Request for Proposals
(CONTRACT #C031382)

To Provide OPERATIONS AND MANAGEMENT Services and BUSINESS DEVELOPMENT Services at Republic Airport

Proposal Due Date:
May 4, 2015

Proposal Delivery Location and Additional Information:
Al Hasenkopf,
Contract Management Specialist II
New York State Department of Transportation
Contract Management Bureau
50 Wolf Road, 6th Floor
Albany, New York 12232
Attention: C031382

E-Mail: Alfred.Hasenkopf@dot.ny.gov
Fax: 518-457-8475
1) INTRODUCTION ........................................................................................................ 4–9
   1.1 Purpose of this RFP ............................................... 4
   1.2 Site Visit and ......................................................... 4
       Pre-Proposal Conference/Webinar
   1.3 Tentative Schedule of Key Events........... 4
   1.4 Inquiries and Information .................. 5
   1.5 Proposal Submission ............................. 5
   1.6 About Republic Airport ..................... 5
   1.7 Vision for Republic Airport ................. 5
   1.8 Republic Airport Operation Activities.... 6
   1.9 Republic Airport Financial Information .. 8

2) CONTRACT OBJECTIVES .................................................................................. 9
   2.1 Minimum RFP Response ....................... 9
       Requirements
   2.2 MWBE Participation ......................... 9
   2.3 Term of the Agreement ....................... 9
   2.4 Contractor/Consultant Arrangements ... 9
   2.5 Other Contract Objectives ................... 9

3) SCOPE OF SERVICES ....................................................................................... 10
   3.1 Primary Contractor Responsibilities.... 10

4) PROPOSAL FORMAT AND CONTENT REQUIREMENTS ............................... 10

5) PROPOSAL EVALUATION PROCESS ......................................................... 10–12

6) ADMINISTRATIVE SPECIFICATIONS ......................................................... 12
   6.1 State’s Rights to Proposals ................. 12
   6.2 Affirmative Action Goals ................... 12
### 7) ATTACHMENTS—REQUIRED INFORMATION (ONLINE) .......................... 13

1. Contractor Firm Experience and References
2. Key Personnel Experience and References
3. Cost/Revenue-Sharing Proposal
4. MWBE Participation Information
5. MWBE Participation Solicitation Log
6. Contractor Information and Certifications
7. Procurement Lobbying Law Compliance
8. Non-Collusive Bidding Certification

### 8) ATTACHMENTS—AIRPORT AND CONTRACTOR ................................. 13

**ONLINE**

9. Draft Contract
11. Contractor’s Responsibility When Proposing Former NYSDOT Employee
12. Information Items for Selected Contractor
13. Contractor Responsibilities (Scope of Services)
14. Map of the Airport (Airport Layout Plan)
15. Republic Airport Operating Budget Cash Basis
16. Republic Airport Reports and Requirements
17. Republic Airport Yearly Aircraft Operations Report
18. Republic Airport Capital Improvement Plan (ACIP)
19. Map of Under-utilized Parcels at Republic Airport 77

### 9) ATTACHMENTS—PROPOSAL FORMAT AND EVALUATION (ONLINE)  ... 13

20. Proposal Format and Content Requirements
21. Evaluation Process and Criteria

### 10) ATTACHMENTS—StartUp NY INFORMATION (ONLINE) ........................ 13

22. About StartUp NY

---

To access and download the online files required to complete submission in response to this Request for Proposals, see [https://www.dot.ny.gov/doing-business/opportunities/consult-ads#2005](https://www.dot.ny.gov/doing-business/opportunities/consult-ads#2005)

For general information go to [https://www.dot.ny.gov/business](https://www.dot.ny.gov/business).
1) INTRODUCTION

1.1) Purpose of this Request for Proposals (RFP)
The New York State Department of Transportation (NYSDOT) is seeking proposals from qualified firms to provide operations and management services and business development services at Republic Airport for a period of no less than forty years. Interested parties are encouraged to submit proposals that also detail alternatives for the privatization of the Airport. To access and download the online files required to complete submission in response to this Request for Proposals, see https://www.dot.ny.gov/doing-business/opportunities/consult-ads#2005.

1.2) Site Visit and Pre-Proposal Conference/Webinar
To assist firms in preparing responses to this RFP, NYSDOT has scheduled a site visit for April 2, 2015. Each interested firm may schedule a time for the site visit by submitting an e-mail to Al Hasenkopf at alfred.hasenkopf@dot.ny.gov. Following the site visit, arrangements will be provided for potential respondents to submit questions. NYSDOT will compile a list of questions raised during the site visit and provide written responses on April 17, 2015. Interested firms are encouraged to schedule a time for the April 2, 2015 site visit. Interested firms may also submit written questions between March 23, 2015 and April 13, 2015.

