



MACON-BIBB COUNTY, GEORGIA

Request for Professional Services (RPS)

FOR

Middle Georgia Regional Airport and Macon Downtown Airport Operations and Maintenance Management Services

25-017-LH

95803

MACON-BIBB COUNTY

ISSUE DATE: 12/5/2024

DUE DATE: 1/30/2025

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or csthepens@maconbibb.us

I. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Professional Services (original **plus 5 copies and Flash Drive**) in the Procurement Department, 700 Poplar Street Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **Thursday, January 30, 2025** for **Middle Georgia Regional Airport and Macon Downtown Airport Operations and Maintenance Management Services** for Macon- Bibb County.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, January 30, 2025**, at 2:00 P.M. in the Macon-Bibb County Procurement Department Conference Room, located on the 700 Poplar Street, Suite 308, Macon Georgia 31201. **Deadline for submitting questions is Friday, January 3, 2025, by 3:00 pm.** All questions must be submitted by email to Lhardwick@maconbibb.us

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Solicitation Documents

Announcement of this Request for Professional Services may also be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRsapp/PR_index.jsp

D. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with an insurance company with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000.00
Commercial General Liability: \$10,000,000.00

E. Pre-Bid

A pre-bid conference is scheduled for **10:00 a.m., Wednesday, December 18, 2024**, and will be held at Middle Georgia Regional Airport, 1000 Terminal Drive, Macon, GA 31297. This pre-bid meeting is not mandatory. Social distancing measures will be strictly enforced.

F. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

**“Middle Georgia Regional Airport and Macon Downtown Airport Operations and Maintenance
Management Services #25-017-LH”**

Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RPS shall become the property of Macon-Bibb County.

E. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

F. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (5) years of experience providing the services included herein
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

G. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm’s ability to meet the requirements of this RPS. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner’s needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RPS and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RPS or contract when deemed to be in the Owner’s best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RPS. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RPS.

Failure to comply with the requirements contained herein may result in the submission being deemed “non-responsive” or “non-responsible”. Nonresponsive submissions will not be reviewed for potential award.

II. BACKGROUND

Macon-Bibb County (MBC), is located roughly 85 miles southeast of Atlanta, Georgia. It is situated in the center of the state – hence the nickname “The Heart of Georgia.” Macon is home to two airports, the Middle Georgia Regional Airport (MCN) and the Macon Downtown Airport. Collectively, the MBC airports generate over \$160,000,000 of total economic activity and serve as productive economic engines for the Middle Georgia Region.

Since 2008, TBI Airport Management has been overseeing both airports on behalf of MBC. As their agreement is nearing expiration, the County is set to issue a Request for Proposal (RFP). All proposals will be thoroughly evaluated in a fair and compliant manner with local, state and federal requirements.

The Middle Georgia Regional Airport is conveniently located less than 12 miles from downtown Macon, with easy access to I-75 and I-16. The airport’s location is attractive for cargo operations and was identified as such in a recent study conducted by the Georgia Department of Transportation (GDOT). <https://www.airportiq5010.com/5010Web/>

The Middle Georgia Regional Airport accommodates a variety of aviation-related activities that include commercial service, MRO, corporate/business jet, recreational flying, and police/law enforcement. The Airport is situated on 1,149 acres and is owned and operated by Macon-Bibb County. MCN is approximately 86 miles south of Atlanta and 167 miles northwest of Savannah. Please visit <https://www.airportiq5010.com/5010Web/> to learn more about the airport’s specifications and capabilities. MCN has been Middle Georgia’s commercial service airport since 1947. The airport was a busy regional airport pre-deregulation with over 100,000 passengers. However, the number of enplanements declined for over 30 years to its lowest number of 843 in 2012. Subsequently, upon establishing service with Contour airlines, passenger enplanements have been on the rise. In 2019, MCN had 17,109 enplanements which is the highest level since 2004. MCN also works with two major gaming operators that host charter flights to their properties. Atlantic City, NJ, Gulfport, MS, and Laughlin, NV are their most common destinations. Additionally, the airport recently secured an MRG which may help attract an Ultra Low-Cost Carrier (ULCC) in the future.

