



# **The Wilmington International Airport**

## **REQUEST FOR PROPOSAL**

### **FOR AIR SERVICE CONSULTANT SERVICES**

#### **INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:**

Julie Wilsey, Airport Director [jwilsey@flyilm.com](mailto:jwilsey@flyilm.com)

1740 Airport Blvd., Suite 12

Wilmington, NC 28405

910-341-4333 ext. 1001

**Due Date: May 17, 2019 at 4:00pm**

## **General Information**

### **1. Invitation to Bid:**

The New Hanover County Airport Authority (hereinafter called the "Authority") invites qualified independent Firms (hereinafter called "Firm") having sufficient Air Service consulting experience to submit a Request for Proposal.

### **2. Purpose**

The purpose of this Request for Proposals is to enter into a contract for services pertaining to Air Service Development consulting activities that will maintain and/or enhance ILM's commercial passenger service, airline partners and routes. Firm will support ILM staff as necessary on air service issues. Firm may also interact with Airport Authority, Business and Travel Group, and other community groups as necessary.

### **3. Contract Period**

The Authority intends to continue the relationship with the Firm for no less than three (3) years on the basis of annual negotiation after the completion of the first year contract. The remaining years of the agreement are subject to Authority approval. Each year after negotiation has taken place, an annual agreement letter documenting the terms of the air service consulting activities will be signed. The Authority reserves the right to request proposals at any time following the first year of this contract. The first year proposal would begin with FY20 (July 1, 2019 to June 30, 2020). Subsequent years would be for FY21 (July 1, 2020 to June 30, 2021) and FY22 (July 1, 2021 to June 30, 2022).

### **4. Instructions on Proposal Submission**

#### **a. Submission Date**

Due Date: Friday, May 17, 2019 at 4:00pm at ILM.

Submit to ILM in person to the ILM Administrative Office located on the 2<sup>nd</sup> floor of the Terminal or by mail to 1740 Airport Boulevard, Suite #12, Wilmington NC 28405.

Any proposals received after the scheduled time for receipt of proposals will not be accepted or considered. The Authority reserves the right to accept or reject any or all proposals and to make the award which will be in the best interest of the Authority.

**b. Questions or Inquiries**

After the issue date, all communications between the Authority and prospective Bidders regarding this RFP shall be in writing. Any inquires, requests for interpretation, technical questions, clarification, or additional information shall be directed to Julie A. Wilsey, Airport Director by emailing [jwilsey@flyilm.com](mailto:jwilsey@flyilm.com) or faxing (910) 341-4365. All questions concerning this RFP shall reference the paragraph number. Questions and responses affecting the scope of the services will be provided to Firms by issuance of an Addendum which will be posted to the Wilmington International Airport's website on behalf of the Authority at <https://www.flyilm.com/airport-documents/>. **All questions shall be received no later than 5:00 P.M., Friday, April 19, 2019.**

All firms who intend to submit a proposal for this request should send an email to [jwilsey@flyilm.com](mailto:jwilsey@flyilm.com) including pertinent contact information. This will ensure that you receive all addenda issued for this RFP.

**c. Proposal Format**

- i. Proposals should be submitted with the following information:
  1. Cover letter with contact information
  2. Identify the Firm's prior air service consulting experience specific to the project manager and team members assigned to the engagement
  3. Provide a complete scope of work, including list of services, data products, and reports included in the contract.
  4. Submit a tentative timeline for activities related to the engagement (conferences, site visits, HQ visits, etc.)
  5. List all existing airport clients, especially those on the Southeast Region.
  6. Proposed budget for FY20 and the current billable rates, in the case of additional services beyond the scope of work.

Costs incurred by the Firm in preparation of the response to this Request for Proposals are the responsibility of the responding Firm and will not be reimbursed by the Authority.

Please be advised that the person signing the proposal must be authorized by the organization to contractually bind the firm with regard to prices and related contractual obligations for the performance of the requested services. **PROPOSALS NOT SIGNED WILL BE REJECTED.**

## **5. Award of RFP**

a. A selection panel will evaluate proposals and recommend award to the Firm which, in the opinion of the committee best meets the experience, air service program plan, and cost requirements. The Authority reserves the right to accept or reject any or all proposals, to waive any non-material irregularities or informalities in any RFP, to accept or reject any item or combination of items, and to make the award which will be in the best interest of the Authority.

### **b. Schedule and Timeline for Award**

- i. Thursday, April 4, 2019 – RFP advertised
- ii. Friday, April 19, 2019 – Questions due 5:00pm to ILM (earlier if possible)
- iii. Friday May 17, 2019 – Proposals due 4:00pm at ILM
- iv. Friday June 7, 2019 – Selection announced

**Due Date: May 17, 2019 at 4:00pm**

**NOTE: This page MUST be completed and included in your submission along with any addendums issued.**

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he/she has examined the requirements of this proposal; has read all special provisions furnished prior to the opening of bids; and that he/she has satisfied himself/herself relative to the work to be performed.

\_\_\_\_\_

Signature Printed Name/Title

Company/Firm \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_