



August 29, 2016

REQUEST FOR INTEREST
AIRPORT MANAGEMENT, OPERATION AND DEVELOPMENT
GENERAL AVIATION AIRPORT SYSTEM
VARIOUS LOCATIONS, CONNECTICUT

Request for Interest No. 2017-001

APPROVED:

A handwritten signature in black ink that reads 'Kevin A. Dillon'.

Kevin A. Dillon, A.A.E.
Executive Director

APPROVED:

A handwritten signature in black ink that reads 'Laurie A. Sirois'.

Laurie A. Sirois
Manager of Grants, Contracts and
Procurement

OVERVIEW

The Connecticut Airport Authority (CAA) was established via Public Act 11-84 and operates under the provisions of Chapter 267b, sections 15-120aa through and inclusive of 15-120pp of the Connecticut General Statutes. The CAA is a quasi-public entity responsible for managing, operating and developing Bradley International Airport and five general aviation airports (Danielson, Groton-New London, Hartford-Brainard, Waterbury-Oxford and Windham) (collectively referred to herein as the "CAA Airports"), as well as ensuring compliance by those airports and other airports within the State of Connecticut with all federal obligations with respect to those airports. The CAA serves as an economic driver in Connecticut, making the state's airports more attractive to new routes, new commerce, and new companies who may be considering making Connecticut their home.

INTRODUCTION

The CAA is seeking qualified firms to manage, operate, maintain and develop three of the Connecticut Airport Authority's General Aviation Airports (Groton-New London, Hartford-Brainard, Waterbury-Oxford), (hereinafter "the System") subject to the terms contained herein.

REQUEST FOR PROPOSALS REQUIREMENTS

CAA requires that the respondents keep the proposal to less than five double (ten single) sided 8 ½ x 11 pages not including resumes (one page, single-sided), and cover letter (two pages, single-sided maximum). Please include an e-mail address for the primary point of contact for this RFI in the cover letter.

Proposing firm shall submit one electronic (CD or flash drive – e-mails will not be accepted) and five printed copies of the submissions together in a sealed envelope to:

Laurie A. Sirois
Manager of Grants, Contracts and Procurement
Connecticut Airport Authority
334 Ella Grasso Turnpike, Suite 160
Windsor Locks, CT 06096
Attn: Airport Operator – RFI No. 2017-001

The proposal must be submitted no later than **2:00 p.m., October 5, 2016** Eastern time. Late submissions will **not** be accepted. **Proposals will not be publicly read.** Questions concerning this RFI are due no later than **2:00 p.m., September 23, 2016**. The CAA responses to questions concerning this RFI may be shared with each [responsive, proposing firm to ensure equal awareness of important facts and details](#).

By submitting a proposal, the firm certifies that it has fully read and understands the RFI, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed.

The CAA reserves the right to interview some, all, or none of the firms responding to this RFI based solely on its judgment as to the firm's proposals and capabilities. The CAA reserves the right to request and consider additional information from submitters

and to reject any and all submittals on any basis without disclosing the reason. No firm may withdraw their submittal for at least 120 days after the time and date set for submission. The CAA reserves the right to waive any irregularities and technical defects.

PRE-PROPOSAL MEETING REQUIREMENTS

CAA will conduct a pre-proposal meeting/airport tour at the following locations:

Groton-New London Airport 10:00 a.m., September 19, 2016 in the Airport's main terminal building located at 155 Tower Avenue, Groton, CT.

Waterbury-Oxford Airport 10:00 a.m., September 20, 2016 Airport's administration office at 300 Christian Street; Oxford, CT.

Hartford-Brainard Airport 1:00 p.m., September 20, 2016 Airport's administration office at 239 Maxim Road; Hartford, CT.

The CAA will provide a bus tour immediately following the pre-proposal meetings at each of the airports. As space is limited, the CAA is allowing no more than two representatives per firm on the airport tours. It is strongly recommended that interested parties attend the pre-proposal conference and airport tours to familiarize themselves with the area. The CAA will **not** schedule site visits after the pre-proposal conference.