In October 2023, Macon-Bibb County acquired the remaining lease of the previous FBO. Recognizing the crucial role that an FBO plays at an airport, MBC gained greater control over this asset. MBC intends to strategically utilize the FBO, now being operated by the County as High Note Aviation, to not only retain aviation-related industries at the airport but also to foster the growth of businesses operating on or near the airport premises.

Maintenance Repair and Overhaul has been and continues to be a strength of the airport. The airport is home to four major facilities which have housed MRO industry leaders over the years. We expect this sector of the industry to continue to thrive at the airport as there are promising opportunities ahead.

MCN is undergoing a revitalization as a significant portion of the airport is currently under construction, with additional developments planned in the near future. The projects listed below are not inclusive; nevertheless, they are anticipated to markedly enhance various efficiencies at the airport and stimulate new growth and development:

Project	Description	Status	Comp. Date
RWY 5/23 Extension Phase I	Extend Runway from 6501' to 7101'.	In Process	07/01/2025
Mill and Overlay of TWY C	New pavement and paint.	Recently Complete	07/01/2024
Construct TWY E	New taxiway to accommodate growth	Design	08/01/2024
Extension of East Drive	Lengthening the road to accommodate hangar development.	Invitation for Bid	11/01/2024
Construct New Executive Terminal	Demolish existing buildings and construct new facility.	Demo Phase	12/01/2024
Construct New Commercial Terminal	Construct a new commercial terminal on the southside of the airport property.	Design	01/01/2026
New ATCT	Construct a new ATCT on the southside of the airport.	Siting Study	03/01/2025
New T-Hangars and Corporate Hangar	Construct new hangars to satisfy demand for aircraft storage	Design	07/01/2025

The Macon Downtown Airport is situated three nautical miles southeast of Macon's central business district. Formerly known as Herbert Smart Downtown Airport, MAC's roots can be traced back to World War I when it functioned as "Camp Wheeler." As early as 1925, Huff Daland Dusters, which later evolved into Delta Air Lines, initiated its crop-dusting operations at Camp Wheeler. After the conclusion of WWII, Delta Air Lines resumed operations at MAC and offered air service in conjunction with Eastern Airlines. However, in 1948, a tornado struck the airport, resulting in the destruction of eleven airplanes and a hangar. Following this incident, both airlines relocated to MCN, leading to MAC's transition into a general aviation facility.

MAC is included in the FAA's National Plan of Integrated Airport Systems and is classified as a general aviation facility. Spanning an area of 401 acres at an elevation of 437 feet above mean sea level, the airport features one asphalt-paved runway. Runway 10/28 measures 4,696 by 100 feet. Please visit <https://www.airportiq5010.com/5010Web/> for additional details. In October 2015, a collaboration was established between the local government and Middle Georgia State University. This agreement aimed to introduce fixed-wing and airport management training programs at the airport, complementing the University's existing aviation training initiatives at Heart of Georgia Regional Airport in Eastman, Georgia. The program has grown from 12 students to approximately 120 students in 2023. Despite the airport's primary focus on flight training, the County is witnessing an increasing demand for T-hangars to accommodate private aircraft ownership.

MBC is actively addressing the infrastructure needs at MAC, and the following is a list of projects that will soon commence:

Project	Description	Status	Comp. Date
Reconstruction of Runway 10/28	Rebuild RWY 10/28 to comply with FAA Standards	In Process	10/258/1/2024
Design and Construct Terminal Improvements	Update terminal and address capacity concerns for MGA	Design	06/01/2025
Construct New Fuel Farm	Construct new fuel and remove existing inground tanks.	Design	06/01/2025

III. SCOPE OF SERVICES

Macon-Bibb County is seeking an experienced Airport Management Firm to manage aspects of airport operations and airfield maintenance of the Middle Georgia Regional Airport (MCN) and the Macon Downtown Airport (MAC). The County will provide facilities and resources needed to oversee the management of both airports.

