

**LAKE HAVASU CITY MUNICIPAL AIRPORT**

# LAKE HAVASU CITY, ARIZONA

September 18, 2024

# Notice of Request for Proposal for Qualified Parties to Develop and Operate an Aircraft Maintenance Facility in an Available Hangar at the Lake Havasu City Municipal Airport

Section I - Description

Lake Havasu City (“City”) is requesting proposals (Request for Proposal or “RFP”) from qualified, interested parties to develop and operate an aircraft maintenance facility at the Lake Havasu City Municipal Airport (“Airport”). The Airport is a general aviation facility located in Mohave County, Arizona, with an 8,100 foot runway and approximately 125 based aircraft. The Havasu Air Center (“HAC”) is the Airport’s only full service Fixed Based Operator (“FBO”). HAC owns and operates the only aircraft maintenance facility currently on the field, which cannot keep up with the current maintenance demand for smaller, piston driven aircraft.

The aircraft maintenance provider would operate independently of the Airport as a tenant and non-exclusive Special Aviation Service Operator (“SASO”). The successful provider will propose and demonstrate proven skills, technical competence, and certifications to create and operate an aircraft maintenance facility to industry and Federal Aviation Administration (“FAA”) standards. RFPs must be returned to [Airport@lhcaz.gov](mailto:Airport@lhcaz.gov) or submitted electronically through the City’s DemandStar Network at [https://www.demandstar.com/app/buyers/bids/474988/details **NO LATER THAN 3:00**](https://www.demandstar.com/app/buyers/bids/474988/details%20NO%20LATER%20THAN%203:00) **pm on** October 18, 2024.

Section II – Assumptions and Agreements

The purpose of this RFP is to obtain expert professional aircraft maintenance and repair services for aircraft maintenance customers. The initial agreement will be for from one to two years and renewable for up to three additional years. The provider will operate independently with periodic oversight by the Airport Manager for compliance with Airport Operating Regulations (available online).

Hangar 59 (approximately 2,780 square feet with limited loft-style office space (see Exhibit A) will be made available to the successful provider via a lease agreement at a rate of $754.00 (estimated to be $976.50 beginning January 1, 2025, pending City Council approval) plus a negotiated percentage of monthly gross revenues, applicable utility charges, and license/permit fees.

The Airport is pleased to make the facility available for inspection upon request; simply contact the Airport Manager/Administration (928-854-0756 or [airport@lhcaz.gov](mailto:airport@lhcaz.gov)) to schedule an appointment.

Each provider submitting a RFP has wide latitude in the degree of detail offered regarding plans, processes and procedures. Lake Havasu City is not responsible for any expenses incurred in preparing and submitting a proposal in response to this RFP.

Section III – Requirements and Criteria

Requirements

The following minimum requirements must be provided or verified as part of this RFP:

1. A brief history of the provider, its legal structure and ownership, and a brief description of the aeronautical services it provides, including the type and location of such services.
2. A brief description of the services envisioned to be provided at the Airport.
3. A brief description of how the maintenance services would be marketed and advertised.
4. The provider must have at least one staff member with Inspection Authorization and Airframe and Powerplant Certifications.
5. Timeline for establishing the business.
6. The provider’s staff must be certified by the FAA in accordance with 14 CFR parts 43, 65 and 145, as applicable.
7. The provider must have substantial experience with General Aviation (“GA”) piston aircraft maintenance including airframe work, engine repairs, component repairs, annual and 100-hour inspections.
8. The provider must operate during regular advertised hours of operation. Typically for instance, during normal business hours, five days a week, eight hours per day.
9. The provider must be ready to comply with the Lake Havasu City Municipal Airport Operating Regulations, which are available at <https://www.lhcaz.gov/docs/default-source/department-documents/operatingregulations.pdf?sfvrsn=b952b7c6>
10. The provider must carry general liability insurance and workers compensation insurance in amounts satisfactory to Lake Havasu City.
11. In addition, Providers must submit their RFP providing their legal business name, primary contact information, current federal, state and local licenses and permits, business location(s), years in business, management structure including a brief statement on Applicant’s qualifications.

Criteria and Evaluation

Providers must meet the following criteria to be considered:

1. Have both a strong financial position and an excellent reputation for serving customers.
2. Have a positive history with regard to FAA compliance.
3. Have substantial experience with GA piston aircraft maintenance including airframe work, engine repairs, component repairs, annual and 100-hour inspections.
4. Have the ability to provide the necessary experience, equipment, fluids and tools for popular GA aircraft and engines.
5. Have references demonstrating a proven record of positive performance in the field of aircraft maintenance.

Providers will be evaluated based on qualifications, management qualifications, prior experience, capabilities, resources and references.

Lake Havasu City will review the proposals submitted by committee in order to select the top ranked, best-value provider for recommendation and further negotiation.

Subsequent negotiation will lead to a License and Use Agreement for Hangar 59, Lake Havasu City Municipal Airport.

All proposals will be screened by the selection committee and those providers selected for a short list may be invited to attend an interview, at the provider’s expense. Any invitation for an oral presentation will be solely to clarify proposals received from each qualifying provider and will not represent any decision on the part of the evaluation committee as to the selection of a successful provider.

The City reserves the right to reject any or all proposals if not in compliance with the requirements of this RFP and may reject for good cause any or all proposals if the City finds it is in the public interest to do so.

Questions may be submitted in writing via email to [Airport@lhcaz.gov](mailto:Airport@lhcaz.gov) and to be given consideration must be received no later than 3:00 pm (Arizona time) on October 7, 2024.

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