1.3) Tentative Schedule of Key Events
NYSDOT will attempt to adhere to the following schedule with regard to this solicitation:

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Release Date</td>
<td>March 23, 2015</td>
</tr>
<tr>
<td>Site Visit (Times to be announced)</td>
<td>April 2, 2015</td>
</tr>
<tr>
<td>Pre-Proposal Conference/Webinar</td>
<td>April 7, 2015 @ 2:00 PM ET</td>
</tr>
<tr>
<td>Question Submittal Deadline</td>
<td>April 13, 2015 @ 5:00 PM ET</td>
</tr>
<tr>
<td>Question Response Deadline</td>
<td>April 17, 2015</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>May 4, 2015 @ 2:00 PM ET</td>
</tr>
<tr>
<td>Proposal Evaluation Begins</td>
<td>May 6, 2015</td>
</tr>
<tr>
<td>Technical Presentations</td>
<td>May 13, 2015</td>
</tr>
<tr>
<td>Contractor Selection</td>
<td>May 20, 2015</td>
</tr>
<tr>
<td>Approved Contract</td>
<td>June 16, 2015</td>
</tr>
<tr>
<td>Proposed Contract Start Date</td>
<td>July 1, 2015</td>
</tr>
</tbody>
</table>

For security and fairness reasons, firms planning to attend the site visit must preregister by submitting an e-mail to alfred.hasenkopf@dot.ny.gov with your firm’s name and the name, title, telephone number and e-mail address of all representative(s) who will be attending. Each proposer is requested to send no more than five representatives to the pre-proposal conference/webinar (if more are needed, please ask). Please note that Procurement Lobbying Law (PLL) forms (Attachment 7) must be completed, scanned and e-mailed along with your registration request. Submit areas of interest based on Attachments 14 and 19 of this proposal to assist with the site visit focus.

To further assist firms in preparing proposals in response to this solicitation, a pre-proposal conference/webinar will be held after the site visit (tentatively scheduled for April 7, 2015). The pre-proposal conference/webinar is scheduled to run for ninety (90) minutes. Questions submitted in advance of the site visit and pre-proposal conference/webinar may be answered during the tour CONFERENCE.
1.4) Inquiries and Information
All questions concerning this solicitation must be directed only to Mr. Al Hasenkopf as follows:

Al Hasenkopf,
Contract Management Specialist II
New York State Department of Transportation
Contract Management Bureau
50 Wolf Road, 6th Floor
Albany, New York 12232

E-Mail: Alfred.Hasenkopf@dot.ny.gov
Subject: C031382
Fax: 518-457-8475

Responses to all questions of a substantive nature, as well as copies of the questions, will be posted to NYSDOT’s website under this solicitation.

1.5) Proposal Submission
The proposal must be submitted and shipped to:

Al Hasenkopf, Contract Management Bureau
New York State Department of Transportation
50 Wolf Road, 6th Floor
Albany, New York 12232
Attention: C031382 RFP

1.6) About Republic Airport
Occupying 526 acres in East Farmingdale, New York, Republic Airport is one of 12 airports on Long Island. The original airport layout plan (ALP) was prepared in 1927 and was adopted shortly thereafter. Republic Airport was originally developed by Sherman Fairchild and began operation in the Spring of 1928. During these early years the flying field was used to test aircraft made by Fairchild, American, Grumman and Seversky. In 1965, Fairchild Hiller Corporation acquired Republic Airport and sold it to Farmingdale Corporation. In December 1966, the airport became a general aviation airport. By March 1967, the airport was of interest to the Metropolitan Commuter Transportation Authority as a means of meeting demands of aviation on Long Island. Recognizing the airport as an asset, Metropolitan Transportation Authority two years later acquired the airport at the cost of $25 Million. Ownership of the airport was transferred to the New York State Department of Transportation (NYSDOT) in April 1983, in order to promote economic development in the surrounding Long Island region. As a general aviation and reliever facility, Republic Airport generates $214 million in economic impact to Nassau and Suffolk Counties each year. See Attachment 14 for a map of the Airport.

