



HANCOCK COUNTY PORT & HARBOR COMMISSION

Economic Development • Stennis International Airport • Port Bienville Industrial Park • Port Bienville Railroad

FLIGHT SCHOOL OPERATOR AT STENNIS INTERNATIONAL AIRPORT & AIRPARK (KHSa)

Notice is hereby given that the **Hancock County Port and Harbor Commission (HCPHC)** is requesting qualifications and proposals from those operators interested in basing and operating a FAA approved Federal Aviation Regulation ("FAR") Part 61 and Part 141 school out of Stennis International Airport & Airpark (KHSa). Upon review of the qualifications and proposals, HCPHC will pursue negotiations with one or more respondents for a long-term contract. HCPHC reserves the right to discontinue the process at any time and/or to proceed with the implementation of a flight school through an alternative process.

HCPHC functions as the county's Economic Development Authority as well as owns and operates Port Bienville Industrial Park, Port Bienville Railroad and Stennis International Airport & Airpark (KHSa). HCPHC is aware of the demand of professional pilots and aircraft mechanics, and with a focus on workforce development, it is imperative that the HCPHC provide students of Hancock County and the Mississippi Gulf Coast Region with a pathway to meet the demands of the forecasted shortages in the aviation industry.

Each proposal shall specify each item as set forth in the SELECTION CRITERIA. Any and all exceptions must be clearly stated in the proposal. Failure to set forth any item in the specifications without taking exception may be grounds for rejection. HCPHC reserves the right to reject any and all proposals and to waive any irregularity or informality in any proposal or in the Request for Qualification/Proposal (RFQ/P) process, as long as, in the judgment of HCPHC, such action will not negate fair competition and will permit proper comparative evaluation of the proposals submitted.

This Request for Qualification/Proposal is posted on the HCPHC website at www.portairspacework.com. Any changes, additions, or deletions to this Request for Qualification/Proposal will be in the form of written addenda issued by the HCPHC. Any addenda will be posted on the website. Responses to requests for information ("RFI") from potential respondents will also be posted on the website. Prospective respondents must register at the website to receive notices of addenda, responses to RFI, or other relevant new information during the response period. HCPHC is not responsible for the failure of any prospective proposer to receive such addenda. All addenda so issued shall become a part of this Request for Qualifications/Proposal. If your entity is interested and qualified, please submit three (3) hard copies and one (1) electronic copy (on CD/DVD or jump drive) of your response by **JANUARY 31, 2020 at 5:00 PM CST** to:

HCPHC
Attn: Flight School Proposal
14054 Fred and Al Key Road
Kiln, MS 39556

If you have any questions about the proposal process, or for technical questions and information contact Mr. Chanse Watson at (228) 467-9231 x 101, or cwatson@hcphc.ms.

SCOPE OF WORK

A flight school operator responding to this RFP shall provide quality Federal Aviation Regulation ("FAR") Part 61 and Part 141 flight instruction at Stennis International Airport & Airpark (KHSa), either as a primary or FAA-



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approved satellite base of operations. A coordinated program of instruction by the operator, at a minimum, shall result in completion of the Private Pilot, Instrument, Commercial, and Flight Instructor courses under FAR Part 61 and FAR Part 141. It is expected that the syllabi for both programs employed in the training by the operator to include scenario-based and incorporate human factors training throughout the course of instruction. The operator will be expected to setup and operate, within a negotiated timeframe, a FAA-approved testing center for FAA written knowledge tests, including at a minimum, for Private Pilot, Instrument, Commercial, Flight Instructor, Airframe and Powerplant certificates. Aircraft utilized by the operator may be either owned by the operator or under a leaseback/marketing agreement with another owner, which could potentially be HCPHC. HCPHC has potential facilities available as well as open real estate for development. Financial terms of the contract will take operator's investment on the airport into consideration.

