**REQUEST FOR PROPOSALS**

**FOR AIRCRAFT MAINTENANCE AND REPAIR SERVICES BASED OPERATOR**

**AT LOWCOUNTRY REGIONAL AIRPORT, WALTERBORO, SOUTH CAROLINA**

**Description**: The Walterboro-Colleton County Airport Commission is seeking a qualified firm to provide aircraft maintenance and repair services as a based operator primarily for piston-powered general aviation aircraft. This Request for Proposals is designed to invite interested parties to express their statement of qualifications, interest and capabilities regarding providing such services as a based operator. Proposals will be evaluated as received on a rolling basis until a firm is selected.

**Overview**: Lowcountry Regional Airport (KRBW) is a regional general aviation airport serving Colleton County, the Lowcountry of South Carolina, and the surrounding area. It is operated by the Walterboro-Colleton County Airport Commission and owned by the City of Walterboro and County of Colleton. The Airport is located in Walterboro, South Carolina between Charleston and Savannah. The Airport handles local and visitor traffic from two runways: one 6,002 feet x 100 feet, and the other 5730 feet x 100 feet. Approximately thirty general aviation aircraft are based locally. The Airport maintains a 300,000 square feet apron for transient air traffic and a fuel farm which sells Jet A and 100LL. The Airport also boasts a modern full service terminal building.

**Based Operator**: The aircraft maintenance provider will operate independently of the airport as a tenant and non-exclusive Specialized Aviation Service Operator. The airport has a 50' x 65’ (3250 square feet) hangar directly on the apron available to lease for this function. As an alternative, a ground lease based proposal will also be considered, whereby the tenant constructs it hangar with a long term ground lease.

**Criteria**: A successful submission to this Request will meet the following requirements at a minimum:

• The proposer should have both a strong financial position and an excellent reputation for serving customers.

• The proposer’s staff must be certified by the Federal Aviation Administration in accordance with 14 CFR parts 43, 65 and 145, as applicable.

• The proposer shall operate, at a minimum, during normal business hours, five days per week, eight hours per day, and be available on weekends and holidays in the event of an airplane-on-the-ground emergency.

• The proposer should have substantial experience in General Aviation piston aircraft maintenance including airframe work, engine repairs, component repairs, and annual and 100-hour inspections.

• The proposer should have all the necessary experience, equipment, fluids and tools for common GA aircraft and engines.

• The proposer must be ready to comply with the Walterboro-Colleton County Airport Commission Airport Rules and Regulations and Minimum Standards, which are available upon request.

In selecting the firm, the Commission will weigh firm qualifications, management qualifications, prior experience, capabilities, resources and references. The Commission will review the proposals as received on a rolling basis to select the firm based on the above criteria.

**Technical Proposal:** A successful submission to this Request should involve describing, in some level of detail, the proposer’s business plans for the service at the Airport and the likely approach the proposer will take to fulfill the requirements of this Request. All documents submitted become the property of the Commission and are public records subject to public disclosure upon request as provided in the South Carolina Freedom of Information Act, subject to exemptions set forth therein. The proposal should at a minimum contain the following:

1. A brief history of the proposer’s experience, its legal structure and ownership, and a brief description of the aeronautical services it provides, including the type and location of such services.

2. A description of the services envisioned to be provided at the Airport

3. A brief description of how the maintenance services would be marketed and advertised.

4. A timeline for establishing the business.

5. A description of the firm’s business processes and customer satisfaction methodology.

6. At least 3 business/customer/employer references.

**General Instructions:** The Airport is pleased to make the facilities available for inspection upon request. Contact the Airport Manager to schedule an appointment. The Airport is not responsible for any expenses incurred in preparing and submitting proposals in response to this Request. The Airport may request formal presentations from the responders to this Request prior to making a final selection. Firms responding to this Request may be asked to provide proof of financial strength and be subject to credit checks. The selected firm may be invited to negotiate a commercial lease agreement with the Commission. A copy of the commercial lease form is available upon request.

**Terms**: Rents and other terms are negotiable. Any company providing maintenance on the Airport will need to comply with the insurance requirements established in the Airport Minimum Standards.

**Reservation of Rights**: The Commission reserves the right to reject without review any proposal which it deems in its sole and absolute discretion to be non-responsive to this RFP, and further reserves the right, but without obligation, to waive informalities and irregularities in any proposal. The Commission reserves the right to alter, amend, or cancel this solicitation for proposals at any time for any or no reason. The Commission reserves the right to suspend or cancel negotiations with a prospective firm at any time for any or no reason. This RFP does not require the Commission to select a firm with whom to negotiate or offer a contract, lease, agreement, or grant a right to operate on the Airport to any responding firm.

**Submissions and Contact Person**: Proposals may be physically delivered or mailed, and must be in a sealed manila envelope with the firm’s name and address and “WCCAC RFP for Aircraft Maintenance Service Provider” typed on the exterior to: Bert Duffie, Airport Manager, Lowcountry Regional Airport, 537 Aviation Way, Walterboro, SC 29488. Responding firm bears sole and total responsibility for submittals lost in the mail.

**Title VI: The Commission in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d--4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively ensure that any contract entered into pursuant to this solicitation will comply with said law and disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit proposals in response to this request and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.**