

REQUEST FOR INFORMATION
FOR
AIRPORT FIXED BASED OPEATOR
Or
AIRPORT MANANGEMENT & OPERATION
OF THE
TRUTH OR CONSEQUENCES MUNICIPAL AIRPORT
TRUTH OR CONSEQUENCES, NM

RFI #22-23-001



CITY OF TRUTH OR CONSEQUENCES

505 Sims

Truth or Consequences, NM 87901

575-952-0490

Request for Information and Expressions of Interest
Airport Fixed Based Operator or
Airport Management & Operation
for the Truth or Consequences Municipal Airport (TCS)
RFI #22-23-001

City of Truth or Consequences is seeking expressions of interest from qualified airport management entities regarding the Management and Operation or Fixed Based Operator of the Truth or Consequences Municipal Airport (“Airport” TCS) in Truth or Consequences, NM. Interested parties are asked to submit their information, in writing, via email to procurement@torcnm.org, by **2:00 p.m. Wednesday, December 28, 2022** stating their interests and qualifications as noted in the instructions below. At the discretion of the City and based upon responses, the City may ultimately issue an RFP for the management and operation of the Airport at a later date.

Questions about the RFI must only be directed in writing to Mindee Holguin, CPO, City of Truth or Consequences, via e-mail at procurement@torcnm.org no later than **December 14, 2022**.

OBJECTIVES

The City of Truth or Consequences is requesting expressions of interest from qualified firms with respect to the prospectus of providing Airport Management and Operations Services or Fixed Based Operator for the Truth or Consequences Municipal Airport (“AIRPORT” TCS) located at Highway 181 North, Truth or Consequences, NM 87901.

BACKGROUND

The AIRPORT provides Jet A and Avgas fuel, hanger rental, and a pilot’s lounge. Currently, the AIRPORT fuels 20-50 aircraft per month and has 44 aircraft hangers. The AIRPORT serves military, private, Forest Service, and emergency flights.

The City will provide facilities to operate from as well as the ability to utilize existing CITY resources. The CITY would intend to assign one paid CITY staff person to the Airport to be a point of contact between the CITY and the Airport Management & Operations or Fixed Based Operator to manage and to address leasing of AIRPORT property and managing grants.

For more information regarding the Truth or Consequences Municipal Airport, please click on this link <https://ktcsairport.com>

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SCOPE OF SERVICES

City of Truth or Consequences envisions a management/operations contractor or fixed based operator that provides complete, turn- key management and control of airport operations on behalf of the City. This would include, but may not be limited to, all hiring, employment benefits, and management of all airport personnel, administrative staff, accounting (A/P-A/R), grant management, maintenance staff, and other support personnel as required to maintain a safe, efficient and financially stable airport.

CONTRACT TERMS

As part of their submission, Respondents are requested to provide prospective, non-binding contracts terms for a future management or fixed based agreement.

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SUBMITTAL REQUIREMENTS AND ORGANIZATION

1. SUBMITTAL REQUIREMENTS

- A. One (1) electronic copy emailed to procurement@torcnm.org Responses must be complete and must contain all of the information and documents required in this RFI. Responses will become the property of City of Truth or Consequences and will not be returned to Respondents.
- B. Responses shall be single sided and limited to ten (10) pages in length.
- C. All materials submitted by Respondent to the City are subject to disclosure unless such materials are exempt from disclosure pursuant to Federal or State law.

The burden of claiming an exemption from disclosure shall rest solely with each Respondent. Any materials for which Respondent claims a privilege from disclosure shall be submitted marked as "Confidential" and accompanied by a statement from Respondent explaining Respondent's claim of exemption from disclosure. The City will promptly notify Respondent of any requests made for disclosure of documents submitted under a claim of confidentiality. Respondent may, at Respondent's sole expense, take any appropriate actions to prevent disclosure of such material. Respondent specifically waives any claims against City related to disclosure of any proprietary materials. In order to comply, please note the following:

- i. Respondent shall not stamp all materials confidential. Only those materials for which a claim can be made under the Freedom of Information Act, such pricing, non-public financial information, etc., should be deemed confidential.

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2. ORGANIZATION OF RESPONSE

The general purpose of this expression of interest is to assess the interest of qualified and experienced entities with respect to future management and operations or fixed base operator of the Truth or Consequences Municipal Airport. Responses shall be organized in the following manner:

I. Executive Summary

II. Firm Information

The Respondent shall demonstrate their experience in the operation and management or fixed base operator service of small rural communities.

Description of overall team and management structure; and

a. Experience with airport management or fixed base operator and employee relations, including transition period.

III. Key Personnel and Organization

a. Experience and ability of key professional personnel;

b. Ownership, operations, management, and maintenance experience, as applicable to the facilities and equipment of the Truth or Consequences Municipal Airport.

c. Summary of experience providing the Scope of Services within the past five (5) years, including the outcomes achieved resulting from the firm's management and operation of airports, including the size and complexity of the identified airport(s).

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RESPONDENTS' PREPARATION COSTS

In submitting a response to this this RFI, Respondents shall be responsible for all costs, including travel, incurred in the preparation of said response. Respondent agrees not to seek reimbursement for such costs from the City of Truth or Consequences Municipal Airport.

DISCLAIMER

This RFI does not represent a commitment or offer by the City of Truth or Consequences to enter into an agreement with a respondent, or to pay monies or costs incurred in the preparation of a response to this request. The responses provided, and any information made a part of the responses to this RFI will NOT become a part of any future project's files in relation to the subject matter and/or information requested above. City of Truth or Consequences is not obligated to return the responses from the individual respondents.

The City of Truth or Consequences may request a meeting to clarify information obtained via the responses to the RFI, and such meeting would not constitute a contingent offer for or to obtain goods and services in relation to this RFI.

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SIGNATURE PAGE

Name of Company

Address

Telephone No.

Fax No.

Signature

Federal Tax I.D. No.

Printed Name

Email (REQUIRED)

Date