will work with TCAA staff for the purposes of analyzing and implementing air service development. At a minimum, the selected Respondent should provide the services listed below. TCAA is also interested in services unique to individual firms and learning how each Respondent would work with TCAA staff to exceed minimum standards.

1. Compile and review important characteristics of the Tri-Cities, TN/VA area.
2. Complete true market, passenger demand, leakage, and/or other studies and reports, as needed.
3. Determine appropriate air service development strategies and implementation methods.
4. Identify new route or route expansion opportunities through new or existing carriers.
5. Provide ongoing analysis of air service and routes, including trends in air service, passenger volumes and airline performance.
6. Gather and provide analysis of alternative data sources.

7. Provide assistance with community support and air service development incentives.
8. Create presentations for community and airlines meetings, and attend meetings as requested.

Consultant may provide other services that are not listed that could be beneficial to TCAA. The TCAA may also request or require additional services that are not listed above. Consultant should be familiar with Federal Aviation Administration (FAA) and State of Tennessee aviation rules and requirements for Air Service Development.

3. REQUEST FOR QUALIFICATION SUBMISSION FORMAT

To facilitate review, submissions should conform to the following format:

Experience of the Firm

Describe your firm's prior experience, qualifications, and success in air service development and data analysis. Reference the experience of the firm in working with State and FAA regulations and procedures.

Project Team/Key Staff

Identify the proposed Project Manager/Consultant and key project team members and responsibilities. Provide a brief resume for each person outlining credentials and experience.

Sub-Consultants

Provide qualifications and experience of outside consultants that you regularly engage with in work. Note whether they are DBE certified.

Data Analysis

Identify data sources and analysis available that your firm provides or has access to, including alternative data sources and how that data is used.

References

Provide a minimum of three (3) relevant references who are familiar with the quality of work by your firm for projects of similar scope and complexity as contained in the above Scope of Work. Include contact names, telephone numbers and email addresses.

Understanding of TRI

Present your knowledge and understanding of TRI, the current level of service, and our region/catchment area. Identify potential challenges or concerns, as well as opportunities for TRI.

Additional Information

Include any other information you deem relevant to this request for qualifications.

Signature Page

Signature on the included *Signature Page* (Exhibit A) will serve as an acknowledgment that the proposer is willing to enter the agreement if awarded the contract. The *Signature Page* (Exhibit A), also includes a non-collusion statement, non-discrimination statement and agreement to insurance requirements.

The RFQ submission shall not exceed thirty (30) pages, excluding cover page, table of contents and dividers. No rates, fees or charges should be identified or included as part of this submission.

4. TIMELINE

ACTIVITY	DATE
RFQ Issue Date	Wednesday, April 7, 2021
Question Deadline	Friday, April 30, 2021
Response to Questions <i>(if necessary)</i>	Friday, May 7, 2021
Submission Due Date	Friday, May 28, 2021
Firm Interviews <i>(if necessary)</i>	Week of June 28, 2021
Contract Negotiation	July 2021
Contract Award (TCAA Board Meeting)	August 26, 2021
Commencement of Contract	September 1, 2021

TCAA reserves the right to modify the schedule set forth in the above table at its sole discretion. Any such modifications will be stated in an addendum.

5. TCAA CONTACT INFORMATION

For more information or an alternate format of this RFQ, please contact Kristi Haulsee at khaulsee@triflight.com.

Questions regarding this solicitation are to be submitted in writing to khaulsee@triflight.com prior to 3:00 PM Eastern Time on Friday, April 30.

TCAA reserves the right to publish and respond to an inquiry, respond directly to the inquirer without publishing, or not respond to the inquiry at its sole discretion.

It is the Respondent's responsibility to completely examine, understand, become familiar with and fully informed of the terms, conditions, and specifications of this solicitation. Lack of understanding or misinterpretation of any portions of this solicitation shall not be cause for withdrawal after opening or for subsequent protest of award.

