

# REQUEST FOR PROPOSAL

“New Passenger Terminal Building”  
Concession Area Lease and Operation  
Williamsport Regional Airport  
700 Airport Road  
Montoursville, PA 17754

Telephone: (570) 368-2444  
Fax: (570) 368-1603

**REQUEST FOR PROPOSAL ACCEPTANCE UNTIL:**  
12:00 P.M. EST, March 30, 2018



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## **INVITATION FOR REQUEST FOR PROPOSAL**

Williamsport Municipal Airport Authority  
Williamsport Regional Airport  
700 Airport Road, Suite 204  
Montoursville, PA 17754

The Williamsport Municipal Airport Authority (Authority) will receive Request for Proposals (Proposals) for the Concession Area Lease and Operation in the “New Passenger Terminal Building” until 12:00 NOON, March 30, 2018.

The specifications for the Request for Proposals and other contract/lease documents are on file and open to the public for inspection at the office of the Williamsport Municipal Airport Authority, 700 Airport Road, Suite 204, Montoursville, PA 17754. Request for Proposals and proposal forms may be obtained from the OWNER, upon deposit of \$25.00. This deposit shall be returned to all parties submitting Request for Proposals.

It is the intent of the Authority to have Proposals reviewed by the Lease Committee and make recommendations to the full Board of Directors during their “Regular Stated Meeting” on April 12, 2018 at 5:30PM.

The Proposals shall be prepared and submitted on the prescribed forms in accordance with instructions contained in the Instructions within the Request for Proposals. The Williamsport Municipal Airport Authority expressly reserves the right to accept or reject any and all Proposals or to waive any informality in the same. No bidder may withdraw his/her Proposal within Sixty (60) days after the actual date of the opening thereof.

The successful applicant must enter into a Lease Agreement and furnish evidence of required insurance within fifteen (15) days after notification of acceptance of such Proposals, all as more specifically required in the Request for Proposals/Lease Agreement.

Thomas J. Hart, Executive Director  
Williamsport Municipal Airport Authority

# REQUEST FOR PROPOSAL

## 1. SUMMARY

### 1.1 Executive Overview

The Williamsport Municipal Airport Authority (Authority) operates the Williamsport Regional Airport (Airport) located at 700 Airport Road, Montoursville, Pennsylvania. The Airport has commercial air service provided by American Airlines with two daily round-trips to Philadelphia International Airport with aircraft capacities of 50 seats. Anticipated ridership for calendar year 2018 is expected to be 40,000—50,000 inbound and outbound passengers. On an annual basis the airport conducts approximately 23,000 landings and take-offs by both private and corporate aircraft. Additionally, the Airport is home to approximately 22 lease hold tenants that employ roughly 200 employees.

This Request for Proposal (RFP) is seeking proposals to lease and operate the concession area in the “New Passenger Terminal Building”. The concession area consists of approximately 1200 square feet. The RFP requests your capabilities and experiences and requires a business plan on how the concession area and food services would be operated at the Airport.

The Authority may accept or reject any and all proposals with no obligation to the applicant. The acceptance of the proposal does not obligate the Authority to enter into a lease agreement. This RFP is for comparative pricing only, although it is believed that the descriptions based in this proposal are representative of the actual requirements.

The goals of the request are:

- To enter into a lease agreement with a responsible individual or entity to assume management responsibility for the Authority’s concession area and liquor license (if the entity so chooses the latter).
- To ensure a viable operation of the concession area, such that the concession area serves the needs of the traveling public and compliments and enhances all activities at the Williamsport Regional Airport.
- To maximize revenues to the Williamsport Municipal Airport Authority.

## 2. INTRODUCTION

### 2.1 Background Information

The Williamsport Municipal Airport Authority, an entity organized under the Pennsylvania Municipal Authorities Act, operates the Williamsport Regional Airport. The facility operates as a full service commercial carrier airport. It consists of two runways with numerous hangars, offices and warehouses which house aviation and non-aviation related businesses.

The concession area consists of approximately 1200 square feet and is centrally located in the “New Passenger Terminal Building” (700 Airport Road) and the Authority holds a PLCB airport liquor license in connection with the concession area. In order to maximize revenues for the Williamsport Municipal Airport Authority and to ensure the best management of the concession area, the Authority intends to enter into a multi-year lease agreement that will provide monthly lease payments to the Authority.

