



Request for Qualifications for Air Service Consultant Services

Issued: October 7, 2019

Due: November 11, 2019

1.0 General Information

The Springfield-Branson National Airport (SGF) is requesting statements of interest and qualifications from firms experienced in the retention and development of commercial airline service.

SGF is a publicly owned airport in Springfield, Missouri, roughly 190 miles southwest of St. Louis and 150 miles southeast of Kansas City.

Springfield is the third largest city in Missouri, with an MSA population exceeding 460,000 and a city population of approximately 165,000.

SGF is owned by the city of Springfield and is managed by an 11-member administrative board.

SGF is currently served by three branded airline systems, plus vacation carrier Allegiant Air. These airlines currently provide SGF with an average of 50 daily flights to 13 non-stop destinations.

Allegiant

- Non-stop service to:
 - Los Angeles (LAX)
 - Las Vegas (LAS)
 - Phoenix (IWA)
 - Orlando (SFB)
 - Tampa (PIE)
 - Punta Gorda (PGD)
 - Ft. Walton Beach (VPS)

United

- Non-stop service to:
 - Denver (DEN)
 - Chicago (ORD)
 - Houston (IAH)

American

- Non-stop service to:
 - Dallas (DFW)
 - Chicago (ORD)
 - Charlotte (CLT)

Delta

- Non-stop service to:
 - Atlanta (ATL)

SGF ENPLANEMENTS BY YEAR

| YEAR | ENPLANEMENTS | TOTAL PAX |
|---------------|--------------|-----------|
| 2013 | 377,845 | 755,773 |
| 2014 | 424,091 | 846,324 |
| 2015 | 456,620 | 913,395 |
| 2016 | 475,573 | 952,703 |
| 2017 | 497,391 | 993,129 |
| 2018 | 538,265 | 1,075,425 |
| 2019, Jan-Aug | 392,235 | |

2.0 Scope of Work

SGF seeks a qualified consultant to generally provide, but not limited to, the following services for a three year period:

1. Yearly review of each incumbent carrier's performance in the SGF market. Review should include, but is not limited to: 1) revenue performance of current routes, 2) weaknesses and strengths of each route, and 3) possible threats to each route.
2. Yearly review of potential new domestic airline routes for SGF. Analysis should provide specific projections on traffic, revenue, and cost of potential new service to four domestic hubs.
3. Help SGF identify routes which would make good candidates for federal SCASD grants; prepare route analysis for SCASD applications.
4. Proactively advocate for new service at SGF including new carriers.
5. Be available to SGF for ad hoc air service issues and consultation.
6. Prepare presentations and help represent SGF at the JumpStart air service conference.
7. Secure at least one meeting with airline route planners in order to review current route performance, and offer analysis supporting new, or expand service.

3.0 Minimum Qualifications

1. A minimum of five years as an air service consultancy.
2. Demonstrated ability to recruit air service for small hub airports.
3. Demonstrated ability to conduct effective quantitative analysis of air service market conditions, trends, and opportunities.
4. Demonstrated ability to prepare and present persuasive and clear technical information and concepts, orally and in writing, to diverse groups with varying degrees of familiarity with air service development and the airline/airport industry.

4.0 Submission Format

Submissions should have the following:

1. Cover letter with contact information.
2. Identify staff who will work with SGF.
3. Appraisal of current SGF air service.
4. Proposed scope of work, and goals, along with timeline.
5. Proposed budget for the three year period, along with billable rates in case of services rendered beyond the scope of work.
6. List of all existing airport clients and any past clients in the SGF region.

5.0 Submittal Requirements

1. Submission date: November 11, 2019, by 4:30 pm central time.
2. Submissions should be delivered electronically in the PDF format, along with three hardcopies delivered to this address:

Springfield-Branson National Airport
Attn: Kent Boyd, Marketing and Air Service Development
2300 North Airport Boulevard, Suite 100
Springfield, Missouri 65802

3. Electronic versions should be sent to: kboyd@flyspringfield.com
4. The envelope containing your response shall show the name of the responder and must be clearly marked in the lower left hand corner Response – “Air Service Consultant”. Any response or unsolicited amendments to a response received after the closing date and time will not be considered.

6.0 Questions

All RFQ questions should be submitted in writing to Kent Boyd, by email or fax:

- kboyd@flyspringfield.com
- Fax: 417.868.0501

Questions shall be received no later than: (2 weeks before deadline)

7.0 Evaluation and Selection Process

SGF reserves the right to request additional information from any and all firms to assist it in its evaluation and selection process. SGF reserves the right to negotiate the terms and conditions of any contract with the selected firm.