Addendums will only be published by the TCAA Marketing Department and available for review under the Public Documents section of the Doing Business with TRI webpage: <https://triflight.com/about/business-with-tri/>.

6. REQUEST FOR PROPOSAL SUBMISSION INFORMATION

Responses may be delivered physically or electronically. To be considered, complete submissions must be received in the Tri-Cities Airport Authority office located in the Administrative Offices on the second floor of the terminal building prior to Friday, May 28, 2021 by 3:00 PM Eastern Time.

- Hard copy responses may be mailed or otherwise delivered to the address noted below.

Tri-Cities Airport Authority
ATTN: Kristi Haulsee
2525 Highway 75, Suite 301
Blountville, TN 37617

Hard copy submissions shall be submitted in a sealed envelope, clearly labeled TRI Air Service Development RFQ, Respondent's name, telephone number, and company name.

- Electronic responses may be sent via email (24 MB limit), Dropbox, Microsoft 365 OneDrive, or other method for sharing documents.

Email Address: khaulsee@triflight.com

Electronic submissions shall be named TRI-ASD_(insert portion of firm's name here). Example: TRI-ASD_AirConsultant

Submissions may be withdrawn by written request only if the request is received prior to the RFQ closing time. Negligence or mistake on the part of the Proposer shall not constitute a right to withdraw after closing time.

Late responses will not be considered. Corrections and/or modifications received after the closing time specified will not be considered.

All submitting firms must be properly licensed to conduct business in the State of Tennessee.

Submissions that are incomplete, conditional, obscure or which contains additions not called for, or irregularities of any kind, may be cause for rejection.

TCAA is not liable for any costs incurred by any prospective Respondent prior to the awarding of a contract, including any costs incurred in addressing this solicitation.

Each submission must be signed by a person authorized to sign contracts on the behalf of the Respondent. The name of the person signing must be followed by title and date.

All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of the TCAA and will not be returned.

7. EVALUATION CRITERIA

An Airport Selection Committee will review all properly completed submissions and will recommend a successful respondent for final approval of the Board of Commissioners. The selection committee may request a formal presentation prior to accepting any submission.

The Airport Selection Committee shall consider the following criteria in the evaluation of proposals. Selection will be based on the best judgment of the selection committee in seeking the highest and best quality of services utilizing the following criteria as a guide:

Experience – Proposer’s capability to provide the service; years in business; relevant air service development experience; experience of and qualifications of key personnel; and knowledge of and experience within the airline and airport industries.

Air Service Development Strategy – Proposer must prove success in garnering additional and new air service for previous and existing clients.

Use of Data Sources – Proposer must demonstrate forward-looking use of traditional data sources and alternative or unique data sources to tell an airport’s and community’s story.

Community Support Strategy – Proposer must show proven strategies and success in garnering community support for air service development.

Demonstrated Understanding of TRI and Catchment Area – Proposer must exhibit a clear understanding of TRI, our region/catchment area, and challenges and opportunities.

8. EVALUATION, STATUS UPDATES/AWARD NOTIFICATION

All properly completed RFQs will be reviewed and ranked by an appointed Airport Selection Committee. The Committee expects to interview a short list of consultants before recommending a Respondent for final approval to the TCAA Board of Commissioners.

Respondents or their agents are instructed not to contact selection committee members, TCAA employees, agents or contractors of TCAA, or members of the Airport Authority board, or externally manipulate or influence the RFQ process in any way, other than through the instructions contained herein, from the date of release of this RFQ to the

date of execution of an Agreement resulting from this solicitation. TCAA, in its sole discretion, may disqualify Respondents that violate the prohibitions in this paragraph.

TCAA reserves the right to request additional information it may deem necessary after the submissions are received.

As part of the evaluation process, Respondents may be requested to make an oral presentation, at the Respondent's expense, to an evaluation committee. Key staff to be assigned to this project must participate in this presentation unless otherwise waived by TCAA. The presentation may be followed by a question and answer session. However, responses may be accepted and approved without such discussion, at the Authority's discretion.

The TCAA will select the Consultant or Firm that, in the Authority's sole judgement, is deemed the best and most advantageous for the public and for the TCAA. The decision of the Authority will be final and conclusive, subject to successful negotiation and execution of an Agreement.

TCAA reserves the right to reject any and all submissions and to waive an informality in the RFQ process to the extent permitted by applicable law, and to accept any submission, which in its sole discretion, is in the best interest of the Airport, if permitted by applicable law. Any omission, inaccuracy, or misstatement may be cause for rejection of a submission. The TCAA further reserves the right to modify or incorporate additional steps in the evaluation process in the interest of having a thorough and comprehensive body of information in order to make a recommendation.

The Air Service Development contract is anticipated to be awarded following approval by the Tri-Cities Airport Authority at their regularly scheduled meeting on Thursday, August 26, 2021. Submitting organizations will be notified of proposal status via email by 5:00 PM Eastern Time on Thursday, August 26, 2021 and subsequently by written letter sent via U.S. Postal Service.

The award will not be final and effective, nor shall the Tri-Cities Airport Authority be legally bound, until the fully executed agreement is returned to the successful Respondent. In the event of a default of any of the successful Respondents or his/her refusal to enter into an agreement with TCAA, TCAA reserves the right to contract with the next qualified Respondent.

9. AGREEMENT

The top ranked consultant or firm will invited to negotiate an agreement with the TCAA. A detailed scope of work will be developed and agreed to by the selected consultant and the TCAA. This detailed scope of work and associated fee(s) will be incorporated as part of the agreement.

10. TERMS & CONDITIONS

The selected firm will be required to enter into a written agreement with the TCAA on a form approved by the Authority's legal representative. The selected Proposer will be required to comply with all the requirements of the Agreement, which will be prepared in accordance with the successful proposal. Signature on the included *Signature Page* (Exhibit A) will serve as an acknowledgment that the proposer is willing to enter the agreement if awarded the contract.

TCAA reserves the right to require that its standard terms and conditions apply to any actual order placed in response to a Respondent's submission. No attempt to modify TCAA's Standard Terms and Conditions shall be binding, absent agreement on such modification in writing and signed by TCAA.

No payment shall be made to the Respondent for any extra material or services, or of any greater amount of money than stipulated to be paid in the contract, unless changes in or additions to the contract requiring additional outlay by the Respondent shall first have been expressly authorized and ordered in writing by contract amendment or otherwise furnished by the TCAA.

The intention of the Request for Qualifications specifications is to promote the properly designed and all-inclusive responses. Any requirements not in the specifications, but which are needed for such a response, are to be included in the submission.

The Respondent shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Signature on the included *Signature Page* (Exhibit A) will serve as an acknowledgment that the proposer will refrain from discriminatory practices.

The Respondent shall observe and comply with all applicable federal, state, and local laws, ordinances, rules and regulations at all times during the completion of any contract with TCAA.

The terms of this request shall be interpreted, construed and enforced pursuant to the laws for the State of Tennessee, and the parties irrevocably consent to the jurisdiction of the federal and state courts presiding in Tennessee.

Vendor Representation and Warranty Regarding Federal Excluded Parties List: The Respondent acknowledges that the TCAA may be receiving funds from or through the Federal Government; such funds may not be used to pay any Respondent on the Federal Excluded Parties List (EPLS). The Respondent represents and warrants to the TCAA that it is not on the Federal EPLS. If the Respondent is in non-compliance at any time during execution or term of this agreement (including any extensions thereof), the Respondent shall be in breach and the TCAA shall be entitled to all remedies available to it at law or

equity, specifically including but not limited to recovery of all moneys paid to the Respondent, all consequential damages (including the loss of grant funding or the requirement that grant funding be returned; and attorney fees (including the costs of in-house counsel) sustained as a result of the Respondent's non-compliance with this warranty and representation.