1.7) Vision for Republic Airport
On October 20, 2014, Governor Andrew M. Cuomo announced as part of his plan to modernize airports in the New York City metro area that the State is looking to leverage the unique economic development opportunity at Republic Airport to further support job creation and growth in New York State. In order to induce economic development on over fifty acres of State land in and around the airport, the Governor has proposed creating a tax-free STARTUP NY Zone at Republic Airport, with the goal of growing upon the economic success of the airport that supports over 1,300 jobs on Long Island today. Included in Attachment 22 is information on the STARTUP NY Program and Excelsior Jobs Program.

The mission of Empire State Development is to promote a vigorous and growing state economy, encourage business investment and job creation, and support diverse, prosperous local economies across New York State through the efficient use of loans, grants, tax credits, real estate development, marketing and other forms of assistance. Respondents are encouraged to browse ESD assistance programs at: http://esd.ny.gov/BusinessPrograms.html.

Today, Republic Airport is clearly postured for its many business aviation customers and is poised to attract new industries. Airport facilities include two fixed based operators (FBO) - with two additional FBOs under development - to serve the needs of corporate and light general aviation customers. There is also a two-story terminal building that serves passengers ready to board charter flights to Atlantic City and other short distance destinations. The Main Terminal facility has also accommodated a number of aviation related events open to the public. Republic Airport is home to The American Air Power Museum and the Long Island Republic Airport Historical Society. The American Air Power Museum welcomes aviation enthusiasts from around the world. The facility offers visitors the opportunity to see and hear WWII aircraft in flight.

The airport transfer legislation also created the Republic Airport Commission (RAC), an advisory board to NYSDOT. The Commission meets six times a year to discuss airport issues. The NYSDOT Commissioner or designee is an ex-officio member of the Commission.
1.8 Republic Airport Operation Activities

To assist potential respondents, the following details current Republic Airport operations and management requirements. A more complete description of the Contractor’s responsibilities is detailed in Attachment 13. Potential respondents are encouraged to identify operational efficiencies in their proposals provided that the Airport remains operational 24 hours per day/seven days per week.

1. Maintenance and Repair Services

A qualified airport operations/management firm shall maintain and repair (structurally and otherwise) in a good, workmanlike manner and enforce the obligations of any tenant to maintain and repair in such a manner all of the following:

a. All runways, ramps and taxiways;
b. All runway and taxiway lights, markings and striping;
c. All navigation aids which are not maintained by the Federal Aviation Administration (FAA);
d. All vehicles, equipment, machinery and tools provided by the State of New York;
e. All airport grounds (including, without limitation, perimeter fences, grass cutting and removing or topping trees and shrubs where and when necessary); and
f. All airport buildings and structures including, without limitation, plumbing, electrical, sprinkler, heating and air conditioning systems, apparatus and equipment and the provision of janitorial services for the administration/terminal building, as required by normal use.

2. Aviation Support Functions

In a manner consistent with sound airport operating and safety practices, a qualified airport operations/management firm shall assist NYSDOT with the following activities:

a. Operate or cause the airport fuel farm(s) to be operated having due regard for the operational requirements of the suppliers of petroleum products at the Airport;
b. Operate and manage public ramp area(s) for the benefit of users thereof;
c. Operate the airport in accordance with applicable federal, state and industry safety and security practices including the NYS 2004 Anti-Terrorism Preparedness Act. Prepare, maintain and enforce an Airport Security Plan, including regular surveillance of the airport perimeter as well as the property north of Conklin Street. The Security Plan shall be developed in consultation with the FAA, the New York State Department of Homeland Security and Emergency Services and the Division of State Police and other agencies as directed by NYSDOT;
d. Expediently remove or cause snow and ice to be removed from all runways, taxiways, and public ramps, parking lots and access roads;
e. Visually check for, clean and remove all foreign objects from all runways, taxiways, and public ramps and parking areas;
f. Mitigate, to the extent feasible, intentional acts of harm or the impact of natural disasters on the Airport; and

g. Cooperate with and provide information to NYSDOT-selected Contractors in the review of Tenant Alteration Applications.
h. Act as the Airport’s liaison to the New York Airports District Office of the FAA;
i. Prepare, update and submit as needed to NYSDOT Republic Airport’s five-year Airport Capital Improvement Plan (ACIP);
j. Develop, modify, and submit to the FAA, as needed, the Airport’s Airport Layout Plan (ALP) following FAA guidance and requirements;
k. Prepare and submit to the FAA any required Notices of Proposed Construction or Alteration; and
l. Coordinate with NYSDOT’s Capital Projects Management firm to develop lists of projects to be implemented; as needed, provide information to firm to facilitate capital project implementation.