A list of tasks for managing both County airports includes, but is not limited to, the following:

- Provide daily management of the airports to ensure operational compliance.
- Assist County employees and officials with the enforcement of all federal, state, and local laws, regulations, policies and ordinances.
- Recommend policies, ordinances, and regulations and develop airport safety and security plans as needed to efficiently govern the operation of the regional airport. Review and revise airport safety and security plans as needed.
- Assist in preparing annual budget for airport operations/maintenance and recommend resources i.e. equipment and service to operate the airport efficiently.
- Manage recruitment, training, work assignments, performance review, appraisals with airport staff and maintenance personnel.
- Coordinate and schedule all activities and special events in partnership with the County's Airport staff.
- Oversee and conduct daily inspections of runways, taxiways, lighting and ensure all systems are working in accordance with manufacturer's standards.

- Provide daily management of the airports to ensure operational compliance.
 - Maintain the MCN and MAC airports in accordance with all FAA and TSA regulations and requirements.
 - Conduct routine airfield inspections to ensure compliance of CFR 14 Part 139 at MCN
 - Conduct routine airfield inspections at MAC to ensure the airport meets all requirements for the GDOT 5010
 - Issue work orders to address discrepancies related to airport compliance.
 - Ensure all required documents are maintained and updated as required.
 - Create new documents as required.
 - Report safety and security issues and concerns to include the airfield and associated facilities.
 - Report incident/accident reports to the Director of Aviation immediately following any injury of airport users or damage to airport property.
 - Inspect airport facilities and report any structure issues and deficient conditions.
 - Submit work orders to address identified issues, concerns and for preventative maintenance.
 - Oversee Safety and Security Program in coordination with MBC.
 - Coordinate the activities of the Airports' police and develop, implement, and recommend modifications to a security program for the airports that complies with and follows all applicable Federal Requirements.
 - Assist in the development, implementation and updating of a FAA compliant Safety Management System (SMS) for the Airports.
 - Create and submit a Wildlife Control safety plan and procedure.
 - Oversee the airport badging program.
 - All training related to safety and security compliance.
 - Provide ramp driving training as needed and required.
 - Host an Emergency Contingency Plan review, tabletops and Mass Casualty Exercises
 - All other related training
 - Manage Safety and Security Programs and Related Systems
 - Access Control
 - Security Cameras
 - FOD Plan

- Other systems as directed by the Aviation Director
- Escort contractors and others as needed.
- Participate in planning and execution of all special events.
- Oversee MCN

The selected proposer will provide various reports and documents for the airport administrative team and the MBC Airport Director to review to include but not limited to the following:

- Damage Reports
- Statistical Reports
- Environmental Reports
- Landing Fee Report
- Daily Operations Report
- Incident Reports
- Inspection Reports
- Inventory Reports
- Weather Reports
- IROP Reports
- Security Reports
- Parking Lot Reports
- RON Reports
- Vehicle and Equipment Inspection and Maintenance Reports
- Other Reports as Directed

Perform the following services environmental-related services:

- Monitor storm drains and submit samples as required.
- Obtain all required local, state, and federal licenses/permits.
- Inspect airport to include tenant lease holds for potential environmental hazards or existing issues.
- Maintain and Update SWPPP as appropriate.
- Oversee all environmental programs at airports.

Perform the following airport maintenance services:

- Ensure that airport property is mowed routinely and remains in compliance with the CFR 14 Part 139 and the Wildlife Plan
- Landscape in all required areas
- Fence line repairs and maintenance
- Weed Control
- Washout repairs and prevention
- Pavement Repair
- Crack Seal
- Paint
- Patching
- FOD Removal
- Airfield Lighting Repair
- Only Qualified Personnel
- Must follow all safety procedures to include Lockout Tagout procedures.
- Limited building repairs with qualified personnel and capabilities.
- Painting
- Carpet Installation
- Changing Light Bulbs
- Basic repairs
- Load/Unload deliveries and shipments

