



DISTRICT OF 100 MILE HOUSE

Request for Proposal RFP 2024-001 Airport Manager

Responses are to be submitted on or before:
2:00 p.m. local time, February 16th, 2024 to the attention of:

Tammy Boulanger, CAO
Municipal Office
#1-385 Birch Avenue, Box 340
100 Mile House, BC V0K 2E0
Phone: (250) 395-2434
Email: tboulanger@100milehouse.com

Submission Details

- a) Two (2) copies of the responses are to be in sealed envelopes or packages marked with the Respondent's Name, Title and marked "Airport Manager". Emailed copies of the proposal will not be accepted.
- b) The District reserves the right to cancel this Request for Proposal for any reason without any liability to any proponent or to waive irregularities at their own discretion.
- c) The District reserves the right to reject any of all proposals and to accept the proposal deemed most favorable to the interest of the District.
- d) The District will not entertain any claims for costs related to the preparation and/or presentation of the proposals.
- e) The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

“PROPOSALS WILL NOT BE OPENED IN PUBLIC”

Queries should be submitted in writing to:

District of 100 Mile House
Attention: Tammy Boulanger, CAO
385 Birch Avenue, Box 340
100 Mile House, BC V0K 2E0
Fax: (250) 395-3625
E-Mail: tboulanger@100milehouse.com

1. PURPOSE

The District of 100 Mile House is soliciting proposals for the purpose of entering into a contract with a qualified person to perform duties and responsibilities as the District’s Airport Manager. Hours are as needed year round.

2. BACKGROUND INFORMATION

The 100 Mile House Airport is owned by the District of 100 Mile House and there are numerous hangar lots that are leased and the hangars are owned by lessees. The airport facility services local businesses and industries, local tourism and the 100 Mile House Flying Club.

Current management contract will expire on March 1st, 2024. The District is open to entering into a contract that would cover Airport Management for a five (5) year term.

Should the proponent consider additional services and materials appropriate, it should be recommended in their proposal. The Proponent is to cost these additional items separately.

3. DESIRED QUALIFICATIONS

- Experience as Airport Manager at similar size or larger airport, or any combination of training, education and experience that meets the requirement. The District of 100 Mile House at their sole discretion will determine if qualifications meet the minimum requirements.
- Ability to respond to the airport in a reasonable amount of time when called for emergency.
- Must demonstrate ability to obtain professional liability insurance.
- Demonstrate interest in aviation and knowledge of laws and regulations concerning aviation.

4. PROPOSAL FORMAT

The proposal you submit must include as a minimum, the following:

- Your full name, address, phone number, email, and any other means of contact.
- Provide a brief description of your qualifications and other information you wish the District of 100 Mile House to consider including ratings or certificates held, and a brief description of your ability to be the Airport Manager. Identify special licensing or registrations held by you to assist in the performance of your duties.
- Include additional information not covered in the RFP, which you wish to disclose to the District of 100 Mile House which further describes your level of qualifications as an Airport Manager.
- The District sees the airport as having potential to be an integral part of economic development for the District, tell us what you would do to help promote the airport in an effort to help the District achieve its economic development goals.

5. **SCOPE OF SERVICES**

The Airport Manager would work closely with the District's Director of Community Services to ensure the Airport is maintained to the highest standards including summer and winter maintenance and complete long-term capital planning. The District is responsible for all mowing and snow clearing services.

The Airport Manager responsibilities would include:

- Be accessible by phone for day to day operations and emergencies.
- Oversight of routine maintenance and repairs to all airport owned facilities.
- Purchase supplies and small equipment for operations and maintenance in accordance with the District purchasing policy and overall budget (Windsocks etc.)
- Recommend current and future development of airport facilities.
- Research and Coordinate all development and improvement projects with Director of Community Services.
- Recommend and execute adequate and appropriate advertising and promotion as approved by District of 100 Mile House.
- Work with District Administrator to prepare annual budgets. All proposed budgets are approved by District of 100 Mile House.
- Recommend changes or new ordinances and regulations as required to ensure the safe and efficient operation and use of the Airport.
- Enforce Airport rules, Bylaws, and regulations.
- Assure safe operating procedures are followed for various events.
- Serve as liaison between the District of 100 Mile House and District staff, airport users and tenants.
- Develop and maintain communication and goodwill with all entities having an interest in the Airport.
- Submit both oral and written reports to the District of 100 Mile House as requested.
- Promote aviation activity and use of the airport.
- Meet with all airport lessees at least annually to explain the budget and airport activities.
- Give an annual written briefing report to District of 100 Mile House regarding Airport activities.

6. BASIS FOR THE AWARD

The District of 100 Mile House shall conduct an evaluation of all proposals on the basis of information provided with the proposal. The ability of the person to perform, past performance and experience, availability, an understanding of the work to be performed and the needs of the District.

7. CURRENCY AND TAXES

Prices (Five Year Term) quoted are to be

- a) in Canadian dollars;
- b) mileage or other applicable charges/services to be listed separately, and
- c) Goods and Services Tax and Provincial Sales Tax to be itemized separately.

