

FMAA RFP for Hangar Development/FBO: Average Scores of RFP Committee for Each Criteria

Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score	Clay Lacy	Blaine County Aviation	Sky Harbour
1	Extent to which proposer commits to development that fits within the design aesthetic that characterizes the Wood River Valley and the natural environment; commits to incorporate sustainable construction and structures, be LEED compliant, reduce carbon footprint, utilize solar generation, and consider other sustainable practices as feasible.	6	(0-5)	(Max 30)	30	27.75	18.75
2	Quality, thoroughness and practicality of financial proposal; extent to which Authority financial contribution is contemplated.	6	(0-5)	(Max 30)	28.2	27	22.5
3	Proposer's financial responsibility and capability to construct the improvements and to initiate operations.	5	(0-5)	(Max 25)	23.125	21.25	21.25
4	Proposal demonstrates Proposer's commitment to the Valley's and Airport's community values including plans to comply with the voluntary noise abatement policies and procedures, and general contributions to the community: design of facilities is consistent with esthetic of the Airport.	5	(0-5)	(Max 25)	25	24.375	17.5
5	Consistency of proposed facilities and operations with the Airport's Minimum Standards and Rules and Regulations (as amended) and other Authority/City/County requirements.	4	(0-5)	(Max 20)	20	19	17
6	Proposer's key personnel experience with design, finance, construction, operation, maintenance and repair of commercial aeronautical facilities.	3	(0-5)	(Max 15)	13.875	12.375	12.75

Raw Scoring:

- 5 – Outstanding
- 4 – Very Good
- 3 – Satisfactory
- 2 – Barely Acceptable
- 1 – Inadequate
- 0 – Unacceptable

Score:

(Max 145)

140.2

131.75

109.75

4-Jun-24



Staff Report on RFP Process for FBO and Hangar Development

After considerable discussion over several meetings and public release and comments on drafts, the Friedman Memorial Airport Authority Board approved publication of a Request for Proposal (RFP) on September 5, 2023, seeking proposals from qualified and experienced Respondents to lease, develop, and operate general aviation aeronautical facilities at KSUN. The RFP was published on September 14, 2023, on both the airport's website www.iflysun.com and in The Mountain Express newspaper. The RFP was also made available through industry news channels.

At the same time, the Board established a selection committee ("Committee") to be responsible for overseeing the RFP process and making a recommendation to the Board at the conclusion of the process. The Board Chair appointed 4 members to the Committee: Chris Pomeroy - Airport Director; Muffy Davis - Blaine County Commissioner Chair and Friedman Memorial Airport Board Member; Jacob Greenberg - Friedman Memorial Airport Board Member representing Hailey; and Brent Davis - former Friedman Memorial Airport Deputy Director of Finance and Administration and current financial consultant to the Airport. The Board Chair also requested technical assistance in the process from a group of technical advisers consisting of legal counsel, Peter Kirsch - Kaplan, Kirsch & Rockwell, and Jim Laski - Lawson Laski Clark; Nathan Cuvala - Ardurra Consulting; Ron Fairfax - Friedman Memorial Airport Board Treasurer; and Brian Blackburn - Deputy Director of Finance & Administration for the Friedman Memorial Airport. Becca Lynn, Airport Business Operations Coordinator, acted as the secretary and coordinator for the process.

The Committee convened a pre-submittal preparation meeting on October 25, 2023, at which time the Committee discussed and adopted a process for review of proposals and a target timeline for review of proposals and issuance of an award. The Committee also set protocols for the mandatory pre-submittal conference to ensure fairness for all participants. In particular, the Committee adopted a rigid 'cone of silence' prohibiting communications between Committee members and prospective bidders on any matters concerning or even tangentially related to the procurement.