3. Support Long-term Economic Growth within the Airport

a. A qualified airport operations/management firm shall have either (1) in-house capacity and expertise in the field of real estate development or (2) a consultant team member (to be submitted in response) that has such experience. Firm shall market and repurpose under-utilized parcels within the facility to increase airport revenue and create new jobs at the facility. For a list of under-utilized parcels at Republic Airport see Attachment 19. Please note that Parcel 3 on Attachment 19 has been identified by ESD as a key development site at Republic Airport. The selected firm will work with ESD to redevelop the site as a transit-oriented and mixed-use development with STARTUP NY.

4. Plans, Rules and Regulations

A qualified airport operations/management firm will perform the following activities, subject to the specified time limitations:

a. Prepare and/or revise the Airport’s Emergency Contingency Plan. Such Plan shall be submitted to NYSDOT for review and approval within ninety (90) days from the effective date of a signed contract. The Plan shall set forth effective procedures, in conformity with applicable federal, state and local laws, rules and regulations, to be implemented at the Airport in the event of: aircraft crashes, incidents and/or accidents, both at the Airport and in the immediate vicinity; fires; hijackings; bombings; personal accidents; sudden illness; natural disasters or any other emergency which might affect or imperil the health, safety or security of persons or property or orderly and efficient airport operation. Said Plan shall be reviewed annually by the operator or at such intervals as required by NYSDOT and proposed revisions shall be submitted to NYSDOT as appropriate;
b. Provide such facilities, training, supervision and coordination as may be reasonably required to implement the Emergency Contingency Plan;

c. Review and submit proposed revisions, as appropriate, to all existing Airport Rules and Regulations and the Airport’s Minimum Standards for the Conduct of Aeronautical Activities to NYSDOT, no later than one hundred eighty (180) days after the effective date of a signed contract. The operator shall review such rules and regulations including, but not limited to, the Airport’s Performance and Development Standards on an annual basis thereafter and submit proposed revisions as required to NYSDOT;

d. Maintain and periodically update the Airport’s Noise Abatement Program and associated noise contours at a minimum of every three years;

e. Ensure compliance with established airport operating protocols;

f. Maintain compliance with all FAA Part 139 requirements;

g. Update the Airport Certification Manual as required; and

h. Privatization Plan. At the request of NYSDOT, and within ninety (90) days from the date of request, the Contractor shall prepare a plan to outline privatization options for the Airport. In accordance with FAA Grant Assurances and following the FAA’s Airport Privatization Pilot Program, the Contractor shall investigate the options available to NYSDOT for potential privatization of the Airport. This plan shall detail all needed steps, documentation, approvals, and other requirements for privatization. Additionally, the plan shall outline the benefits and costs of each option as well as a SWOT analysis for all the options. An oral presentation to NYSDOT management may be required. NYSDOT assumes no obligation to pursue privatization efforts as a result of the creation of this plan or at any time thereafter.

5. State Contracts with Third Parties

A qualified airport operations/management firm shall perform, on behalf of NYSDOT, the following contractual activities:

a. Perform all State obligations pursuant to existing and future agreements with fixed base operators and other tenants and concessionaires at the Airport;

b. Perform, under the direction of the State, all State obligations pursuant to agreements with governmental entities, including the FAA and local municipalities;

c. Assist the State in developing and preparing written documents in accordance with applicable federal, state and local laws, rules and regulations, for the procurement of such aviation and related services, equipment, materials and supplies as may be necessary or desirable for proper operation of the Airport. All purchases shall be performed in accordance with New York State purchase requirements;

d. In connection with the solicitation of proposals and negotiation of such leases, concessions and other agreements as may be necessary or desirable for the proper operation of the Airport in accordance with federal, state and local laws, rules and regulations, the operator shall advise and recommend specific programs and courses of action to NYSDOT and shall, on behalf of NYSDOT, implement such programs and courses of action in conformity with applicable law and NYSDOT procedures;

e. Monitor and enforce, on behalf of and as required by the State, all State agreements with airport concessionaires, tenants and contractors, other than construction contractors, to ensure full and complete compliance with the terms and conditions contained in such agreements, to ensure that such agreements are carried out in a manner which is consistent with the proper operation of the Airport, provide coordination to avoid or minimize disruption of airport operations and services and, on behalf of the State, perform or cause to be performed all obligations imposed on the State pursuant to such agreements;

f. As required by NYSDOT, administer airport agreements (leases, licenses, permits, concession agreements, contracts other than construction contracts, etc.) to include the preparation of lease abstracts, monitoring the current status of such agreements and ensuing timely billing change notifications;