8. CLARIFICATION OF THIS REQUEST FOR PROPOSAL

This is a request for proposal only and will not give rise to a Contract “A” (bid contract). The District is free to negotiate with any of the proponents and that as a result of the negotiation process, the District is not required to treat all proponents equally. This request for proposal process is NOT a tendering process. No legal relations are intended to arise from the RFP process. The District is NOT contractually bound to any matters until such time as the District has negotiated a **separate contract** that is totally independent of the RFP process.

If a Proponent has any questions about the contents of the RFP, or about any matters relating to it the question must be directed in writing, and not orally, to the District’s Representative at the contact address set out below, before February 16th, 2024. The District’s Representative will answer all questions in writing, and will provide a copy of all questions and their answers to each of the Proponents no later than February 9th, 2024. E-mail responses will be accepted.

The RFP process forms complex legal obligations. Any information obtained from any source other than the District Representative is not official and should not be relied upon. Any uncertainty regarding the process, therefore, must be referred to the District Representative.

9. DISTRICT REPRESENTATIVE

The District’s Representative on this project is Tammy Boulanger, and all inquiries related to this “Request for Proposal” are to be directed to:

Tammy Boulanger, CAO
District of 100 Mile House
385 Birch Avenue, Box 340
100 Mile House, BC V0K 2E0
Fax: (250) 395-3625
E-Mail: tboulanger@100milehouse.com

10. NOTICE TO PROPONENTS

a. Proponent Responsibilities in Submitting Proposals

Each Proponent is solely responsible for the risk and cost of preparing and submitting its proposal in response to this RFP and neither the District nor its officials, employees, committee members, or Proponents (including the District’s representative” are liable for the cost of doing so or obliged to remunerate or reimburse any Proponent for that cost.

By submitting its proposal to the District, each Proponent represents and warrants to the District that the information in its proposal is accurate and complete. This RFP does not impose on the District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. Unless the District is expressly permitted or required by this RFP to “act reasonably” the District is entitled to act in its sole, absolute and unfettered discretion.

b. Confidentiality and Freedom of Information of Proposals

All submissions submitted to the District become the property of the District, and the information in Submissions will be disclosed as necessary to carry out the RFP process or as required by law, including the Freedom of Information and Protection of Privacy Act. That Act creates a right of access to records in the custody or under the control of the District, subject to the specific exceptions in the right set out in the Act. The District will receive all proposals submitted in response to this RFP in confidence, including for the purposes of s.21 of that Act. In light of the right of access to information created by that Act, the District does not guarantee that information contained in any proposals will remain confidential if a request for access in respect of any proposal is made under the Act. Any information the proponent considers ‘personal information’ because of its proprietary nature should be marked as

“confidential” and will be subject to appropriate consideration as defined by the Act.

Proponents are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the District.

11. WAIVER AND ALLOCATIONS OF RISK

The District accepts no responsibility or liability for the accuracy or completeness of this RFP (including any schedules or appendices to it) or of any recorded or oral information communicated or made available for inspection by the District (including through the District’s Representative or any other individual) and no representation or warranty, either express or implied, is made or given by the District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any proponent or any other person on this RFP or any such information as is described in this paragraph is solely that of each Proponent. Each Proponent acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal to the District is deemed to have released the District from, and waived, any action, cause of action, claim, liability, demand, loss, damage, cost or expenses, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each Proponent who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the project, and to prepare and submit its proposal.

12. CLOSING DATE OF PROPOSALS

The closing date for proposals will be 2:00 p.m. on February 16th, 2024. All proposals must be clearly marked with the name and address of the Proponent and the “Request for Proposal” title. Proponents are responsible for ensuring that courier delivery occurs within the deadline. Late proposals will not be accepted and will be returned to the Proponent unopened.

RECEIPT CONFIRMATION FORM

RFP – AIRPORT MANAGER 2024-001
REQUEST FOR PROPOSAL

To receive any further information about this Request for Proposal please return
this form immediately to:

Tammy Boulanger, CAO
District of 100 Mile House
385 Birch Avenue
100 Mile House, B.C. V0K 2E0
fax: (250) 395-3625

COMPANY:

STREET ADDRESS:

CITY: _____ POSTAL CODE: _____

MAILING ADDRESS IF DIFFERENT:

FAX NUMBER: () _____ PHONE NUMBER: ()

CONTACT PERSON:

E-MAIL ADDRESS:

Signature: _____

Name: _____

**District of 100 Mile House
AIRPORT MANAGER
RFP 2024-001**

Certification Document

Certification:

We have carefully read and examined the RFP document and have conducted such other investigations as were prudent and reasonable in preparing this response.

We certify that the statements made in this response are true and complete. These statements and prices as bid represent our response to the District of 100 Mile House. We agree to be bound by statements and representations made in this response and to any agreement resulting from this response.

We hereby agree that this RFP response may only be withdrawn by written notice delivered to the office of the District Representative prior to the time set for the opening of tenders. We agree that the RFP response attached hereto shall be irrevocable by us for a period of sixty (60) days after the date of the opening of the RFP.

Print Name and Address:

Signature of Authorized Signing Officer: _____

Telephone Number: _____ Fax Number: _____

E-mail address: _____

Acknowledgement of Addenda

We acknowledge receipt of the following addenda which become part of this RFP:

ADDENDUM # _____

ADDENDUM # _____

Signed this _____ day of _____, 2024