

Date: April 14, 2023

Ref: RFP #2023-009P Sierra Blanca Regional Airport Fixed Base Operation Services  
Airport Airframe & Powerplant (A&P) Mechanic

### **ADDENDUM #1**

The following is being provided to amend certain sections of the RFP and in response to questions/comments presented at the Pre-Proposal Conference on April 12, 2023, and shall be incorporated into the RFP documents for the above referenced project.

#### **A. AMENDED SECTION(S):**

Section to be amended: APPENDIX C – LEASE AGREEMENT, 12. Insurance, B. Comprehensive General Liability

#### **Original Text:**

12. Insurance. If the services contemplated under this Agreement will be performed on or in Village facilities or property, Contractor shall maintain in force during the entire term of this Agreement, the following insurance coverage(s), naming the Village of Ruidoso as additional insured.

- B. Comprehensive general liability (including endorsements providing broad form property damage, personal injury coverage and contractual assumption of liability for all liability the Engineer has assumed under this Agreement). Limits shall not be less than the following:
  - a. Bodily injury: \$2,000,000 per person /\$2,000,000 per occurrence.
  - b. Property damage or combined single limit coverage: \$2,000,000
  - c. Automobile liability (including non-owned automobile coverage): \$2,000,000.
  - d. Umbrella: \$2,000,000.

#### **Amended Text:**

12. Insurance. If the services contemplated under this Agreement will be performed on or in Village facilities or property, Contractor shall maintain in force during the entire term of this Agreement, the following insurance coverage(s), naming the Village of Ruidoso as additional insured.

- B. Comprehensive general liability (including endorsements providing broad form property damage, personal injury coverage and contractual assumption of liability for all liability the Engineer has assumed under this Agreement). Limits shall not be less than the following:
- a. Bodily injury: \$1,000,000 per person / \$1,000,000 per occurrence.
  - b. Property damage or combined single limit coverage: \$1,000,000.
  - c. Automobile liability (including non-owned automobile coverage): \$1,000,000.
  - d. Umbrella: \$1,000,000.

## **B. PRE-PROPOSAL CONFERENCE INFORMATION**

The following is being provided in response to questions/comments presented at the Pre-Proposal Conference on April 12, 2023, and shall be incorporated into the RFP documents for the above referenced project.

### **\*Questions / Comments from Pre-Proposal Conference on April 12, 2023:**

There were no potential bidders in attendance; therefore, no questions were asked.

### **\*Attached below is the Pre-Proposal Meeting Agenda followed by the Attendees List.**

### **\*All questions must be submitted in writing. Reminder, the last day for written questions is April 19, 2023, at 5:00 PM local time.**

The above clarification/adjustments shall be incorporated in the RFP documents and included in your proposal. Please enter the latest addendum number on the bid page where requested.

All other terms and conditions of RFP #2023-009/P remain unchanged.

Please sign and return by E-Mail (See Below)

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Company

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Signature

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Date of Receipt

Email : [Purchasing@ruidoso-nm.gov](mailto:Purchasing@ruidoso-nm.gov)

Phone : 575-258-4343, Ext. 1081

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## PRE-PROPOSAL MEETING AGENDA

**RFP: RFP #2023-009P Sierra Blanca Regional Airport Fixed Base Operation Services Airframe and Powerplant (A&P) Mechanic**

**Date:** April 12, 2023

**Time:** 9:00 AM Local Time

### **Introductions**

Carol Kirkpatrick, Purchasing Agent  
Joe Kasuboski, Fire Chief and Airport Director  
Andrea Nejeles, Capital Projects Coordinator

### **Purpose of Proposal**

The Village is conducting a single-award Request for Proposal (RFP) for Fixed Base Operation Services (FBO) Airframe and Powerplant (A&P) Mechanic. It is anticipated that the award under this RFP will result in a Lease Agreement for five (5) years.

The consideration to be paid by the Operator to Owner for the rights and privileges herein conferred, and as rental, shall be as follows:

(a) The operator shall pay 4 % of all services in the conduct of operator's FBO business on the premises.

### **The selected proposer will be responsible for providing the following services:**

1. Perform routine inspections and maintenance on aircraft, engines, and other aviation equipment
2. Troubleshoot and diagnose issues with aircraft systems and components
3. Repair and replace faulty or damaged parts as necessary
4. Maintain accurate records of all maintenance and repair work
5. Assist with the coordination of aircraft maintenance schedules and repair work
6. Effectively manage their time and prioritize tasks to meet the needs of customers
7. Demonstrate excellent customer service skills and be able to effectively communicate with clients and address their concerns
8. Adhere to all relevant safety and regulatory guidelines

9. Demonstrate safety in all tasks, following all relevant regulations and guidelines to ensure the safe operation of the aircraft
10. If the Responder proposes not to provide any of the services listed above, the Responder will indicate how they will provide an alternative means of services or explain why the services will not be provided

### **Proposal Content and Organization**

Direct reference to pre-prepared or promotional material may be used if referenced and clearly marked. Promotional material should be minimal. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.

**Technical Proposal:** One (1) Original, five (5) Hard Copies, and one (1) electronic copy

- A. Signed Letter of Transmittal (Appendix D)
- B. Table of Contents
- C. Proposal Summary (Optional)
- D. Response to Contract Terms and Conditions
- E. Offeror's Lease Agreement (Appendix C)
- F. Response to Specifications
  1. Qualifications
  2. Services Proposed and Business Plan
  3. Development and Investment in Airport
  4. Signed Campaign Contribution Form (Appendix B)
  5. Debarment Certification (Appendix F)
  6. Non-Collusion Affidavit (Appendix G)
  7. New Mexico Preferences (If Applicable)
- G. Other Supporting Material (If applicable)

Within each section of the proposal, Offerors should address the items in the order indicated above. All forms provided in this RFP must be thoroughly completed and included in the appropriate section of the proposal.

### **Sequence of Events (Important Date to Remember)**

- Submit Acknowledgement of Receipt Form (Appendix A) – by **4/19/23**
- Deadline to submit Questions – **4/19/23**
- Response to written Questions – by **4/20/23** – via addendum posted on the website & emailed to all potential offerors who submitted the Acknowledgement of Receipt Form.
- **Submission of Proposal\*\*\*** – by **4/27/23 @3:00 PM Local Time**
- Proposal Evaluation – **4/27/23 – 5/4/23**
- Oral Presentations – **TBD**
- Contract Award – **6/13/23**

**\*\*\*Ruidoso is a rural community, be aware that overnight deliveries often do not arrive by the submission deadline. Please plan accordingly.**

## **APPENDIX C – LEASE AGREEMENT**

Proposer is to provide an agreement to the Village that has specific terms that must be included. Please see Appendix C – Lease Agreement in the RFP.

### **Questions**

All questions must be submitted in writing to [purchasing@ruidoso-nm.gov](mailto:purchasing@ruidoso-nm.gov) and will be addressed in an addendum and posted to our website. All potential offerors who submitted the Acknowledgement of Receipt Form (Attachment A) will receive an email when it is posted.