### 2.2 Proposal Schedule

The Authority intends to follow the schedule listed below in selecting a tenant for the concession area operation;

- Proposal issued—January 11, 2018
- Plan review—January 12 through March 28, 2018
- Proposal due date—March 30, 2018 @ 12 NOON
- Selection process—March 30 through April 12, 2018
- Approval—April 12, 2018
- Execution of Agreement—To Be Determined
- Contract Start Date—To Be Determined

### 2.3 Rights and Conditions

The Williamsport Municipal Airport Authority will exercise, in its sole discretion, all rights and conditions with regard to this RFP. By responding to this RFP, interested parties acknowledge and consent to the following conditions relative to this procurement process in the selection of one proposal. The Authority may:

- (a) Amend, modify or cancel this RFP or add to the requirements contained herein at any time after the issuance of this RFP, provided notice is given to all interested parties.
- (b) Reject any and all proposals received or negotiate separately.
- (c) Award a lease for any and/or parts of the RFP and negotiate terms and conditions to meet the requirements consistent with the goals of the Authority.

## 2.4 Scope of Work

It is understood that, except as otherwise specifically stated in the RFP and/or Lease Language, the tenant shall provide and pay for all labor, equipment, and supplies of every nature and all other services necessary to staff and operate the concession area at the Williamsport Regional Airport. Interested parties shall review the plans for the approximate 1200 square foot concession area prior to the submission of a response to this RFP. This requirement is mandatory and failure to review the plans will result in rejection of the applicant's proposal. Plan reviews will be available as outlined in the above written schedule and must be arranged through the Executive Director. Forty-eight (48) hour notice is required.

Additionally, each proposal will be accompanied by a separate business plan/outline which will include but is not limited to the following:

- Management Qualifications
- Food Service Theme
- Sample Menu
- Proposed Hours of Operation

Upon award, the tenant is assumed to have taken into consideration all conditions which might affect the tenant's work. No consideration will be given to any claims based on a lack of knowledge of the existing conditions.

## 2.5 Indemnification

The applicant agrees to hold the Authority harmless and to indemnify the Authority for every expense, liability or payment arising out of or through injury, including death, to any person or persons for damage to property (regardless of whom the owner may be of the property) arising out of or suffer through any act or omission of successful applicant and its servants, agents and employees.

## 2.6 Authority Contact

For any questions or information regarding this Request for Proposal contact:

Thomas J. Hart, Executive Director  
Williamsport Municipal Airport Authority  
700 Airport Road, Suite 204  
Montoursville, PA 17754  
Telephone—(570) 368-2444 ext. 203  
Fax—(570) 368-1603  
[Email—thart2@comcast.net](mailto:thart2@comcast.net)

Completed proposals must be received by the Executive Director at the address above no later than 12:00 NOON prevailing time March 30, 2018.

## 2.7 Instructions to Candidates

The instructions for the Request for Proposal are set forth in the Invitation for Request for Proposal. All proposals shall be prepared in accordance with the Request for Proposal instructions.

Attached herewith is the proposal forms. These are not to be detached or executed, but are for reference only. Two (2) separate copies of the Proposal form are furnished loose herewith for the use of the Applicant. One (1) copy shall be submitted with the bid and one (1) copy retained by the Applicant. The original Request for Proposal form submitted must be properly signed. No proposal will be considered which is submitted otherwise than upon the Request for Proposal form or an exact copy thereof.

Additionally, each proposal will be accompanied by a separate business plan/outline which will include but is not limited to the following:

- Management Qualifications
- Food Service Theme
- Sample Menu
- Proposed Hours of Operation

All papers bound with or attached to the Request for Proposal forms are necessary parts and must not be detached.

The Williamsport Municipal Airport Authority (Authority) will be accepting bids in sealed envelopes labeled as follows:

Williamsport Regional Airport  
700 Airport Road, Suite 204  
Montoursville, PA 17754  
Attention: Thomas J. Hart, Executive Director

Request for Proposal  
Concession Area Lease and Operation

**PROPOSAL FORM**

PROPOSAL OF \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

FOR: "New Passenger Terminal Building" Concession Area Lease and Operation

TO: Williamsport Municipal Airport Authority

This proposal and accompanying business plan/outline is submitted in accordance with your advertisement inviting Request for Proposals to be received for the "New Passenger Terminal Building" Concession Area Lease and Operation by the Williamsport Municipal Airport Authority until 12:00 NOON A.M. EST, March 30, 2018.