1. Initial Evaluation of Qualification Responses – Based on the written qualifications received and the applicable evaluation criteria specified herein, two or more of the highest ranking firms deemed fully qualified, responsible, and suitable to provide the requested services may be selected for an interview. SGF will then schedule and proceed with the formal interviews with the selected short list of firms.
2. Interview Process – The interviews will be conducted by telephone. The executive/partner/principal of the firm assigned to the project(s), as well as the project manager, shall be required to attend the interview. No sales or marketing personnel shall be present. Any and all expenses associated with the meeting, travel, document preparation, etc., shall be the sole expense of the firm.
3. Final Evaluation – After the interview process is complete, SGF shall re-evaluate the short listed firms for the most responsive and responsible firm. SGF shall invite the highest-ranking firm to negotiate an agreement. If successful negotiations cannot be reached, or an agreement cannot be finalized within a reasonable time period, SGF may select to terminate negotiations with the current firm and opt to enter negotiations with the next highest ranking firm, and so on.
4. Request for Qualifications – The issuance of the RFQ constitutes only an invitation to submit qualifications. SGF reserves the right to determine, at its sole discretion, whether any aspect of the qualifications satisfactorily meets the criteria established in the RFQ, the right to seek additional information and/or clarification from any firm, the right to negotiate with any firm submitting a response, and the right to reject any or all responses with or without cause. In the event that the RFQ is withdrawn for any reason, including but not limited to the failure to occur of any of those things or events set forth herein, SGF shall have no liability to any firm for any costs or expenses incurred in connection with this RFQ or otherwise. Responses should be prepared simply and economically, and should provide straightforward and concise information to satisfy the requirements set forth in this RFQ. Emphasis should be placed on completeness and clarity of content. SGF is not responsible for any costs or expenses, direct or indirect, incurred by the firm in submitting a response.

5. Qualifications of Firms – Firms will be judged in their ability to provide consulting services as specified herein. SGF may make such reasonable investigations as deemed necessary, including requesting references for to determine the ability of the firm to perform fully the contract requirements. The firm shall furnish to SGF all such information and data for this purpose as may be requested.
SGF further reserves the right to reject any firm as not responsible if the evidence submitted by, or investigations of, such firm fail to satisfy SGF that such firm has the capability to perform fully the agreement requirements, in all respects, and to complete the work contemplated here.

8.0 Airport Reservation

SGF openly solicits the best possible value on all of our “Requests for Qualifications”. Because we are a local government, we are able to contract directly from many of the state and federal contracts. However, in order to not discriminate against our local responders, we openly solicit responses of similar pricing structure from all qualified responders. In the event that all responses received are in excess of any existing state or federal contract that is available to Airport, we may at our discretion, reject all responses, and purchase directly from the vendor awarded the state or federal government contract. SGF reserves the right to accept or reject, any or all responses, in whole or in part, as deemed in the best interest of SGF.

1. This response request does not commit SGF to make an award or to pay any costs incurred in the preparation of a response.
2. The responses will become part of SGF’s files without any obligation on SGF’s part.
3. Firms shall not offer any gratuities, favors, or anything of monetary value to any official or employee of SGF for any purpose.
4. SGF has the sole discretion and reserves the right to cancel this request for qualifications and to reject any and all responses received prior to award, to waive any or all information and or irregularities, or to re-advertise with either an identical or revised specification.
5. SGF reserves the right to request clarifications for any response.
6. SGF reserves the right to select the proposal that best offers a combination of expertise and business knowledge for the assignment.

7. SGF reserves the right to select the firm that best meets its needs and to negotiate a final scope of service and contract amount following receipt of the response. Following agreement, SGF and the successful firm will execute a contract to the satisfaction of both parties.

9.0 Term of Agreement

SGF intends to award the contract for a base term of three (3) years with two additional one year extensions not to exceed five (5) years. Each year a specific assignment list will be developed and priced for evaluation by SGF and a scope of work issued for that year.

10.0 Taxes

SGF is exempt from Federal Excise Tax and Missouri State Sales Tax.

11.0 Method of Procurement

After submission of the written response, qualified responders may be requested to make an oral presentation to a committee responsible for making final recommendations. The process allows for confidential negotiations and revisions. No public opening of proposals shall be made.

12.0 Venue

This agreement will be governed and construed according to the laws of the State of Missouri. This agreement is performable in Greene County, Missouri.

13.0 Status of Response

Response results will be posted on airport's web site: www.flyspringfield.com, but only after an award has been made.

**Springfield-Branson National Airport
RESPONSE FORM
Aviation Business Consultant Services**

Responses Due: November 11, 2019, 4:30 p.m. CST

Mail Response To: Kent Boyd, Marketing and Air Service Development
Springfield-Branson National Airport
2300 N. Airport Blvd Ste 100
Springfield, MO 65802

Submit One Original Response and Three Copies

Firm Name: _____

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

Address: _____

City/State/Zip: _____

Phone/Fax: _____

E-mail: _____