In order for the CAA to provide adequate transportation, please submit the names of the individuals attending the tours to procurement@ctairports.org no later than **2:00 p.m., September 17, 2016**.

NOTE: The CAA will not schedule site visits for late arrivals (10 minutes or more) based on the times provided above.

POINT OF CONTACT

The point of contact for all submissions and correspondence regarding this RFI will be Laurie Sirois (Purchasing Agent). She may only be reached by e-mail, at procurement@ctairports.org. Submissions of questions, correspondence or requests for clarification to persons other than the Purchasing Agent, or in a form other than e-mail, will not receive a response.

INTERPRETATION AND ADDENDA

No interpretation or clarification regarding this RFI will be made verbally to any Proposer. Requests for interpretation or clarification must be submitted electronically to the Purchasing Agent. When submitting a request for interpretation or clarification, **Proposers are encouraged to reference the RFI page and topic number pertinent to the question(s)**. All questions must be submitted no later than the date and time stated above for the submission of questions. Any questions received after that time will not be addressed.

Interpretations, clarifications and supplemental instructions from the CAA will be in the form of a written addendum, which will be posted to the State of Connecticut Department of Administrative Services and the CAA websites.

Only the written interpretations, clarifications or supplemental instructions set forth in the posted addenda shall be binding, and Proposers are warned that no other source is authorized to give information concerning, explaining or interpreting this RFI.

ATTEMPTS TO INFLUENCE THE SELECTION PROCESS

Except for clarifying written questions sent to the CAA, all proposers, including any and all persons acting on their behalf, are strictly prohibited from contacting any employee of the CAA or Board official, on or regarding any matter relating to this RFI from the time the RFI is issued until contract award.

The CAA reserves the right to disqualify any Proposer who contacts any employee of the CAA or Board official, other than the Purchasing Agent, concerning this RFI.

PUBLIC RECORDS

Each Proposer agrees that all information, data, documentation, and material submitted or provided by the Proposer shall become the property of the CAA and it shall not be returned to the Proposer. The CAA is subject to the requirements of the Connecticut Freedom of Information Act ("FOIA"). After CAA award of a Contract, all information, data, documentation, and material submitted shall be considered public information and may be made available for inspection in accordance with the FOIA. Any proprietary information, data, documentation, and material that the Proposer wishes to remain confidential (to the extent allowed under the FOIA) should be clearly identified in the proposal; however, such identification does not guarantee its confidentiality. Proposers specifically waive any claims against the CAA related to the disclosure of any materials if made pursuant to a public records request.

Proposer must submit a letter stating reasons for claiming confidentiality for every type of information that may be stamped confidential. Failure to comply with these procedures may result in the disclosure of this information. Proposer may be required to intervene in any public records request in order to protect its rights to confidential or proprietary information.

TERM OF AGREEMENT

Services are to commence no later than July 1, 2017 for a three-year period, with two, one-year automatic renewals at the CAA's sole discretion. Subject to the terms and conditions of the negotiated agreement, chosen firm will manage the day-to-day operations of the System twenty-four hours per day, seven days per week during the term of the Agreement.

SCOPE OF SERVICES

This opportunity may consist of, but is not limited to, the undertaking of the management, operation, maintenance and development of three of Connecticut Airport Authority's General Aviation Airports (Groton-New London, Hartford-Brainard, Waterbury-Oxford) "the System" as identified on the attached general site plans provided as "Exhibit A". Respondents may propose to provide services to all or individual locations. Actual service to be provided will be contingent upon final negotiations with the successful Respondent.

Annual Operations for each airport in the System for the period of July 1, 2015 to June 30, 2016 were as follows:

AIRPORT	OPERATIONS
Groton-New London	40,164
Hartford-Brainard	54,124
Waterbury-Oxford	46,287
TOTALS	140,575

Respondents must provide documentation of and comply with the following minimum requirements:

1. Respondents must possess a demonstrable, current history of successful management, operation, maintenance and development of General Aviation facilities at General Aviation airports as evidenced by a minimum of five (5) years of uninterrupted, verifiable management, operation, maintenance and development experience at airports of at least similar size and operational levels to those within the System.
2. Respondents must possess the required training, experience, and certifications necessary for the operation and maintenance of CAA-owned Avgas and Jet-A above-ground fueling systems, as well as for the provision of tank truck-based into-plane fueling operations utilizing equipment to be obtained by the Respondent, in the function of Fixed Base Operator (FBO).
3. Respondents must possess the ability to manage and operate the System, or any subset thereof, in a safe and efficient manner which benefits the CAA and the general public twenty-four (24) hours a day, seven (7) days a week, and to maintain the System, or any subset thereof, in a manner so as to ensure operational conditions which conform at all times with all applicable federal, state and local laws, rules and regulations.
4. Respondents must have sufficient management and staffing capabilities to provide all of the management and operations functions required to operate and maintain the System, or any subset thereof, to include all runways, taxiways, and airport buildings and hangars.

SUBMISSION REQUIREMENTS

Interested Respondents are required to provide the following information to the CAA:

1. Respondent shall submit an Executive Summary, which provides a brief description of Respondent's business activities and resumes of the principals involved in this Proposal.
2. Respondent shall submit a detailed summary of experience and expertise which demonstrates the ability of the Respondent to manage, operate, maintain and

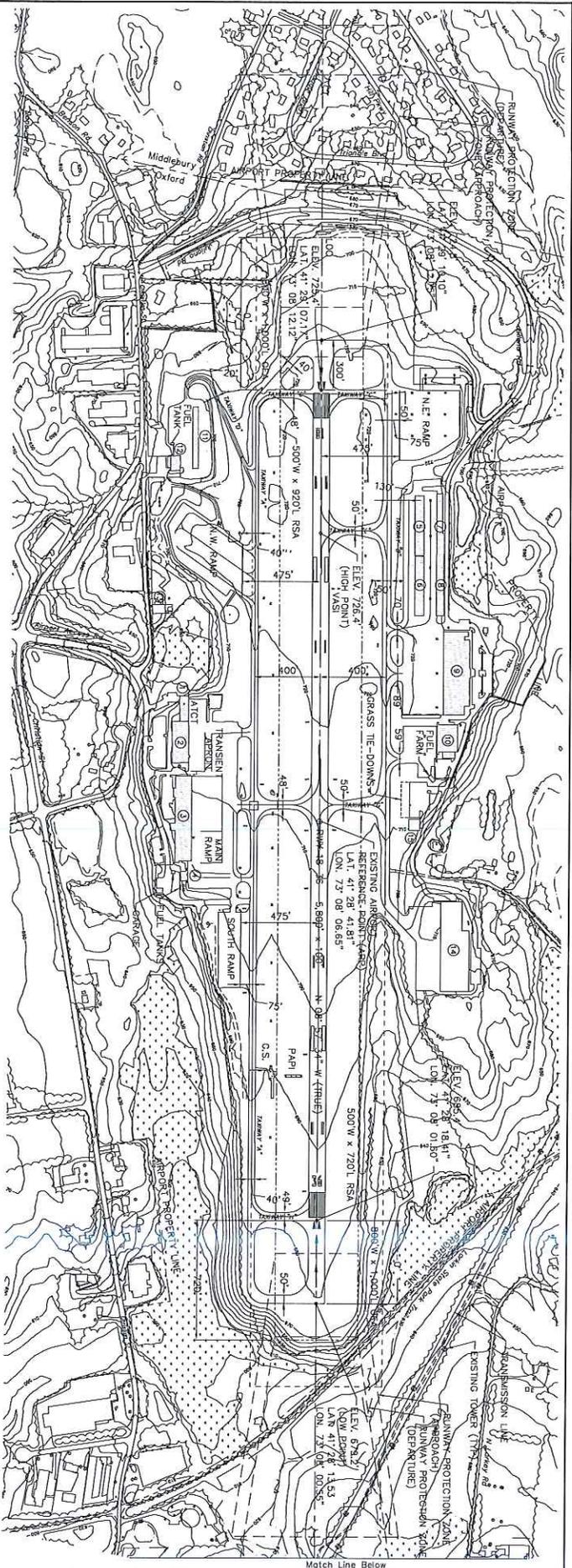
develop the System, or subset thereof, in a safe, professional manner, to include obtaining all necessary licenses, permits, or any such other required approvals.