g. Notify NYSDOT at least six (6) months in advance of the forthcoming expiration, change or other deadline relative to leases, contracts and agreements at or concerning the Airport;

h. Procure such aviation and related services, equipment, materials and supplies as may be necessary for the proper operation of the Airport. To the extent that the purchase price of any piece of equipment has been reimbursed to the operator as part of the expense of operation of the Airport, the operator shall transfer title to such equipment to the State upon expiration or termination of this Agreement. All equipment purchased or rented and charged as a Direct Non-Salary Cost shall be acquired in conformance with State purchasing rules. All such equipment shall be added to NYSDOT’s inventory when purchased and shall be subject to NYSDOT’s inventory control procedures; and

i. The operator will be accountable and responsible for all State-owned equipment assigned to the Airport and will be responsible for replacing or reimbursing the State for any missing equipment.
6. Reports and Documents
A qualified airport operations/management firm shall assist NYSDOT with the following reporting and documentation activities:

a. Prepare and submit such reports and statistical data as may from time to time reasonably be requested by NYSDOT and such reports as are required pursuant to an operator contract with NYSDOT;
b. As required by NYSDOT, assist in the preparation of all applications and requisite supporting documentation for Federal and State grants for financial assistance in support of airport development, planning and operations; and

c. Prepare and submit, on behalf of NYSDOT, all FAA required reports, including, but not limited to, grant utilization reports, MWBE and DBE reports and other compliance reports.

7. Accounting and Financial Services
In accordance with generally accepted accounting principles, a qualified operator shall assist NYSDOT with the following activities which are to be consistently applied and utilizing cash basis accounting (see Attachment 15 for Airport expense and revenue information):

a. Process airport receipts and documents;
b. Prepare monthly income and expense statements on both cash and modified accrual basis;
c. Balance and reconcile airport operating accounts;
d. Prepare airport billings and accounts receivable reports;
e. Bill, on behalf of the State, all monies due to the State in connection with the Airport, including but not limited to monies due pursuant to leases, contracts, concession agreements, and arrangements with other persons conducting operations at the Airport;
f. Collect all monies billed pursuant to subparagraph 5) Reports and Documents and all airport fees including but not limited to airport landing fees per procedures in effect at the time; the operator shall use good business practices consistent with NYSDOT policy to collect all aforesaid monies but shall in no event be liable for bad debts;
g. Deposit on a daily basis all monies collected from the operation of the Airport in an account established by the State for such purpose;
h. Disburse funds as required to meet expenses incurred pursuant to the Approved operating Budget; and
i. Assist NYSDOT in processing aging accounts receivable.

8. Operating Budget Projections
A qualified airport operations/management firm shall prepare and submit to NYSDOT, prior to November 1st of each year, a written report setting forth and explaining the projected Airport operating expenses to be incurred and revenues to be collected for the coming State Fiscal Year. The submission will include a line-by-line analysis of actual expenditures in past years, supplemented by known or likely changes. These projections are to be provided for a period of ten years updated annually with the first year broken down by fiscal quarter.

9. Attendance at Conferences and Meetings
A qualified operator shall assist NYSDOT with the following activities:

a. Attend meetings of the Republic Airport Commission and assist NYSDOT as requested in its relations with the Commission pursuant to State law;
b. Confer with NYSDOT and attend meetings with officials and others persons as reasonably requested by NYSDOT to discuss matters relating to the Airport; and

c. Confer and cooperate with groups interested in the operation of the Airport.

10. Miscellaneous Services
A qualified airport operations/management firm shall assist NYSDOT with the following activities:

a. Cooperate and assist NYSDOT in dealing with the FAA, Republic Airport Commission and all federal, state and local agencies in all matters relating to the operation of the Airport;
b. Ensure that those utilizing the Airport, such as pilots or aircraft operators do so in the most noise conscious manner possible.
c. Provide technical advice on airport operations, maintenance and development programs and projects;
d. In cooperation with Empire State Development (ESD) encourage the investment of private capital at the Airport and the economic development of airport-owned parcels (Attachment 19);
e. Comply with all applicable federal and state requirements regarding affirmative action and the utilization of minority-owned and women-owned business enterprises (MWBEs);
f. Work cooperatively with ESD and NYSDOT to attract prospective tenants and concessionaires at the Airport;
g. Maintain State-owned property and equipment records as prescribed by NYSDOT;
h. Prepare and maintain capital control inventories of all NYSDOT-owned equipment, vehicles, machinery, tools and personal property situated at the Airport; and
i. Other services as requested by NYSDOT consistent with the safe and efficient operation of the Airport.
11. Personnel
A qualified airport operations/management firm will be required to provide sufficient qualified personnel resources to safely and effectively operate, develop and manage the Airport. The responder shall provide a detailed list of personnel deemed necessary for the safe and efficient operation and development of Republic Airport. Republic Airport operates 365 days a year, 24 hours a day. Provide information in Attachment 2.

