

**COUNTY OF TANEY,
MISSOURI**



REQUEST FOR PROPOSAL

For

FLIGHT INSTRUCTION SCHOOL

Taney County, Missouri

RFP #201107-141 – Flight Instruction School

Release Date:

August 3, 2011

Submittal Deadline:

September 12, 2011

Not later than 9:00 AM, Central Time

Taney County Purchasing
132 David Street
P.O. Box 1630
Forsyth, Missouri 65653

Ron Erickson, Director of Purchasing
Phone: 417-546-7281 Fax: 417-546-7280
E-mail: rone@co.taney.mo.us

INSTRUCTIONS AND GENERAL CONDITIONS

- 1) **Delivery of Proposals:** Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Taney County Purchasing Office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
- 2) **Proposal Closing:** All proposals shall be **delivered before** 9:00 AM, Central Time, Monday September 12, 2011 to:

Taney County Purchasing Department
Ron Erickson, Director of Purchasing
132 David Street / PO Box 1630
Forsyth, Missouri 65653
- 3) The County will not accept any proposals received after 9:00 AM and will return such late proposals to the Offeror.
- 4) Offerors must submit one (1) original and nine (9) copies of the proposal (total of ten). Proposals will be opened publicly at 9:00 AM on September 12, 2011 but only names of offerors will be read aloud. All proposal responses will be considered public information and following contract execution or rejection of all proposals, all responses will become a part of public record and will be released to any person or firm that requests it.
- 5) Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed".
- 6) If you do not care to submit a proposal, please return the *No Bid Response Page* and note your reason. No fax or electronic transmitted proposals will be accepted.
- 7) If you have obtained this proposal document from our Web Page or from another source than the Taney County Purchasing Department, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Department cannot be responsible for providing addenda if we do not have you on our Vendor list for this proposal.
- 8) This County is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in this Request for Proposals.
- 9) The County reserves the right to conduct personal interviews or require presentations of any or all proposer prior to selection. The County will not be liable for any costs incurred by the proposer in connection with such interviews/presentations (i.e. travel, accommodations, etc.)
- 10) All proposals submitted shall be binding for ninety (90) calendar days following the opening.
- 11) Taney County Commission reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.
- 12) Bid may be awarded to one company or multiple companies; when such award is deemed in the best interest of the County

INTRODUCTION AND GENERAL INFORMATION

Introduction:

- 1) This document constitutes a request for sealed proposals for Flight Instruction School as set forth herein.

- 2) Organization – This document, referred to as Request for Proposal (RFP), is divided into the following parts:
 1. Instructions and General Conditions
 2. Instructions and General Information
 3. Scope of Services
 4. Evaluation and Award Process

Guidelines for Written Questions:

- 1) All questions regarding this Request for Proposal shall be submitted in writing, **prior to the proposal opening** and no later than **9:00 AM., on September 5, 2011**. All questions must be mailed, faxed or emailed to; **Mark Parent, Airport Manager** markp@co.taney.mo.us

or **Ron Erickson, Director of Purchasing**. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.taneycounty.org (select Current Bid Notices).

- 2) In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Taney County Purchasing Department.

- 3) **Timeline:** The County anticipates a contract award following the evaluation of the proposal responses within **45 days from the RFP opening date and completion**. These dates are provided for informational purposes and may change as requirements dictate.

- 4) **Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents, the County's proposal file becomes part of public record at the time of contract execution or when all proposals are rejected.

SCOPE OF SERVICES

1) Background Information:

The Airport was originally developed by the College of the Ozarks in Point Lookout, Missouri and was named for long-time educator and College president, M. Graham Clark, who was a flying enthusiast. The College donated the airport to Taney County shortly after discontinuing its aviation program in 2003. However, the college continues to offer scholarships to students seeking private aviation instruction. The Airport identifier (PLK) referred to Point Lookout, the location of the College, although the official associated city has been changed to Branson. This signifies its proximity to the central business districts of Branson (1 mile to the north) and Point Lookout (less than one mile to the southwest), as well as Hollister, Missouri (1/2 mile to the east). The Airport has historically been one of the busiest in Missouri and was once ranked fourth in the state, in the number of aircraft operations, behind Lambert-St. Louis International Airport, Kansas City Downtown Airport, and Spirit of St Louis Airport, outranking both the Kansas City International Airport and the Springfield-Branson National Airport.