Perform the following vehicle and equipment-related services

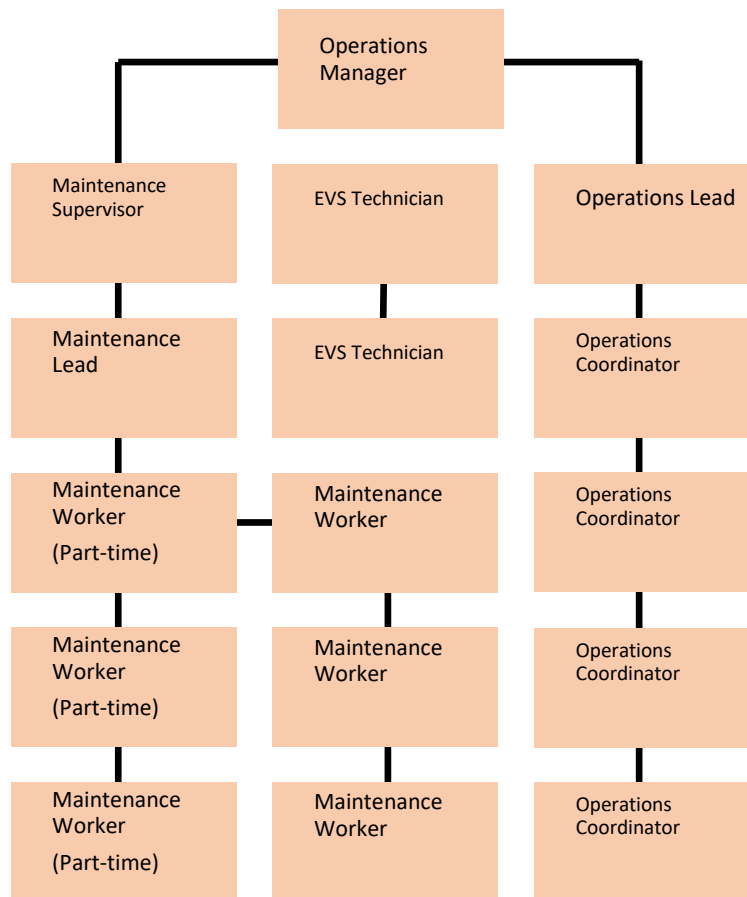
- Conduct routine vehicle inspections.
- Coordinate repairs through MCB Vehicle Maintenance or outside maintenance as appropriate.
- Conduct PM on all vehicles and equipment to include adding oil and grease as required.
- Identify and tag all inoperative equipment.

Provide janitorial services, either internally or by way of a subcontractor, at all MBC airport owned facilities to include the Commercial Terminal, FBO, Operations Center, Maintenance shops and any other county building located on the airport if requested. This shall include but not limited to the following:

- Removal of all trash and debris as necessary
- Clean kitchen/breakrooms and restrooms daily
- Spot clean carpets as needed
- Stock vending machines when needed
- Routinely clean windows and window ledges
- Dust and polish all furniture and interior fixtures, blinds, and other fixed property

IV. Structure of Organization

The current organization structure is depicted in the chart below. The county recognizes a change in vendor may necessitate a change in organization structure. Although it is not required for a proposer to submit an organization chart, it is permissible to do so if it is believed that your proposal may generate cost savings or efficiencies. If the proposer does submit one, it can be discussed during the interview process.



V. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be limited to a total of twenty (20) pages and must be organized in a manner to display the required information in easily accessible tabs labeled:

Consultant Background

- Letter of Interest
- History of the Service Provider/Consultant (including years in business)
- Description of company to include details regarding company structure (Subsidiaries and Partnerships if applicable).
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

Experience

- Resume(s) of key personnel
- Reference list
- List of projects with similar scope and size
- List of airports that are currently under contract with the bidding entity.

Project Approach

- Detailed plan for accomplishing the requirements listed in the scope.
- Include what is included in the management fee such as expertise that is provided.
- List of potential recommendations that could improve efficiency and cost savings.
- Explain the value that your company brings outside of the employees working at the location.
- Describe company involvement and input outside of local personnel (What value can your company bring to the airports)
- What services you can provide in addition to those requested that may assist MBC in grow and development.
- Provide a list of cost saving ideas that you can implement that will help reduce airport expenses.

Price Proposal

- Provide prices on the forms included
- Bid should include all known off-site fees.
- Any unknown off-site fees must be approved in the annual budget and approved by the County Commission.

IV. SCORING (total possible number of points = 100)

Relevant Experience – Maximum 30 points

Project Approach – Maximum 30 Points

Price – Maximum 30 Points

Interviews – Maximum 10 Points

Interviews will be conducted based on the rankings of the top competitors. Top ranking Respondents to the proposal will be invited to interview.

V. AWARD BASIS

Award will be recommended to the responsive and responsible respondent with the highest number of points.