1.9) Republic Airport Financial Information
To assist in the preparation of proposals, Attachment 15 details the Airport’s operating expenses, revenues and activity levels over the past five year period. Additional information may be requested via email to the NYSDOT contact listed in this RFP.

2) CONTRACT OBJECTIVES

2.1) Minimum RFP Responsiveness Requirements
Per Section 4 and Attachment 20 of this RFP, any firm that does not provide a complete required Technical and Cost proposal with all required components by the RFP deadline may be determined to be non-responsive. Any firm deemed non-responsive shall have its proposal removed from further consideration (prior to the technical evaluation of proposals). Proposals must be e-mailed and one official, signed copy (with two complete hardcopies) must be mailed to the designated contact person in response to this RFP.

2.2) MWBE Participation
The level of MWBE participation will be relevant to the process of selecting proposals that will best achieve the overall goals of NYSDOT for each contract. Since the work performed under contract via this RFP will be 100% State funded, NYSDOT has set a combined MWBE participation contract goal of 30% for C031382. Only certified MWBEs subconsultants or subcontractors are eligible for participatory credit in this procurement (prime consultants do not count toward achieving the contract’s goal but can be applied towards meeting NYSDOT’s enterprise MWBE goal). A directory of certified MBEs and certified WBEs is available from Empire State Development’s searchable database website: http://www.esd.ny.gov/MWBE.html. The combined 30% MWBE goal relates to the total dollar value of the contract’s project budget. Meaningful participation by included certified MWBE subconsultants counts toward the combined 30% MWBE participation contract goal.

MWBE services can either be for delegated tasks or for part of the services provided by the prime consultant. Meaningful participation requires a prime and/or subconsultant who is certified (at the time of proposal submission) as a MWBE in order to count toward the respective contract goals. Participation by MWBE prime consultants is encouraged but will not count towards meeting a combined MWBE goal. Meaningful participation is defined as providing commercially useful functions or services. These services should:

• Result in a product or service distinguishable from the prime Contractor’s product or service;
• Be for scope of service elements which can be and are completely performed, supervised and managed by the MWBE consultant; and
• Perform significant tasks which can be considered commercially marketable.

2.3) Term of the Agreement
The base term of the resultant agreement from this solicitation will be for a period of no less than forty (40) years. Interested parties are encouraged to submit proposals that also detail alternatives for the privatization of the Airport.

2.4 ) Contractor/Consultant Arrangements
For C031382, only one (1) responsive and responsible Prime Contractor (or team of contractors wherein the contract will be with the Prime Contractor) will be retained under the contract resulting from this RFP solicitation. In evaluating the operation and management component of the Airport RFP, DOT - at its discretion - may provide preference to those submissions that demonstrate a participation rate for the prime contractor of no less than of 50% of the total contract value. Subconsulting and teaming arrangements are encouraged. Joint ventures are NOT allowed.

2.5) Other Contract Objectives
a. Selection of a qualified, responsive and responsible Contractor via an expedited solicitation schedule.
b. Payment to the selected Contractor via fully-loaded specific hourly rates of pay by title (set only for the first year of the resulting contract); payment for acceptable direct non-salary expenses related to operating Republic Airport.
c. Fair and equitable treatment of all firms expressing interest in and competing for contract award.
d. Select a Contractor who either meets/exceeds contract #C031382’s combined 30% MWBE goal or provides the State with an acceptable good faith effort(s) if the goal is not met.
3) SCOPE OF SERVICES

3.1) Primary Contractor Responsibilities
The selected firm will act as an independent Contractor on behalf of NYSDOT and will be responsible for the daily Operation, Management and Business Development Services at Republic Airport. Attachment 13 details the responsibilities of the selected Contractor. Contractor will work with ESD to develop Parcel 3 on Attachment 19 for STARTUP NY.

4) PROPOSAL FORMAT AND CONTENT REQUIREMENTS

Contractors must submit one complete proposal in response to this RFP, using the format and forms provided in the tables in Attachment 20. In addition to Attachment 6 Consultant Information and Certification, submission of the Contractor’s proposal shall be construed by NYSDOT as the Contractor’s acceptance of the RFP’s procedures, evaluation criteria, and other administrative instructions.