The airport site covers 40 acres, at an elevation of 940 ft. (287 m.) above sea level. The runway approach is 12-30. The 3,738 ft. runway is 100 ft. wide, and is equipped for instrument approach, including GPS, LPV, and a lighting system. The Airport offers a comfortable terminal, aircraft fuel vending, on-site maintenance, both car and motorcycle rental, as well as plane parking and hangars. Sightseeing tours are available through current airport tenants by helicopter. Over 50 aircraft are based at the Airport, including a substantial antique airplane collection held by one of the airport directors. There is no control tower at Taney County, but one is available at the Branson Airport, 6½ miles to the south, for instruction purposes

2.) Proposal Format:

The Taney County Airport will select, from interested applicants, a flight training program to reside on site for a negotiated compensation. The Airport is committed to making the compensation affordable for an efficient business start-up.

1. The program will be required to be insured, and to provide the training aircraft.
2. A maintenance agreement can be negotiated with on-site maintenance available.
3. All instructors will be required to be certificated by the Federal Aviation Administration (FAA) in their area of instruction, and **Master Instructor** recognition through the National Association of Flight Instructors (NAFI) will be preferred.
4. Facilities in the airport terminal will be available for instruction to provide a non-distracted comfortable environment. Although the site does not currently house a computerized testing facility, space can be provided for this, as well.
5. The Flight Instruction program which is selected will have the flexibility to offer various types of programs and to explore the needs of the community. For example, float plane training has been in demand in the area, and could become a draw for regional students.
6. Applicants should have experience in the recruitment and retention of students, including experience with student loans and financial aid. It is expected that a majority of the students will come from Southwest Missouri and Northwest Arkansas, but because of the national nature of the Branson tourism market, a nationwide pool of students would not be unusual, nor would the inclusion of international students. Although the Airport no longer maintains official ties with the College of the Ozarks, the college continues to offer scholarships to students seeking aviation instruction.
7. Also, Ozarks Technical Community College (Springfield, MO – 10,600 enrollment) is constructing their Table Rock Campus approx. 1 mile south of the airport. Future flight training partnerships may be available with one or both of these institutions.

Evaluation and Award Process

The Taney County Airport Board and the County Purchasing Director will review responses and make a formal recommendation for award to the County Commission. The evaluation team will conduct a comparative assessment of the proposals in accordance with the evaluation criteria stated below:

- **Compensation** 25pts
- **References** 10pts
- **Flexibility to offer various programs** 25pts
- **Experience in recruitment and retention** 20pts
- **Certification of Instructors** 20pts

After an initial evaluation process, a question and answer interview may be conducted with the Offeror, if deemed necessary by the County. In addition, the Offeror may be asked to make an oral presentation and demonstration of their proposed system. All arrangements and scheduling will be coordinated by the County Purchasing Director.

1. Rejection / Withdrawal of Proposals Response:

Rejection of Proposals- Taney County Commission reserves the right to reject any or all proposals, when such rejection is in the best interest of the County.

Withdrawal of Proposals- Proposals may be withdrawn on written request from the Offeror at the address shown in the RFP prior to the time of acceptance of the proposals.

2. Validity of Proposal Response:

Offeror agrees that the proposal response shall remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

**Request for Proposal for Flight Instruction School
Taney County, Missouri**

“NO BID RESPONSE FORM”

NOTE: COMPLETE AND RETURN THIS FORM ONLY IF YOU DO NOT WANT TO
SUBMIT A BID

**If you do not wish to respond to this bid request, please fill this form out and return it to
the Purchasing Department by mail or fax.**

**If you would like to FAX this “NO Bid” Response Form to our office, the FAX number is
(417) 546-7280.**

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Business Name: _____

Address: _____

Telephone: _____

Contact: _____

Date: _____

Reason(s) for not bidding:
