

REQUEST FOR PROPOSALS (RFP):

Air Service - Page Municipal Airport

NOTICE IS HEREBY GIVEN that the City of Page is seeking proposals for a public charter operator (14 C.F.R. Part 380) to conduct regularly scheduled non-stop service between the Page Municipal Airport (PGA) and Phoenix Sky Harbor International Airport (PHX) or other large- or medium-hub airport in accordance with the specifications outlined in the RFP documents. The proposal must be received by the City Clerk for the City of Page, Page City Hall, 697 Vista Avenue, Page, Arizona, by or before 5:00 PM on **April 29, 2024**. At that time, proposals will be opened publicly and recorded by the City Clerk.

Proposals must be in the actual possession of the City Clerk's Office on or prior to the exact time and date indicated above. Late proposals shall not be considered and will be returned unopened. The prevailing clock shall be the City Clerk's clock.

The project name and proposer's name and address should be clearly indicated on the outside of the envelope. Proposals sent through Federal Express or other express mail agencies must have the proposal documents sealed within an additional envelope inside the outer mailer.

Questions and requests for additional specifications and/or documents shall be directed to: Kyle Christiansen, Airport Director, PO Box 1180, Page, AZ 86040 (928) 645-4302.

Persons with disabilities may call the City's Human Resources Director at (928) 645-4231 regarding availability of information in alternative formats.

The City of Page reserves the right to reject any or all proposals or parts thereto and to waive any informalities or irregularity in the proposals received. The City will be the sole judge of the merits of the proposals received. No binding contract will exist between the proposer and the City until the City executes a written contract.

Upon review and evaluation of the proposals, the City will select and negotiate with the contractor whose proposal is responsive to this RFP, receives the highest number of points, and is in the best interest of the City. Any documents submitted in response to this RFP must provide sufficient detail and information so as to allow a complete evaluation of its merit. The instructions contained herein should be followed for responses to be considered responsive to this RFP. The City reserves the right to cancel this RFP at any time.

INTRODUCTION

The City of Page is seeking a public charter operator (14 C.F.R. Part 380) to conduct regularly scheduled non-stop service between the Page Municipal Airport (PGA) and Phoenix Sky Harbor International Airport (PHX) or other large- or medium-hub airport. The public charter operator will be responsible for contracting with one or more direct air carriers providing service on Embraer ERJ-135 aircraft or equivalent twin-engine aircraft.

The City of Page participates in the Alternate Essential Air Service Program (AEAS) under a grant provided by the U.S. Department of Transportation. Under the AEAS Program, the City of Page will provide the successful public charter operator with a subsidy of \$3,559 for each completed flight, up to a maximum of \$4,398,924 per federal fiscal year (October 1 through September 30). The successful public charter operator will be responsible for complying with all AEAS Program requirements. The City of Page will select a public charter operator to receive the foregoing subsidy in exchange for service through September 30, 2026. Any future subsidies are contingent on available funding and satisfactory service.

PROGRAM REQUIREMENTS

The City of Page currently receives AEAS from Contour Airlines, a public charter operator. This solicitation is intended to assist the City in evaluating whether to replace Contour Airlines as its AEAS provider.

The City of Page has entered into a Grant Agreement with the U.S. Department of Transportation for participation in the AEAS Program, attached to this RFP as **Exhibit 1**. All proposers should carefully review the requirements of the Grant Agreement and shall certify their ability and willingness to comply with all AEAS Program requirements. Such requirements include, but are not limited to:

- Service must be provided by a Public Charter Operator in accordance with 14 C.F.R. Part 380.
- The Public Charter Operator shall contract with a direct air carrier using 30-seat Embraer ERJ-135 aircraft or equivalent twin-engine aircraft.
- Service shall be provided to Phoenix Sky Harbor International Airport (PHX) or other large- or medium-hub airport reasonably acceptable to the City of Page.

The successful public charter operator shall also be required to enter into an Agreement for Air Services, setting forth the basis upon which the public charter operator will provide the service, and the basis upon which the City of Page will subsidize the service. The City of Page will negotiate this agreement with the successful public charter operator following selection. For reference, a copy of the Agreement for Air Services with the existing operator is attached as **Exhibit 2**.

RFP PROCESS

I. Submission

Proposers shall submit their proposal with an original hard copy along with an electronic copy (PDF format on USB flash drive). The envelope or package containing the responses must be plainly labeled:

RFP – Air Service – Page Municipal Airport

City of Page

Attn: City Clerk

P.O. Box 1180

697 Vista Ave.

Page, AZ 86040

It is the sole responsibility of the proposer to see that submittals are received in a timely manner. The proposer shall bear any and all risks for any delays associated with their selected method of delivery or that are misdirected due to improper identification.

II. Proposal Deadline

The receipt deadline will be strictly enforced. Late submittals shall be date stamped, remain unopened and notice provided to the proposer that: “The submitted proposal was received after the delivery time designated for the receipt of responses and therefore considered nonresponsive.”

All submittals shall be prepared and submitted in accordance with the provisions of this RFP. However, the City reserves the right to waive any informalities, irregularities, or variances, whether technical or substantial in nature, or to reject any and all responses at its sole discretion. Any submittal may be modified or withdrawn prior to the indicated time for receipt of the responses or authorized postponement thereof.

III. Clarification and Addenda

Each proposer shall examine all RFP documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions, or requests concerning interpretation, clarification, or additional information pertaining to the RFP shall be made in writing through the Airport Director.

The City shall not be responsible for oral interpretation given by any City employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification, or additional information can be given. If any addenda are issued to the RFP, the City will attempt to notify all prospective proposers who have expressed interest. However, it shall be the responsibility of each proposer, prior to submitting their proposal, to contact the Airport Director, determine if addenda were issued and to make such addenda a part of the proposal. The City reserves the right to request clarification of information submitted and to request additional information of one or more applicants.