SELECTION CRITERIA

HCPHC will evaluate a proposal submitted by a potential operator based on the following:

1. Provide documentation of a FAA-approved Part 141 flight training syllabi and Part 61 flight training syllabi.
2. Provide overview of historical pass/fail rate information as it relates to written and practical examinations.
3. Provide a fleet of aircraft approved for Part 141 training, both VFR and IFR, and/or provide aircraft specifications to HCPHC or other approved party and assist in procurement process via all pre-buy inspections and/or by providing recommendations.
4. Provide an organizational chart outlining responsibilities for each position.
5. Provide sample aircraft leaseback/marketing agreement and/or proposed terms.
6. Provide a proposed maintenance program for the prospective fleet nonspecific to aircraft type, make or model. Be sure to include how the program will be structured to maximize aircraft availability during peak times.
7. Supply current and proposed rates and charges including hourly rates for aircraft and instruction.
8. Demonstrate ability to maintain records including instructor training and certifications, maintenance, etc. and compliance with applicable Transportation Security Administration (TSA) requirements.
9. Demonstrate existing relationships with an aviation collegiate program and/or a proposed relationship to develop within three-five years of executing a lease agreement.
10. Provide proposed methods of marketing to the neighboring schools and the community.
11. Address facility requirements in order to provide Part 61/141 flight instruction and a FAA-approved testing center at Stennis International Airport & Airpark (KHSa).

CONTRACT TERM

The Hancock County Port and Harbor Commission desires to enter into a lease agreement for available office and tie-down/hangar space for a negotiable period with negotiable options under the laws of the State of Mississippi. In addition, there may be leaseback agreement between HCPHC or designee and the operator for use of aircraft not owned by the operator. Insurance requirements for the operator will be discussed during the contact/lease negotiation process.



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SELECTION PROCESS

1. Initial Review: Submittals will be reviewed to determine if they meet the format criteria and are received by the deadline. Complete packages, with all format criteria and received by the deadline, will move forward in the process.
2. Scope and Minimum Qualifications Review: The Selection Committee, consisting of members of HCPHC staff and Pearl River Community College (PRCC), will review overall qualifications and responses to the selection criteria.
3. At the discretion of the Selection Committee, an on-site interview with finalists may be required and/or the Selection Committee may submit follow up RFI to finalists. Failure of a prospective to participate on an on-site interview or adequately and timely respond to RFI may result in elimination from consideration.
4. Contract negotiation: Once a potential successful operator has been identified by the Selection Committee, HCPHC will begin lease negotiations. Should negotiations fail with this candidate, the Selection Committee may, at its own discretion move to the next proposer or close the RFP.
5. Recommendation to HCPHC: Following successful negotiations a successful operator, HCPHC staff will recommend the HCPHC execute the negotiated agreement with the operator.
6. Upon execution by the HCPHC, the negotiated agreement with the operator shall be forwarded to the Hancock County Board of Supervisors for final approval.

GENERAL PROVISIONS

1. Late proposals (received after the due date and time) will not be considered and will be discarded. FAX submissions will not be accepted.
2. Responses/Proposals must be submitted online or in a sealed envelope or package. The exterior of the envelope or package must reference the bidder's name and address and the RFP title. Failure to properly identify the proposal may result in rejection of the proposal. An electronic copy of your proposal must be included. This electronic copy should include all documents being submitted combined into one Adobe Acrobat (pdf) file on a CD or flash drive. Any issues or errors received resulting in failure to open or access the entire file may result in rejection of the proposal.
3. This Request for Qualification/Proposal does not constitute an offer to enter into a contract agreement.
4. HCPHC will accept one and only one proposal per proposer. Prior to opening, should HCPHC receive multiple submissions from one proposer, HCPHC may: 1) contact the proposer to clarify which proposal is valid, or 2) reject all submissions from the proposer as unresponsive.
5. HCPHC reserves the option to accept or reject any or all proposals, wholly or in part, received by reason of this request, and make more than one award, or no award, as the best interests of the HCPHC may appear.
6. All documents submitted to HCPHC in response to this Request for Qualifications/Proposal will become the exclusive property of the HCPHC.
7. The HCPHC reserves the right to award the contract to the firm who presents the proposal which in the judgment of the HCPHC, best accomplishes the desired results, and shall include, but not be limited to, a consideration of the proposed rent structure.
8. If it becomes necessary to revise any part of this proposal package, a written addendum will be provided to all proposers. HCPHC is not bound by any oral representations, clarifications, or changes made to the



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written specifications by HCPHC employees, unless such clarification or change is provided to the bidders in written addendum form from the Airport Director. Proposers will be required to acknowledge receipt of the addenda (if applicable) in their sealed proposal. The proposer may provide an initialed copy of each addendum or initial the appropriate area on the bid form (pricing page). Failure to acknowledge receipt of the addenda (when applicable) may result in rejection of the submission. It is the proposer's responsibility to ensure that they have received all addenda.

