



Request for Proposals DOOLITTLE HANGAR TENANT

ISSUE DATE:	June 10, 2025
ISSUED BY:	Richland – Lexington Airport District 3250 Airport Blvd, Suite 10 West Columbia, SC 29170 www.flycae.com
POINT OF CONTACT:	Frank Murray, VP Planning & Engineering Email: f.murray@flycae.com
NON-MANDATORY PRE-PROPOSAL MEETING:	June 26, 2025, at 10:00 a.m. EDT. Doolittle Hangar 2625 Airport Blvd West Columbia, SC 29170
QUESTION DEADLINE:	July 10, 2025; no later than 2:00 p.m. EDT. Frank Murray, VP Planning & Engineering f.murray@flycae.com
PROPOSAL DEADLINE:	July 17, 2025; no later than 2:00 p.m. EDT. Richland – Lexington Airport District Attn: Frank Murray, VP Planning & Engineering 3250 Airport Blvd, Suite 10 West Columbia, SC 29170

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I. PURPOSE OF REQUEST

The Richland-Lexington Airport District (“District”) is seeking proposers interested in leasing the Doolittle Hangar at the Columbia Metropolitan Airport (“Airport”) for their established aviation related activities. The Airport desires to attract a top-tier aviation operator tenant that is focused on increasing aviation activity at the Columbia Metropolitan Airport.

The District intends to award a contract to a firm that will meet the District’s qualification criteria and represents the highest best use of the facility. The successful firm will be required to enter into a lease with the District.

II. INSTRUCTIONS TO PROPOSERS

- A. Proposers shall submit one (1) hard copy of their proposal along with one USB port containing an electronic copy of the proposal that is identical to the hard copy. Proposals, including the USB port, must be enclosed in a sealed envelope, box, or package, and clearly marked on the outside with the following: DO NOT OPEN – PROPOSAL ENCLOSED, “Doolittle Hangar Tenant” and also contain the Proposer’s name, address, phone, and primary contact name and email address. Proposals must be delivered to the following address:

Richland-Lexington Airport District
3250 Airport Blvd, Suite 10
West Columbia, SC 29170
Attention: Frank Murray, VP Planning & Engineering

- B. All proposals must be delivered by **2:00 p.m. EDT, July 17, 2025**. Requests for extensions of time to submit will not be granted. Late proposals will be rejected. Proposals sent via e-mail or fax will not be accepted.
- C. The opening and reading of a proposal does not constitute the District's acceptance of a Proposer as a responsive and responsible Proposer.
- D. It is the sole responsibility of the Proposer to ensure that the proposal arrives on time and bears the handwritten signature of an official duly authorized to sign the proposal. The name, address, telephone number, and email address of the person to contact must be clearly identified.
- E. The Airport will hold a non-mandatory pre-proposal meeting at **10:00 a.m. EDT on June 26, 2025**. The primary purpose of this meeting is to allow Proposers to view and assess the Doolittle Hangar. No oral conversations or oral comments made at the pre-bid meeting are binding on the District. Any questions that arise during the pre-bid meeting should be put in writing and emailed per item (F) below.
- F. Any questions about the RFP should be directed in writing via email only to Frank Murray at f.murray@flycae.com by **2:00 p.m. EDT, July 10, 2025**.
- G. Other than with written consent from the Point of Contact, all Proposers, including any persons affiliated with or in any way related to a Proposer, are strictly prohibited from

contacting any Commissioners or any District personnel on any matter having to do in any aspect with this RFP after June 10, 2025. Any other contact with such persons associated with the District shall be made only through and in coordination with the Point of Contact and must be made in writing. Prohibitive or inappropriate contacts made by the Proposer may result in the disqualification of the Proposer.

- H. The District may elect to issue addenda to this RFP. All addenda will be posted on the District website at the following URL:

<https://flycae.com/procurement-bids/>

It is the responsibility of the Proposers to view, obtain, or download all addenda issued by the District for this RFP. The Proposers shall acknowledge all issued addenda on the Acknowledgement of Addendum Form (see Exhibit C). Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the RFP and that the Proposer understands and agrees to abide by all of the stipulations and requirements contained therein.