IV. Preparation Expenses

Each proposer preparing a response to the RFP shall bear all expenses associated with its preparation and any subsequent and related expenses, and no claims for reimbursement shall be submitted to the City for the expense of preparation or presentation.

V. Legal Name

Responses shall clearly indicate the legal name, address, and telephone number of the proposer and shall indicate whether the vendor is a corporation, general partnership, individual or other business entity. Proposals shall be signed above the typed or printed name and the title of the signer. The signer shall have the authority to bind the proposer to the submitted proposal.

VI. Openness of Procurement Process

Written responses, other discussions, correspondence, and all other pertinent records shall be handled as public records in compliance with State and Federal open records statutes and regulations.

VII. Errors and Omissions

Once a response is submitted, the City may consider requests by any proposer to correct errors or omissions, but shall retain sole discretionary authority to determine the outcome of such a request.

VIII. Retention and Disposal of Statements of Qualifications

The City reserves the right to retain all submitted proposals for public record keeping purposes. No copies of any material will be returned to the proposer. The City reserves the right to cancel this RFP at any time prior to the execution of a formal contract.

IX. Collusion

By offering a response to this RFP the proposer certifies that they have not divulged to or discussed or compared its submittal with any competitors, and have not colluded with any other proposer or parties to this process whatsoever. The proposer also certifies, and in the case of a joint venture each party thereto certifies as to its own organization, that in connection with their submittal:

1. No attempt has been made or will be made by the proposer to induce any other person or company to submit or not to submit a proposal for the purpose of restricting competition.
2. All persons interested in this project, principal, or principals being named therein, and no other person have an interest in this project or in the Agreement to be entered into.
3. No person or agency has been employed or retained to solicit or secure this award upon an agreement or understating for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees or established commercial agencies maintained by the proposer for the purpose of doing business.
4. All companies interested in this project (including the company's employees, representatives, agents, lobbyists, attorneys, and sub-consultants) will refrain, under penalty of disqualification, from direct or

indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process, including the evaluation panel, the City Council, Executive Directors, Department Heads, and other staff. This policy is intended to create a level playing field for all potential companies; assure that contract decisions are made in public and to protect the integrity of the selection process. All contact on this selection process should be addressed to the Airport Director.

X. Submission Requirements

All proposals must be prepared and submitted in accordance with this RFP to be considered responsive. Incomplete, late and/or nonresponsive submittals will not be evaluated or ranked, and at the City's discretion a proposal may be disqualified at any time during the evaluation process if:

- It lacks sufficient information for reasonable determination of compliance to minimum qualifications;
- It is determined that the proposer does not meet the minimum required skill, experience, or requirements to provide the requested services;
- The proposer has a history of failing to fully perform or fulfill contractual obligations; or
- The proposal contains false, inaccurate, or misrepresenting statements that are intended to mislead the City in its evaluation of the proposal.

SCHEDULE

The schedule for submittal of proposals is as follows:

- Request for Proposals issued: **April 3, 2024**
- Deadline to receive responses: **5:00 p.m., April 29, 2024**

The *tentative* schedule for the evaluation of proposals is as follows:

- Evaluation of submittals: **May 1, 2024**
- After the evaluation of submittals is complete, the City may conduct interviews at its sole discretion. Interviews would be scheduled for **May 8, 2024**, if necessary.
- The proposals will be submitted to the Page City Council on **May 8, 2024**, for selection.
- The schedule for the evaluation, selection and award may be changed solely at the City's discretion.

INSTRUCTIONS FOR PREPARATION OF PROPOSAL

I. General

All vendors responding to this RFP shall provide sufficient information and data to fully allow a complete evaluation of the proposal. Information and data submitted by each vendor with the proposal shall be incorporated into the contract documents by reference.

Proposals shall include:

1. Proposed flight schedules including frequency and destination airports. The City encourages proposers to address potential flexibility for seasonal adjustments based upon fewer customers during winter months.
2. Any additional services to be provided, such as marketing.
3. Estimated ticket fares.
4. Estimated start date.

PROPOSAL EVALUATION AND SELECTION

I. Evaluation Criteria

All proposals shall be evaluated with respect to the completeness of the information provided, support for all claims made, and the overall product. Requirements stated in this RFP are minimum requirements. Innovative, creative, or

cost saving proposals that meet or exceed these requirements are encouraged and will receive consideration accordingly. The following criteria shall be utilized in the evaluation of the proposals:

- a. Ability to provide consistent, reliable air service from Page, AZ, to location(s) that are most beneficial as determined by the City (50 points);
- b. Seasonality of scheduled service (30 points);
- c. Additional services offered (10 points); and
- d. Estimated fare cost (10 points);

II. Selection Process

A Selection Committee will evaluate and score each submission according to the criteria set forth above and make a recommendation to the City Council. The City Council will make the final determination with respect to award. Proposers *may* be invited to participate in detailed interviews. However, the City reserves the right to select a provider based on the evaluation of the proposals alone without interviews. The selection will not be considered final until the City and the proposer have fully negotiated and executed an Agreement for Air Services.

III. Miscellaneous

This RFP does not commit the City to award a contract. The City reserves the right to accept or reject any or all proposals received as a result of this request or to cancel this request in part or in its entirety.

The City may reject proposals if:

1. The proposer misstates or conceals any material fact in the submission;
2. The rejection of all responses is deemed to be in the best interest of the City;
3. The proposal is incomplete or otherwise does not conform to the requirements outlined herein; or
4. For any other lawful reason.