Having carefully examined the "New Passenger Terminal Building" architectural drawings, the Request for Proposal Documents, and all documents bound therewith, together with the accompanying business plan/outline and all Addendum and/or Bulletins thereto, all as prepared by the Authority, and being familiar with various conditions, the undersigned herein agree to furnish all materials, perform all labor and do all things necessary to operate the "New Passenger Terminal Building" Concession Area in accordance with all documents to the satisfaction and acceptance of the Authority for the sum of:

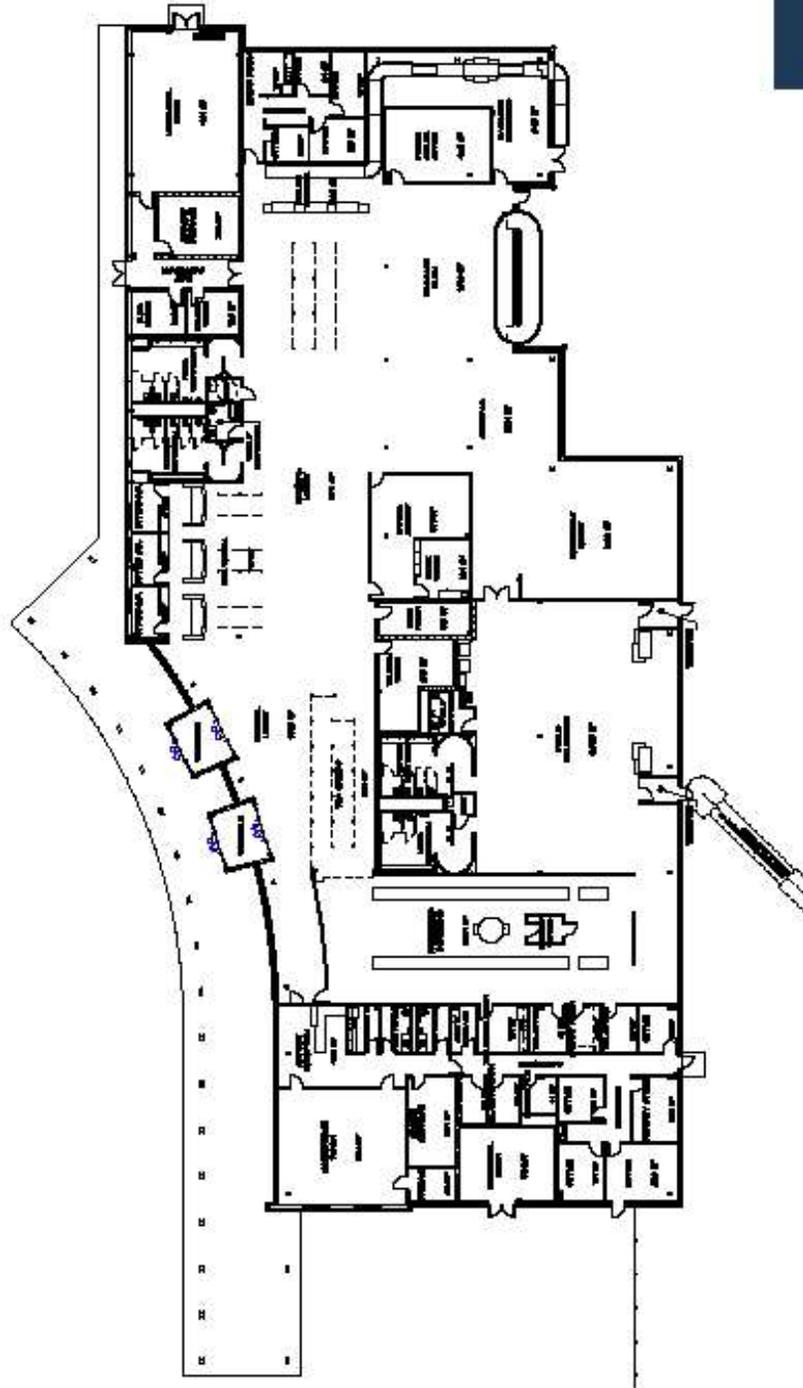
First year MONTHLY RENTAL of \_\_\_\_\_  
\_\_\_\_\_ (\$ \_\_\_\_\_)  
(Written) (Figures)

This proposal is made with the definite understanding that it will not be withdrawn for a period of sixty (60) days after the actual due date. Furthermore, the undersigned certifies that this Proposal is genuine and not sham, collusive or fraudulent or made in the interest of or in behalf of any person, firm or corporation not herein named; and that the undersigned has not, directly or indirectly, solicited any applicant to submit a sham proposal, or any prospective applicant not to submit a proposal and that the undersigned has not, in any manner, sought by collusion to secure for himself any advantage over any other applicant.

It is understood that the Authority reserves the right to reject any or all Proposals, or any part thereof or items therein, and to waive any defects or irregularities in Proposals. It is further understood that competency and responsibility of candidates will receive consideration before the award of the lease agreement.

By \_\_\_\_\_  
(Signature)

EXHIBIT A



CONCRETE FLOOR PLAN