- I. All notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and corrections must be initialed in ink by the person(s) signing the proposal.
- J. All costs incurred in the preparation and presentation of the proposal are the Proposer's sole responsibility; no costs will be reimbursed to any Proposer.
- K. All documentation submitted with the proposal will become the property of the District.
- L. Proposals are to be submitted as outlined below:
1. Proposal
 2. References
 3. Proof of Insurance Coverage (Exhibit A)
 4. Certification (Exhibit B)
 5. Acknowledgement of Addenda (Exhibit C)
- M. The District reserves the right to cancel any or all solicitations, in whole or in part, as well as reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received if it is determined by the Executive Director or his designee that the best interest of the District will be served by so doing. If the solicitation is cancelled or all proposals are rejected by the District, a notice will be posted on the District website as identified for the posting of addenda. A proposal will not be considered from any Proposer that is in arrears or in default to the District on any contract, debt, or other obligation.
- N. Proposals are subject to public disclosure after award in accordance with state law. All information contained in any submitted bid, request for proposal, or request for qualifications document to the District will be available for public review upon Freedom of Information Act (FOIA) request. All Proposers are hereby advised that any information that they may consider to be confidential or proprietary and would give a competitive

advantage if disclosed, should be identified as “Confidential” or “Proprietary.” If any portion of a proposal is labeled as “Confidential” or “Proprietary,” the Proposer must also submit a redacted form of the proposal in both hard and electronic copy at the same time it submits its proposal. The redacted copy will be made available for public review upon a FOIA request. Proposers are cautioned to use care when labeling portions of the proposal as “Confidential” or “Proprietary” as blanket invocations of confidentiality are often unwarranted and may require additional scrutiny from the District.

- O. In the event a contract is entered into pursuant to this RFP, the Proposers shall not discriminate against any qualified employee or qualified applicant for employment because of race, sex, color, creed, national origin, or ancestry. The Proposer must include in all subcontracts a provision similar to the above.
- P. Any ambiguity in any proposal as a result of omission, error, lack of clarity or non-clarity by the Proposers with this RFP, instructions, and all conditions of the submission shall be interpreted in the light most favorable to the District.
- Q. The District has set the following schedule:

<u>Action Item</u>	<u>Date</u>
Request for Proposal Issued	June 10, 2025
Non-Mandatory Pre-Proposal Meeting	June 26, 2025, at 10:00 a.m. EDT
Deadline for Proposal Question Submission	July 10, 2025, by 2:00 p.m. EDT
Questions and Answers Posted to Airport Website	June 11, 2025
Deadline for Proposal Submission	July 17, 2025, by 2:00 p.m. EDT
Hold for Interviews/Presentations	Week of July 28, 2025

III. TERMS AND CONDITIONS

- A. The District is seeking Proposers interested in leasing the Doolittle Hangar and performing productive Aviation related activities within the hangar for a minimum 3-year term. A longer term would be welcomed for the right activity.
- B. All proposers must operate within the terms of the Airport’s Minimum Standards (Exhibit 3)
- C. The District reserves the right to reject any or all proposals, or to award the contract to the next most qualified Proposer if the selected Proposer does not execute a contract within sixty (60) days after the award of the proposal.

- D. The District reserves the right to request any supplementary information it deems necessary to evaluate the Proposer's experience, qualifications, or to clarify or substantiate any information contained in the Proposer's submittal.
- E. Any proposal submitted will constitute an irrevocable offer, for a period of ninety (90) days, to sell to the District the services requested in this RFP.
- F. Insurance Requirements: The selected Proposer shall carry and keep in force a comprehensive general liability and employer liability insurance by an insurance company authorized to do business in the State of South Carolina with limits of liability as follows:

Employer Liability	\$1,000,000
Comprehensive General Liability Bodily Injury	\$1,000,000 each occurrence, and \$2,000,000 aggregate
Property Damage	\$1,000,000 each occurrence, and \$2,000,000 aggregate

The selected Proposer shall furnish certificates of professional liability insurance satisfactory to the District as to contents and carriers. Upon execution of a contract, the selected Proposer shall furnish to the District a good and sufficient Certificate of Insurance by said insurance company, and an Owner's Protective Liability Policy naming the Richland-Lexington Airport District, the Richland-Lexington Airport Commission, and the Richland-Lexington Airport District Employees as named insured. Both policies shall contain the stipulation and agreement that the insurance provided by said policies is continually in full force and effect and is not subject to cancellation or modification in full or in part without thirty (30) days advance written notice to the District.

- G. Workers' Compensation and Employer's Liability Insurance: The selected Proposer shall maintain workers' compensation and employer's liability insurance in the amounts and form required by the laws of the State of South Carolina. The selected Proposer shall furnish a certification of said insurance to the District certifying that the District will be given thirty (30) days written notice of non-renewal, cancellation, or other material change.

IV. SELECTION PROCESS, PROTEST PROCESS, AND PROPOSAL REQUIREMENTS

To increase airport revenue and create opportunity for aviation activity growth the District plans to lease the Doolittle Hangar for its highest best use. The below list of maximum assessment points will be used to determine which of the best qualified proposals submitted will be selected.

A. Selection Process

- 1. All proposals must be received by the District no later than the date and time specified on the cover sheet of this RFP. Late proposals will not be accepted and will be returned unopened to the Proposer.

2. Following the date and time when proposals are due, the envelope or package containing the proposals from each Proposer will be opened by District personnel. The opening of the proposals is not open to prospective proposers or the public.
3. The District will form an evaluation committee to review and score the proposals based on the following criteria:

Evaluation Criteria	Maximum Points (Total of 130)
Cover Letter with Required Items	5
Executive Summary	5
Description of Proposed Aviation Activity	30
Financial Plan and Proposed Lease Rate	25
Proposed Facility Investment	20
Management, Operations, and Staffing Plan	10
Disadvantage Business Opportunity Goals (ACDBE)	10
Advertising and Marketing Plan	5
Financial Background	10
References	10

4. After the evaluation committee reviews and scores the proposals, the District will invite at least two Proposers to interview/make presentations to the evaluation committee. Any invitations to interview/make presentations are in the sole discretion of the evaluation committee. Interviews/presentations will be worth up to 30 additional points. Interviews/presentations will be limited to 30 minutes with 15 minutes for Q&A from the evaluation committee.
5. Following any interviews/presentations, the evaluation committee will finalize its scoring and make a contract recommendation to the District Commission. At the sole discretion of the District Commission, the District Commission may request a second interview/presentation from Proposers with a mathematical chance of being the highest ranked offeror following the evaluation committee's scoring procedure. Any second interview/presentation (if held) will be worth 20 additional points.
6. Following contract negotiations with the selected Proposer, the District Commission will vote on approval of the final contract. See **Exhibit 1**.

B. Right to Protest and Protest Process

1. The rights and remedies described in this section to an aggrieved prospective and/or actual Proposer are at the exclusion of all other rights and remedies of such aggrieved Proposer against the District at common law or otherwise for the loss or potential loss of an award of a contract.

2. Any prospective and/or actual Proposer who is aggrieved in connection with the solicitation of a contract shall protest to the President/CEO of the District in the manner stated below in subsection (4) within fifteen days of the issuance of the RFP or other solicitation document or any amendment or addendum thereto, if the amendment or addendum is at issue.
3. Any actual Proposer who is aggrieved in connection with the award of a contract shall protest to the President/CEO of the District in the manner stated below in subsection (4) within fifteen days of the notice of intent to award the contract.
4. Any protest submitted must be in writing and shall set forth the grounds of the protest and the relief requested with sufficient detail to give notice of the issues to be decided. It must be addressed to:

Columbia Metropolitan Airport
Gregg Hornsby, Interim President and CFO
3250 Airport Blvd – Suite 10
West Columbia, SC 29170
g.hornsby@flycae.com

C. Proposal Requirements

The following elements have been identified as being central to maximizing the opportunity presented by this location. To assist in reviewing your proposal, please incorporate these specific points within your response in the sequence shown below.

The proposals will be evaluated using the following factors and corresponding maximum available points (130 total points available):

1. Cover Letter (Maximum 5 points)

Cover letter to identify Proposer and to state other general information that the Proposer desires to include regarding the Proposer's business organization. At a minimum, the cover letter must include the name, principal address, federal tax ID number, telephone number, facsimile number, and e-mail address of the Proposer.

If a corporation, state the full name and title of each of the corporate officers and their experience as an owner, operator, or manager. The state of incorporation is to be included. If the Proposer is not a South Carolina corporation, please include a statement advising whether or not the Proposer is qualified to do business in the State of South Carolina as a foreign corporation. A foreign corporation will be required to qualify to do business in the State of South Carolina prior to the execution of a contract.

If the Proposer is a sole proprietorship, state the name of the individual doing business and state the individual's experience as an owner, operator, or manager.

If a partnership, state the full name, address, and other occupation, if any, of each partner; whether the partner is active or dormant; whether each partner is a general or limited partner; each partner's experience as an owner, operator, or manager; and the proportionate share of the business owned by each partner.

If a joint venture, state the names of the firms participating in the joint venture and the principal officers of each firm; each officer's experience as an owner, operator, or manager; and the proportionate share of the joint venture owned by each joint venture partner.

If a limited liability company, state the full name and title of each of the members and/or managers of the company and their experience as an owner, operator, or manager. The state of formation is to be included. If the Proposer is not a South Carolina company, please include a statement advising whether or not the Proposer is qualified to do business in the State of South Carolina as a foreign company. A foreign company will be required to qualify to do business in the State of South Carolina prior to the execution of a contract.

2. Executive Summary (Maximum 5 points)

The executive summary should provide a clear and concise summary of the Proposer's background, level of expertise, direct relevant experience, and ability to manage the operation. The executive summary should make the Proposer's case as the best candidate for the Hangar. The Proposer should structure this section in a manner that allows it to serve as a stand-alone summary when separated from the other sections of the proposal.