Each Respondent will be required to maintain minimum insurance requirements as detailed in the *Insurance Requirements* provision attached as Exhibit B.

Respondent warrants that they are an authorized provider of products or services of his/her submission.

11. Equal Opportunity

The Authority is an Equal Opportunity Employer in accordance with Title VI of the Civil Rights Act of 1964. Proposers are required to certify that the firm does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex. Signature on the included *Signature Page* (Exhibit A) will serve as an acknowledgment that the proposer will act in accordance with Title VI of the Civil Rights Act of 1964.

Minority and Woman Owned Businesses are encouraged to submit responses.

The Authority will make every effort to ensure that all proposers are treated fairly and equally throughout the entire advertisement, evaluation and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.

12. DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

This Agreement is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23, Subpart F pertaining to the participation of Disadvantaged Business Enterprises ("DBEs") in Airport contracting opportunities. The Company agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement covered by 49 CFR Part 23, Subpart F.

The Authority is required to submit to the FAA a DBE Concession Plan every three years. The DBE goal for companies providing concessions for FY 2020 has been established at 1.4%.

13. ATTACHMENTS

EXHIBIT A

Signature Page

In Response to: Air Service Consultant Request for Qualifications

- (1) The individual executing this Signature Page, on behalf of the Respondent, in the above named process represents and warrants that he/she is authorized by the Respondent's Board of Directors or other concerned parties who have an interest in the business. Further, he/she certifies by their signature that the information contained in the response is true and accurate to the best of their knowledge, that the response meets or exceeds the requested specifications that the Respondents will comply with all provisions and conditions specified, and that all requested information has been submitted.
- (2) _____(name); _____(title); deposes and warrants that _____(firm) has not, either directly or indirectly, entered into any contract or participated in any collusion or otherwise taken any action in restraint of free competition in connection with the response submitted to the request named above. Further, that the response has been independently produced, void of collusion with any other proposer, competitor, or potential competitor. No information contained in this response has been knowingly disclosed prior to the official opening of the response. Lastly, no attempt has been made to induce any person or company to submit or not submit a response to the above named request. This statement is made under penalty of perjury.
- (3) By providing a response to this solicitation, the Proposer certifies that he/she does not discriminate against any employee or applicant for employment on the grounds of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position. He/she further agrees that he/she will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts and that he/she will forward a notice of this requirement to such proposed sub-contractors.
- (4) Insurance Requirements – Exhibit B of this process details the insurance requirements for this project. The individual executing this signature page warrants that upon winning selection in this process that the Respondent will supply TCAA with a certificate or certificates from the Proposer's insurance carrier listing TCAA as additional named insureds.

Company or Corporation Name

Name (*signature*) Date

Name (*printed*)

Title

EXHIBIT B

INSURANCE REQUIREMENTS

General Liability coverage (which includes Premises and Property Damage) of at least \$1,000,000.00 combined single limit (CSL).

Operator shall furnish TCAA with a certificate or certificates from Operator's insurance carrier, executed on TCAA's standard form, showing such insurance to be in full force and effect, with said certificate or certificates to contain a provision that written notice of cancellation or any material change in said policy by the insurer shall be delivered to TCAA at least thirty (30) days in advance of the effective date thereof. In the event that Operator shall at any time fail to furnish TCAA with the certificate or certificates required, TCAA, upon written notice to Operator of its intention to do so, shall have the right to secure the required insurance, at the cost and expense of Operator, and Operator hereby agrees to reimburse TCAA promptly for the cost thereof plus Ten Percent (10%) for expenses of administration. All such insurance policies shall be maintained with an insurance company satisfactory to TCAA and shall include TCAA, and TCAA's officers, agents and employees as additional named insureds, as their interests may result from this Agreement.

Operator shall, upon request, furnish to TCAA adequate evidence of provision for Workers' Compensation Insurance, Social Security and Unemployment Compensation, to the extent such provisions are applicable to Operator's operations hereunder.

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