3. Respondent shall provide evidence of financial position that demonstrates their ability to enter into, and perform under, an Agreement to manage, operate and develop the System as developed by the CAA.
4. Respondent shall submit evidence, which would demonstrate their ability to obtain any and all required insurance coverage(s), including general liability, workers' compensation, fire/theft, and liquor liability as applicable. The CAA shall be named as additional insured on all policies of insurance with the exception of the Errors and Omission (Professional Liability) and Worker's Compensation insurance.

EVALUATION CRITERIA

Evaluation of submissions received in response to this RFI will consist of a review of the information requested above. Review will be conducted by CAA officials, and shall include review of the responsiveness to the scope of services and information requested above. CAA reserves the right to select a Respondent based on interest generated by this RFI. Should the CAA, in its sole discretion, determine that sufficient interest in the management, operation and development of the System warrants a formal Request for Proposals (RFP) document being issued, CAA will issue an RFP to those Respondents to the RFI who have been determined to be qualified by the criteria herein. Preference may be given to qualified Proposers who submit on all three airports, if the CAA determines that it is in its best interest to do so.

- END OF RFI -



LEGEND

Existing	Description	Existing	Description
—————	Runway Centerline	—————	Fences
—————	Runway Safety Area (RSA)	—————	Roads
—————	Runway Object Free Area (ROFA)	—————	Tree line
—————	Runway Protection Zone (RPZ)	—————	Wetlands
—————	Building Restriction Line (BRL)	—————	Stream/River/Body of Water
—————	Runway Pavement	—————	Ground Elevation Contours
—————	Airport Reference Point	—————	Proposed Land Acquisition
⊕	Other Buildings/Building No.	—————	Proposed Easement Acquisition
⊕	Towers	—————	Proposed Tree Clearing
⊕	Proposed Property Line		

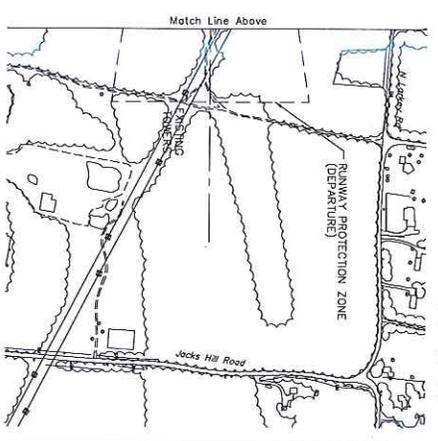
Note: Some Features in the Legend May Not Have Been Used

FACILITIES TABLE

Existing		Top Elevation
f	Facility Name	
1	Navigation Tower A & ATIS	778.5
2	Navigation Tower B	748.2
3	Navigation Tower C, D, E	747.5
4	Navigation Tower/Weather/Ventilator	727.2
5	Hangar	725.7
6	Hangar	725.7
7	Hangar	725.7
8	Key Air Hangar F	726.5
9	Double Dime Hangar	726.5
10	Hangar	749.1
11	Hangar	714.4
12	Executive Flight	724.4
13	Fuel Farm	702.3
14	Key Air Hangar G	739.9
15	Restaurant	720

Note: Elevation Ave Reading Elevations

- ### NOTES:
- All positional data references North American Datum of 1983 (NAD 83).
 - Ground contour interval: 10 feet.
 - See Data Sheet, drawing ALP-3 for additional tables, and widows.



Checked by: Date:	Drawn by: Date:	Checked by: Date:	Drawn by: Date:	Checked by: Date:	Drawn by: Date:
CLOUGH HARBOUR & ASSOCIATES, LLP 2139 State Street Highway, Suite 212, New Hill, CT 06257-2202 CHA Project No. 12489					
Waterbury-Oxford Airport Master Plan Update EXISTING AIRPORT LAYOUT				Drawing No. ALP-1	
SCALE: AS NOTED				DATE: SEPTEMBER 2007	
SHEET 1 OF 7				SHEET 1 OF 7	