9. During the evaluation of proposals, the HCPHC reserves the right to request clarification of proposal packages and to request the submission of references, if deemed necessary for a complete evaluation of responses. Award will be made to the responsive and responsible proposer whose proposal meets the HCPHC's needs according to the selection criteria designated in the solicitation. The determination of the most responsive and responsible proposer may involve all or some of the following factors: prices, conformity to specifications, financial ability to meet the contract, previous performance, facilities and equipment, experience, terms of payment, compatibility as required, other cost, and other objective and accountable factors, if any, (which are further described in the specifications). The HCPHC shall be the sole judge of the factors and will make the award in the best interest of the HCPHC.
10. All proposers will comply with all Federal, State, and Local laws and ordinances, relative to conducting business in Hancock County, MS and the Federal Aviation Administration.
11. When bid inclusions are required, such as warranty information, product literature/specifications, references, etc. The inclusions should reference all aspects of the specific equipment or service proposed by the bidder. Bids found to be in non-compliance with these requirements will be subject to rejection.
12. By signing and submitting this proposal, proposer declares that its agents, officers or employees have not directly or indirectly entered into any agreements, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid. In the event, said bidder is found guilty of collusion, the company and agents will be removed from the HCPHC's bid list for one full year and any current orders will be canceled.
13. The successful proposer agrees, by entering into any contract, to defend, indemnify and hold HCPHC harmless from any and all causes of action or claims of damages arising out of or under this contract.
14. Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex or national origin in consideration for an award. It is the policy of the HCPHC that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of HCPHC contracts to the extent practical and consistent with the efficient performance of the contract.
15. The successful proposer will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, national origin or physical handicap.
16. A protest with respect to this Request for Qualifications/Proposals shall be submitted in writing to the Airport Director no less than five (5) days prior to the opening of bids or later than the closing date of proposal. If the matter is not resolved by the Chief Operations Officer, then an appeal may be filed with the Chief Executive Officer.



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17. During the evaluation of bids, HCPHC reserves the right to request a site visit by a proposer. The site visit shall be at the expense of the proposer. Proposers, who fail to provide site visit, as requested, will be considered nonresponsive.
18. When such action is in the best financial interest of HCPHC, contracts for supplies to be purchased or services to be rendered under an annual (term) contract basis may be canceled and re-advertised at the discretion of the HCPHC and in accordance with contract terms.
19. Questions concerning specifications must be submitted, in writing, at least ten (10) working days (Monday-Friday) prior to the RFP closing date. Questions received less than ten working days prior to RFQ/P closing may not be considered
20. Any contract awarded pursuant to this Request for Qualifications/Proposal will incorporate the requirements and specifications contained in this Request for Qualifications/Proposal. All information presented in a proposer's proposal will be considered binding upon selection of the successful proposer, unless otherwise modified and agreed to by HCPHC during subsequent negotiations. The successful proposer is expected to execute a Use and Lease agreement and a possible leaseback agreement for aircraft owned by HCPHC or designee. The proposer must take exception in their proposal to any section of the attached draft agreement they do not agree with. Failing to do so will be deemed as acceptance by the proposer. HCPHC reserves the right, in its sole discretion, to add, delete, or modify, or negotiate additional terms and conditions to the attached Contract agreement. BEFORE SUBMITTING, IT IS ADVISED THAT PROPOSERS READ THE HCPHC INSURANCE AND INDEMNIFICATION REQUIREMENTS IN THE ATTACHED SAMPLE LEASE AGREEMENT. The selected proposer will be asked to provide evidence that HCPHC insurance requirements have been met. See Appendix C – Sample HCPHC Agreement. Proposer may also submit alternative form agreements for HCPHC consideration.
21. The parties agree that this RFQ/P and subsequent agreements shall be governed by and interpreted in accordance with the substantive laws with the State of Mississippi, without regard to conflicts of laws rules. Any and all actions with respect to matters arising out of or under the RFP or any subsequent contract may be adjudicated only in a court of competent jurisdiction in Hancock County, Mississippi and the Proposer waives any and all objections to the personal jurisdiction of such courts.

CONTACT PERSON

All correspondence should be directed to:

Hancock County Port and Harbor Commission
Attn: Chanse P. Watson
14054 Fred & Al Key Road
Kiln, MS 39556
Office: (228) 467-9231 ext 101
Email: cwatson@hcphc.ms

It is preferred that any questions directed and/or related to the RFQ/P shall be in writing by email or mail.