The RFP required that prospective bidders attend a pre-submittal conference prior to submitting a proposal. This mandatory conference was held on October 26, 2023, at the Blaine County Community Campus, and was attended by approximately 50 individuals, representing different aspects of aviation from consulting firms, architects, fixed base operators, and developers. The Committee asked all attendees to sign an attendance sheet which is included in the Authority files. Airport Director Chris Pomeroy presented a Power Point that explained both the process

and the substantive details related to proposed development. A copy of the presentation is included in Authority files.

The deadline for proposers to submit questions to the Committee was November 9, 2023. The technical advisers reviewed the questions and drafted responses and the Committee then reviewed both the questions and the proposed responses at a meeting on November 16, 2023 to finalize responses. Responses were posted on an FTP site on November 21, 2023.

Proposals were due on January 31, 2024, in which four proposals were received (in alphabetical order):

1. Blaine County Aviation
2. Clay Lacy Aviation
3. Pacific Aviation Development et al.
4. Sky Harbour

At the request of the Committee, the technical advisers reviewed the four submittals to determine whether each complied with the procedural and substantive requirements of the RFP. The technical advisers discussed their initial compliance review with the Committee at a meeting on February 15, 2024. At that meeting, the Committee determined that the submission from Pacific Aviation Development did not comply with submission guidelines and would not be further reviewed.

The Committee met again on March 21, 2024 to discuss initial evaluations of the proposals based on the following scoring matrix which was included in the RFP:

Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score
1	Extent to which proposer commits to development that fits within the design aesthetic that characterizes the Wood River Valley and the natural environment; commits to incorporate sustainable construction and structures, be LEED compliant, reduce carbon footprint, utilize solar generation, and consider other sustainable practices as feasible.	6	(0-5)	(Max 30)

2	Quality, thoroughness and practicality of financial proposal; extent to which Authority financial contribution is contemplated.	6	(0-5)	(Max 30)
3	Proposer's financial responsibility and capability to construct the improvements and to initiate operations.	5	(0-5)	(Max 25)
4	Proposal demonstrates Proposer's commitment to the Valley's and Airport's community values including plans to comply with the voluntary noise abatement policies and procedures, and general contributions to the community; design of facilities is consistent with esthetic of the Airport.	5	(0-5)	(Max 25)
5	Consistency of proposed facilities and operations with the Airport's Minimum Standards and Rules and Regulations (as amended) and other Authority/City/County requirements.	4	(0-5)	(Max 20)
6	Proposer's key personnel experience with design, finance, construction, operation, maintenance and repair of commercial aeronautical facilities.	3	(0-5)	(Max 15)
Raw Scoring: 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 – Inadequate 0 – Unacceptable		Score:		Max 145

The Committee decided that three proposals warranted further analysis and directed staff to invite those three firms to an interview according to the process dictated in the RFP. Staff was directed to inform the fourth proposer (Pacific Aviation Development) that it would not be invited for further evaluation since their submission was deemed to have not conformed with the requirements of the RFP.

The Committee met again on April 11, 2024, for the purpose of preparing for the interviews and developing questions appropriate for each remaining proposer. At that meeting, the Committee decided to prepare a list of questions for each proposer and to share those questions in advance with each proposer. The Committee also established the protocols, timing and roles for participants in the interviews.

Interviews with the three remaining proposers were held on April 25, 2024, at the Blaine County Community Campus. Each interview lasted approximately two hours. Following each interview, the Committee informally discussed the interview results. At the conclusion of all three interviews, the Committee evaluated the 3 remaining proposers using the criteria set forth in the RFP. After considerable discussion by the Committee, with technical input from the advisers, the Committee reached a general consensus with respect to the scoring of the proposers, subject to receipt and review of additional information requested of one of the proposers. Said information has not been received as of the date of this writing.

The Committee intends to present its final scoring at the June 4, 2024 Board FMAA meeting and to make a recommendation to the full Board at that meeting. It is anticipated that the recommended proposer will be invited to that meeting to provide a general overview of its proposal to the full Board.