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# Request for Proposals to Establish Aircraft Maintenance Services at Stafford Regional Airport

**ISSUED DATE: March 1, 2019**

**RFP DUE DATE/TIME: April 15, 2019, 4:00 p.m.**

**RFP NUMBER: 02-2019**

**SUBMIT RFP TO:**

Stafford Regional Airport Authority  
Stafford Regional Airport  
95 Aviation Way  
Fredericksburg, Virginia 22406

## **1.0 GENERAL CONDITIONS**

### **1.1 INTENT**

The Stafford Regional Airport Authority (herein called the "SRAA"), owner of the Stafford Regional Airport is issuing this Request for Proposal (RFP) for qualified parties interested in providing Aircraft Maintenance Services (hereinafter called "AMS"). In addition, the objective of soliciting proposals for AMS is to ensure adequate aeronautical services will be provided that advance the economic environment and the development of aeronautical operations for the airport. All interested parties are encouraged to submit proposals to provide individual or multiple services, which are identified in Section 1.4 of this RFP. Interested parties are also encouraged to submit proposals to provide airframe and power plant repair services, and may include avionics instrument, propeller and accessory repair, and other additional services not identified in the Scope of Services Section.

The SRAA solicits interested parties to submit proposals to provide AMS services, beginning within 120 days of contract award. To facilitate this timeline, SRAA will make available for lease a 3,765 sf hangar for this operation until such time as another hangar is available on the field for lease or use by the AMS provider.

### **1.2 DEADLINE**

Sealed proposals shall be submitted so as to arrive no later than 15 April, 2019 at 4:00 p.m. local time to:

Stafford Regional Airport Authority  
Stafford Regional airport  
95 Aviation Way  
Fredericksburg, Virginia 22406

Proposals will not be received by fax or electronic mail.

Any proposals received after the announced time and date for submittal, whether by mail or otherwise, will be rejected. Interested parties submitting proposals are responsible for ensuring

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that their proposals are stamped by Airport personnel before the deadline indicated. Proposals received after the announced time and date, will be returned unopened.

### 1.3 QUESTIONS

All questions must be submitted in writing to Edward G Wallis at [director@staffordairport.com](mailto:director@staffordairport.com) with cc to Charles L Kirkland at [lindykirk@verizon.net](mailto:lindykirk@verizon.net) on or before March 15, 2019. Questions will not be accepted in person, or via telephone, fax, regular postal or overnight delivery mail. An addendum to this RFP will then be posted on the SRAA website with responses to all questions that have been received. Respondents are encouraged to consult this website during the course of the procurement process for addenda.

### 1.4 CODE COMPLIANCE AND SCOPE OF SERVICES

#### CODE COMPLIANCE

All services provided will be in accordance with the Stafford Regional Airport Minimum Standards. The most current version of the minimum standards can be found on the Stafford Regional Airport Website; <http://www.staffordairport.com/>

#### SCOPE OF SERVICES

The scope of services is described in the following excerpt from the Stafford Regional Airport Minimum Standards. The SRAA solicits proposals to provide airframe and power plant repair services as a minimum, and may include avionics instrument, propeller and accessory repair, and other additional services not identified in this section.

#### AIRFRAME AND POWER PLANT REPAIR SERVICE

##### General

This Section sets forth minimum standards for Airframe and Power Plant Repair Service Providers: those entities which provide, at a minimum, airframe and/or power plant repair services and the sale of aircraft parts and accessories. Any person repairing or performing maintenance on aircraft will carry the required FAA license/certificates in accordance with published FAA standards or guidance.

##### Minimum Standards

1. Ground Space and Facility Improvements
  - a. If the Operator builds a facility (as opposed to a sublease in an existing hangar) in order to house its operation, that facility must meet the minimum size requirements and standards as dictated by its location on the airfield in accordance with the ALP. For example, if the Operator chooses to build in the T-Hangar area, that minimum size is 5,000 square feet, whereas the minimum size for the General Aviation Ramp area is 10,000 square feet.
  - b. Operator will lease tie-down spaces from the Authority commensurate with the size of its operation and customer demand. At a minimum, 3 tie-down spaces will be leased for this type of operation.
2. Scope of Service
  - a. Operator shall provide service in this category for normal operating hours a minimum of five days per week to include a minimum of one day each weekend.

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Reasonable on-call service shall be available upon request outside of the above-stated hours.

- b. Operator shall provide trained personnel and shall operate an FAA Part 145 Repair Station with authorizations appropriate to the work being performed.
- c. Operator shall provide services for piston, turbo-prop, and turbine aircraft engines.
- d. Operator shall possess appropriate tools for and provide equipment, supplies and parts required for Aircraft airframe, power plant, inspections, and other routine Aircraft maintenance functions.
- e. Operator shall provide oxygen and nitrogen servicing capability.
- f. Operator shall maintain a reasonable stock of spare supplies to include tires, tubes, and engine oil(s)
- g. Operator shall provide suitable tractors, tow bars, jacks, dollies and other equipment necessary to service all aircraft in its customer base.
- h. Operator shall properly treat and dispose of all hazardous material in compliance with the standards, rules, regulations and requirements of the Federal Aviation Administration, Virginia Department of Environmental Quality, Environmental Protection Agency, and any other federal, state or local agency(s)
- i. Operator shall comply with and abide by all standards, rules, regulations and requirements of the Occupational Safety and Health Administration (OSHA)

## AVIONICS, INSTRUMENT, PROPELLER AND ACCESSORY REPAIR SERVICE

### General

This Section sets forth minimum standards for Service Providers of any of the following: Avionics, Instrument, Propeller and Accessory Repair Services, those entities which provide, at a minimum, the repair of aircraft radios and electrical systems, instruments, propellers, other accessories for aircraft, and the sale of aircraft equipment, parts and accessories. Any person repairing or performing maintenance on aircraft will carry the required FAA license/certificates in accordance with published FAA standards or guidance.

### Minimum Standards

1. Ground Space and Facility Improvements
  - a. If the Operator builds a facility (as opposed to a sublease in an existing hangar) in order to house its operation, that facility must meet the minimum size requirements and standards as dictated by its location on the airfield in accordance with the ALP. For example, if the Operator chooses to build in the T-Hangar area, that minimum size is 5,000 square feet, whereas the minimum size for the General Aviation Ramp area is 10,000 square feet.
  - b. Operator will lease tie-down spaces from the Authority commensurate with the size of its operation and customer demand. At a minimum, three tie-down spaces will be leased for this type operation.
2. Scope of Service
  - a. Operator shall provide service in this category for normal operating hours a minimum of five days per week to include a minimum of one day each weekend.
  - b. Operator shall provide trained personnel and shall operate an FAA Part 145 Repair Station with authorizations appropriate to the work being performed.

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- c. Operator shall possess appropriate tools for and provide equipment, supplies and parts required for avionics, instrument, propeller, and accessory maintenance functions.
  - d. Operator shall provide suitable tractors, tow bars, jacks, dollies and other equipment necessary to service all aircraft in its customer base.
  - e. Operator shall properly treat and dispose of all hazardous material in compliance with the standards, rules, regulations and requirements of the Federal Aviation Administration, Virginia Department of Environmental Quality, Environmental Protection Agency, and any other federal, state or local agency(s)
  - f. Operator shall comply with and abide by all standards, rules, regulations and requirements of the Occupational Safety and Health Administration (OSHA)

### **1.5 EQUAL OPPORTUNITY**

During the performance of this contract, the AMS agrees as follows:

The AMS will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the AMS. The AMS also agrees to post in conspicuous place, available to employees and applicants for employment, notices setting for the provisions for this nondiscrimination clause.

The AMS also shall not discriminate against any handicapped person in violation of any state or federal law or regulation and shall also post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this additional nondiscrimination clause.

The AMS in all solicitations or advertisements for employees placed by or on behalf of the AMS will state that such AMS is an equal opportunity employer.

Notices, advertisements, and solicitations placed in accordance with federal law, rules or regulations shall be deemed sufficient for the purposes of meeting the requirements of this section.

The AMS will include the provisions of the foregoing paragraphs in every subcontract or purchase order of \$10,000 so that the provisions will be binding upon each AMS or vendor.

The SRAA does not discriminate against faith-based organizations.

### **1.6 CONFIDENTIAL INFORMATION**

All proposals shall be held in confidence until award.

### **1.7 ELIGIBILITY**

Proposals will only be accepted from responders who maintain a minimum of five (5) years prior experience in the AMS business or that can demonstrate experience that would qualify as a substantial equivalent. In addition, proposals will only be accepted from responders that maintain the financial capability to provide AMS services.

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No proposal will be accepted from or contract awarded to any person, AMS or corporation that is in arrears or is in default to the SRAA upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligations to said SRAA or had failed to perform faithfully any previous contract with the SRAA.

### **1.8 TERMS AND CONDITIONS OF AGREEMENT**

Respondents are to propose terms and conditions for an agreement with the SRAA that are commensurate with proposed business and marketing plans and factors related to the provision of AMS services.

### **1.9 INSURANCE**

Prior to the commencement of AMS operations, the successful respondent(s) will carry and maintain at its sole cost and expenses all policies of insurance described in the airport Minimum Standards and rules and regulations relevant to services provided. All such policies of insurance shall show on their face that the AMS is a named insured, that the SRAA is named as an additional insured and that the AMS also carries a Waiver of Subrogation. Such insurance shall include coverage against liability for death, bodily injury or property damage arising out of the acts or omissions of or on behalf of the AMS or involving any owned, non-owned, leased or hired vehicle in connection with any of the obligations or activities of the AMS's equipment and shall be in the following categories and amounts:

1. Comprehensive General Liability
  - a. \$2,000,000 each occurrence
2. Completed Operations/Products Liability
  - a. \$1,000,000 each occurrence
3. Hangarkeeper's Liability
  - a. \$500,000 each aircraft
  - b. \$500,000 each loss
4. Premises Medical Payments
  - a. \$1,000 each person
  - b. \$5,000 each accident

All policies must include the SRAA, its officers, agents, employees and volunteers as "Additional Insured" under its policies and must be endorsed to the applicable policy. The insurance coverage and limits are set at the sole discretion of the SRAA and are subject to change or revision as the need arises. All policies shall be underwritten by insurance companies licensed in the Commonwealth of Virginia.

The AMS to be awarded the contract shall also provide evidence of workers' compensation insurance coverage in accordance with Virginia regulations.

### **1.10 GENERAL OBLIGATIONS**

The successful responder(s) will be responsible for complying with all terms and conditions contained within the negotiated agreement with the SRAA, in addition to Airport Minimum Operating Standards; all other Local, State and/or Federal rules which may apply; and all applicable Federal Aviation Regulations (FARs).

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### **1.11 VERIFICATION**

Responders will fully inform themselves as to conditions, requirements and specifications before submitting their proposal. Failure to do so will be at the Responders' own risk and they cannot secure relief on plea of error. Neither law nor regulations make allowance for error of omission or concession on the part of Responders.

### **1.12 INCURRING COSTS**

All costs incurred in the preparation and submission of proposals will be borne by the Responder.

### **1.13 ECONOMY OF PREPARATION**

Proposal documents must be prepared simply and economically, providing a straightforward, concise delineation of capabilities proposed to satisfy the requirements of the RFP. Unnecessarily elaborate brochures or other presentations are not required. Completeness and clarity of content must be emphasized. All brochures, presentation and items submitted in support of proposals will become part of the Contract.

### **1.14 MODIFICATION OR WITHDRAWAL OF PROPOSALS**

Proposals may be modified or withdrawn in person by an authorized representative of the Responder or by written notice received at any time prior to the closing date and time specified.

### **1.15 AMENDMENTS**

In the event that an amendment to this solicitation is issued, all solicitation terms and conditions will remain in effect unless they are specifically changed by the amendment. Responders must acknowledge receipt of such solicitation amendments, to the place designated, and prior to the hour and date specified in the solicitation (as amended) for receipt of offers.

*OFFERS THAT DO NOT TIMELY ACKNOWLEDGE RECEIPT OF SOLICITATION AMENDMENTS BY ONE OF THE FOLLOWING METHODS MAY BE REJECTED:*

1. By returning one signed copy of the amendment.
2. By acknowledging receipt of the amendment on at least one signed copy of the offer that is submitted.
3. By stating that the amendment is acknowledged in a signed letter that refers to the solicitation and amendment numbers.

### **1.16 PROPOSALS BINDING NINETY (90) DAYS**

Unless otherwise specified all formal proposals submitted shall be binding for ninety (90) calendar days following closing date unless extended by mutual consent of both parties.

### **1.17 PERMITS**

The AMS shall, at their own expense, secure any business or professional licenses, permits or fees required by Stafford County or Commonwealth of Virginia.

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## 2.0 THE AMS BUSINESS OPPORTUNITY

The Stafford Regional Airport is a general aviation facility owned by the SRAA and is open to public use. The SRAA is an established Airport Authority acting independently on matters related to the operation of the Airport.

### **GENERAL INFORMATION**

The Airport is located in Stafford County, Virginia. Stafford Regional Airport identifier is RMN. It is approximately fifty (50) miles south of Washington, D.C. and sixty (60) miles north of Richmond, the state capitol.

The Stafford Regional Airport is owned and operated by the SRAA, Stafford, Virginia.

### **AIRPORT & AIRPORT FACILITIES**

FAA Identifier: KRMN

Lat/Long: 38-23-53.2000N / 077-27-19.7000W

38-23.886667N / 077-27.328333W

38.3981111 / -77.4554722 (estimated)

Elevation: 211.2 ft. / 64.4 m (surveyed)

Variation: 10W (2000)

From city: 3 miles SW of STAFFORD, VA

Time zone: UTC -5 (UTC -4 during Daylight Saving Time)

Zip code: 22406

Airport use: Open to the public

Activation date: 10/2001

Control tower: no

ARTCC: WASHINGTON CENTER

FSS: LEESBURG FLIGHT SERVICE STATION

NOTAMs facility: RMN (NOTAM-D service available)

Attendance: 0700-1900

UNATTENDED THANKSGIVING, CHRISTMAS, & NEW YEARS DAYS.

Wind indicator: lighted

Segmented circle: yes

Lights: ACTVT REIL RWY 15 & 33; HIRL RWY 15/33 - CTAF.

Beacon: white-green (lighted land airport)

Operates sunset to sunrise.

Nearby Airports

[KEZF](#) - Shannon Airport (8 nm S)

[KNYG](#) - Quantico Marine Corps Airfield / Turner Field (9 nm NE)

[KHWY](#) - Warrenton-Fauquier Airport (16 nm NW)

[KHEF](#) - Manassas Regional Airport/Harry P. Davis Field (20 nm N)

[KCJR](#) - Culpeper Regional Airport (20 nm W)

The Stafford Regional Airport has been designated as a general aviation reliever for Washington Reagan and Dulles International Airports. The current facilities provide aircraft fueling, storage; and flight training, the planned facilities will be provided multiple aircraft maintenance repair facilities up to five thousand (5,000) sq. ft each.



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The Stafford Regional Airport is located strategically at the gateway to the National Capital Region and SFRA.

The Airport facility includes a single 5000 x 100 foot lighted instrument asphalt runway (R W 15-33) with a full parallel taxiway and exit system, a twenty-seven (27) acre paved aircraft parking apron offering 60 tie-down spaces, 4 each 10 unit Tee hangars with an additional 4 acers on grade for 3 additional like tee hangars and twelve (12) acres designated for 9 additional like Tee hangars, sixteen (16) acres of rough graded sites with utilities and taxiway system for lease development of individual, corporate aircraft storage buildings and other aviation related business facilities, and a single Jet-A and AvGas fuel storage facility.

Currently in design is a 1,000 foot runway extension with a full parallel taxi way, Navigation Aid relocation, and upgrade. The Environmental Assessment has been completed with a Finding of No Significant Impact and Record of Decision supporting the 1,000 foot extension.

### **AIRPORT OPERATIONS**

Stafford Regional Airport is a 662-acre facility is planned to accommodate 75,000 annual operations and over 100 based aircraft, including corporate business jets with gross weights up to 70,000 pounds and wing spans up to 79 feet.

The Airport Authority provides an airport manager to coordinate airside activities and to be the Authority's representative to the successful bidders. The Airport Manager will provide the interface with Federal, State and Local agencies in arranging for and coordinating airport maintenance, repair and further development of the airport facilities.

To ensure growth of Stafford Regional Airport, the SRAA and Airport Manager have developed and implement:

- A Strategic Plan for Stafford Regional Airport to provide for long term growth.
- A Marketing Program to attract additional tenants and transient users.
- A Business/Financial Plan to ensure the sound operation and growth.
- Additional Plans to support the Strategic Direction and ensure safe operation and growth of Stafford Regional Airport.

The SRAA has:

- Constructed and operates T-hangar storage facilities.
- Constructed and maintains ownership of the fuel farm facility.
- Constructed and maintains a new 10,000 sq. ft terminal to ensure the growth and safe operations of Stafford Airport

Currently, the Airport is a base for 66 aircraft: (132 additional aircraft based within 20nm of KRMN may contribute to the customer base for AMS)

- 51 single-engine piston
- 2 multi-engine piston
- 1 business jet
- 12 helicopters
- 66 total