For evaluation purposes, each proposal must be submitted in two separate parts. A responsive proposal shall consist of a complete Technical and Management Proposal, and a complete Cost and Contract Proposal. NYSDOT may deem a proposal non-responsive and remove that Contractor and its proposal from further consideration for failure to provide the information required or for failure to submit a proposal in the required format. Contractors must deliver proposals to the NYSDOT Contract Management’s office no later than 2:00 PM ET on the specified proposal due date. Contractors mailing proposals should allow sufficient mail delivery time to ensure timely receipt of their proposal. NYSDOT will not accept faxed proposals. Submissions may be e-mailed and one official signed copy with two complete hard copies mailed to the designated contact person. The Contractor’s proposal must meet the response requirements listed in this Section.

NOTE: NYSDOT may protect confidential and proprietary information from disclosure to the extent permitted by the Freedom of Information Law (“FOIL”), Article 6 of the Public Officer’s Law, provided that NYSDOT agrees beforehand to shield the release of proposed information. If an offeror believes information included in their proposal is confidential and proprietary, they should identify those page(s) of their proposal which contain such information as “confidential and proprietary”. Labeling all pages as “confidential and proprietary” is unacceptable – such proposals will not be accepted unless the proposer revises their proposal to only identify what specific material to shield from public

5) PROPOSAL EVALUATION PROCESS

NYSDOT anticipates that operations at the airport may not generate a profit for the airport operations/management firm in the initial years of the contract; consequently, NYSDOT will entertain proposals with a cost-sharing arrangement for the first ten years of the contract period and a revenue-sharing arrangement for the remainder of the contract term. Respondents are encouraged to provide a plan of how the airport can be financially sustainable without NYS subsidy after first ten years of the term of this agreement and propose ways in which NYS DOT can participate in any revenues generated from the property.

While responsibility for performance maintenance of airport property is addressed in Section 1.8, NYSDOT intends to pursue, as part of its cost/profit sharing approach, an arrangement where the costs for staffing, maintenance, repair, and replacement of physical property are distributed between operator/management firm and NYSDOT. The following tables detail the proposed cost sharing agreement.

For the first ten (10) years of the agreement, NYSDOT will be 100% responsible for the difference between revenues generated by the operation of the Airport and reasonable costs incurred for the operation of the Airport. All revenues that exceed costs during this initial ten (10) year period shall accrue to the State and may be used for eligible airport purposes. Following the initial ten (10) year period, the contractor shall become responsible for the differences between revenues and costs. The contractor shall propose a revenue sharing plan when revenues exceed costs.

<table>
<thead>
<tr>
<th>Contract Period</th>
<th>10 Years</th>
<th>30 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Costs</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Contract Period</td>
<td>MAINTENANCE COSTS</td>
<td>REPAIR COSTS</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>--------------</td>
</tr>
<tr>
<td></td>
<td>10 Years</td>
<td>30 Years</td>
</tr>
<tr>
<td>Office Equipment, Computers and Software</td>
<td>NYS DOT</td>
<td>Operator¹</td>
</tr>
<tr>
<td>Vehicles, Airport Maintenance/Repair Equipment (e.g. Snowplows, Dump Trucks, Sweeper, Passenger Vehicles, Firefighting Vehicles)</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Machinery, Tools</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Physical Plant (Plumbing, electrical, HVAC systems)</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Security System(s)</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Buildings and Structures (Terminal, Sheds, Garages)²</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Airside Pavement Structures (Runways, Taxiways, Taxilanes, Aprons, Access Roads)³</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Non-Airside Paved Structures (Parking Lots, Access Roads)²</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Perimeter and Inside Fences³</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>Runway, Taxiway, and Taxilane Lights, Markings, and Striping³</td>
<td>NYS DOT</td>
<td>Operator</td>
</tr>
<tr>
<td>FAA-Owned Navigational Aids</td>
<td>FAA</td>
<td>FAA</td>
</tr>
<tr>
<td>Air Traffic Control Tower</td>
<td>Per Lease Agreement with FAA</td>
<td></td>
</tr>
<tr>
<td>Tenant Hangars, Buildings and Appurtenances</td>
<td>Per Lease Agreements with Tenants</td>
<td></td>
</tr>
</tbody>
</table>

¹. Operator term used in lieu of Airport Operations/Management Firm
². Repair and/or replacement may be eligible for State grants
³. Repair and/or replacement may be eligible for State or Federal grants
NYSDOT shall use a Best Value method to evaluate proposals wherein the weight of technical proposals shall be 60% and the weight of cost/revenue proposals shall be 40%. When evaluation of technical and cost/revenue proposals is complete, the scores for each part will be added together to develop a composite Best Value score (initial and final). NYSDOT reserves the right to ask for clarifications regarding any aspect of your proposal.