3. Description of Proposed Aviation Activity (Maximum 30 points)

- a. Concept use of the hangar facility
- b. How the Proposer's concept will provide quality services and expand aviation activity in the growing Columbia, SC market.
- c. Provide experience, qualifications, and background with operating the proposed concepts.

4. Financial Plan and Proposed Lease Rate (Maximum 25 points)

- a. Provide the proposed lease rate and term for the hangar.
- b. Describe any additional revenue opportunities that would be available to the Airport or existing airport tenants. I.e. Concession opportunities; fuel sales; business development opportunities.

5. Proposed Facility Investment (Maximum 20 points)

- (i) Itemize the capital investment plan.

- (ii) Capital Capacity
- (iii) Source(s) of Funding

If proposer requires owner investment into the hangar facility this should be presented here as necessary Tenant Improvements (TI) and factored into the proposed lease rate and term.

6. Management, Operations, and Staffing Plan (Maximum 10 points)

- a. Submit an overview of the operations of the assigned lease space and introduce the proposed management team by providing the following: Proposer's management organizational chart, both graphically and in narrative format.
- d. Submit a concise narrative on plans to manage, staff, and operate the hangar overall. Staffing levels and future apprentice/training opportunities are of particular interest when trying to assess the impact of this operation.

7. Disadvantage Business Opportunity Goals (ACDBE) (Maximum 10 points)

- a. Proposer has an opportunity to discuss its past and present demonstration to commitment to small and minority businesses and contributions toward a diverse marketplace.
- b. Proposer should highlight the company efforts to encourage ACDBE utilization including such items as mentoring or outreach programs and/or similar programs in which the Proposer engages DBEs and small business participation.
- c. Provide ACDBE certifications (if applicable).

8. Advertising and Marketing Plan (Maximum 5 points)

Describe the proposed advertising and marketing plan, including the intended strategy to promote the Airport. This should include any creative, innovative marketing and advertising strategies and/or way to integrate technological solutions.

9. Financial Background Information (Maximum 10 points)

The Proposer shall include the following financial information: (i) audited balance sheet and income statement for the last three (3) fiscal years and (ii) unaudited balance sheet and income statement for each fiscal quarter thereafter prepared in accordance with generally accepted accounting principles, reflecting the current financial condition of the Proposer.

10. References (Maximum 10 points based on reference feedback)

The Proposer shall include 3 references as directed on the REFERENCE form included below.

REFERENCES

Please provide at least three (3) current references within the Aviation industry.

1. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Length of Relationship: _____

2. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Length of Relationship: _____

3. Business Name: _____
Contact Name: _____ Title: _____
Address: _____
Email: _____ Phone: _____
Length of Relationship: _____

V. EXHIBITS

For Incorporation

1. Lease Template
2. Hangar Flyer

For Completion by Proposer

- A. Proof of Insurance Coverage
- B. Certification
- C. Acknowledgement of Addenda

“Exhibit A”

PROOF OF INSURANCE COVERAGE

Proposer shall provide the District with satisfactory evidence of the Proposer’s Professional Liability Insurance from a company satisfactory to the District and licensed to transact business in the State of South Carolina. Proposer shall submit this form with its proposal.

INSURER: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

CONTACT NAME AND PHONE: _____

The proposer is required to submit a letter or certificate from the Company providing insurance certifying that the Respondents has professional liability insurance in accordance with the terms set forth in this RFP.

Date:

Corporate Proposer: _____

Business Name: _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer: _____

Business Name: _____

Proposer Name: _____

Proposer Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public (Seal)

“Exhibit B”

CERTIFICATION

I, undersigned, on behalf of the below Proposer, certify and declare that I have read the response to this RFP and know its contents. The matters stated therein are true of my own knowledge and belief, except as to those matters stated on information and belief, and as to those matters I believe them to be true. I declare under penalty of perjury under the laws of the State of South Carolina that the foregoing is correct.

(Signature) _____

(Printed name) _____

(Title) _____

(Date) _____

(Proposer) _____

“Exhibit C”

ACKNOWLEDGMENT OF ADDENDUM

Proposers must initial each applicable Addendum below and complete the designated Corporate or Non-Corporate Proposer section and submit this form with their proposal as acknowledgment of receipt of all issued Addendum.

This is to acknowledge receipt of the following **Addendum(s)** for **Request for Proposals (RFP) / DOOLITTLE HANGAR TENANT**

1. ____; 2. ____; 3. ____; and 4. ____.

Dated the ____ day of _____, 20 ____

Corporate Proposer: _____

Business Name: _____

Proposer Name: _____

Proposer Title: _____

Corporate Secretary/Assistant: _____

Secretary (Seal)

Non-Corporate Proposer

Business Name: _____

Proposer Name: _____

Proposer Title: _____

Notary Public: _____

My Commission Expires: _____

Notary Public: _____