Proposal evaluation steps are detailed in Attachment 21.

6) ADMINISTRATIVE SPECIFICATIONS

6.1) State’s Rights to Proposals

All proposals, upon submission to NYSDOT, shall become its property for use as deemed appropriate. By submitting a proposal, the Contractor covenants not to make any claim for or have any right to damages because of any misinterpretation or misunderstanding of the specification, or because of any misinformation or lack of information. With regard to proposal submitted, NYSDOT asserts the prerogative with regard to proposals submitted:

1. To accept or reject any or all proposals;
2. To correct any arithmetic errors in any or all proposals;
3. To change the proposal’s due date upon appropriate notification to interested firms;
4. To eliminate any mandatory RFP specification unmet by all offerors in the evaluation of received proposals;
5. To adopt any or all of a successful offeror’s proposal;
6. To negotiate modifications to the scope, milestone payment schedule and total cost, and contract terms and conditions with the selected offeror prior to contract award only if it is in the best interest of the state to do so;
7. To disqualify an offeror from receiving the award if such offeror, or anyone in the offeror’s employ, has previously failed to perform satisfactorily in connection with public bidding or contracts;
8. To revise/amend any provision of this RFP by written notification to offerors, prior to proposal submission;
9. To eliminate any requirement that is found to be unmet by all offerors;
10. To make inquiries, by means it may choose, into the offeror’s background or statements made in the proposal to determine the truth and accuracy of all statements made therein;
11. To select and successfully award the contract to the offeror whose proposal represents the best value to NYSDOT;
12. Should NYSDOT determine that the negotiations with the selected offeror will not result in a contract, to begin contract negotiations with the next-best-value offeror(s) responsive to this RFP, without again requesting proposals;
13. If NYSDOT terminates the contract, without again requesting proposals, to begin contract negotiations with the next-best-value offeror; and
14. Any contract entered into pursuant to an award of this solicitation shall contain a provision which grants the option to extend the terms and conditions of such contract to any other New York state agency or authority. However, any response to this solicitation shall be based solely on the purpose of this solicitation and shall not factor in the possibility that this contract may, in the future, be applicable to other state agencies. Be advised that any award made pursuant to this solicitation shall be based on the specific requirements of this solicitation only.
15. To revise the proposal due date for all interested parties.

6.2) Affirmative Action Goals

NYSDOT desires to foster and promote the participation of disadvantaged, minority and women-owned business enterprises in its contracting program. Accordingly, such enterprises are encouraged to consider submitting proposals in response to this solicitation and should be encouraged by other contractors to submit subcontract proposals for those portions which may be performed by subcontract (see Attachment 9).
7) ATTACHMENTS—
REQUIRED INFORMATION
(ONLINE)
1. Contractor Firm Experience and References
2. Key Personnel Experience and References
3. Cost/Revenue-Sharing Proposal
4. MWBE Participation Information
5. MWBE Participation Solicitation Log
6. Contractor Information and Certifications
7. Procurement Lobbying Law Compliance
8. Non-Collusive Bidding Certification

9) ATTACHMENTS—
PROPOSAL FORMAT AND
EVALUATION (ONLINE)
20. Proposal Format and Content Requirements
21. Evaluation Process and Criteria

10) ATTACHMENTS—
STARTUP NY INFORMATION
(ONLINE)
22. About StartUp NY

8) ATTACHMENTS—
AIRPORT AND CONTRACTOR
INFORMATION (ONLINE)
9. Draft Contract
11. Contractor’s Responsibility When Proposing
Former NYSDOT Employee
12. Information Items for Selected Contractor
13. Contractor Responsibilities (Scope of Services)
14. Map of the Airport (Airport Layout Plan)
15. Republic Airport Operating Budget Cash Basis
16. Republic Airport Reports and Requirements
17. Republic Airport Yearly Aircraft Operations Report
18. Republic Airport Aircraft Capital
   Improvement Plan
19. Map of Under-utilized Parcels at
Republic Airport

To access and download the online files required to complete submission in response to this Request for Proposals, see https://www.dot.ny.gov/doing-business/opportunities/consult-ads#2005
For general information go to https://www.dot.ny.gov/business.