

**ENGINEERING SERVICES**

**PRE-PROPOSAL  
MEETING**

**INGRID GAUB**

**SEPTEMBER 12, 2017**

Community Development and Public Works Department

Engineering Services • Administrative Services • Environmental Services

Community Development Services • Maintenance & Operations Services

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AUBURN  
VALUES

S E R V I C E

E N V I R O N M E N T

E C O N O M Y

C H A R A C T E R

S U S T A I N A B I L I T Y

W E L L N E S S

C E L E B R A T I O N

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# AIRPORT BACKGROUND

- **Opened in 1969**
- **General Aviation Airport**
- **Airport is 110 Acres**
- **Enterprise Fund with in the City of Auburn for 40 years**
- **Management of the Airport is provided by contract**
  - **Airport Management Group, LLC**
- **Budgets are on a biennial cycle**
  - **Currently 2017/2018 approved**
- **Airport is part of the City's Innovative Partnership Zone**
- **2015 Airport Master Plan - completed**
- **2017-2020 Strategic Business Plan - completed**
- **Facility Condition Assessment - in process**

# SCOPE

- **Competitive Market Development Study**
  - Existing Conditions/Situation Assessment
  - Regional & Global Market Positioning
  - Best Practices/Benchmarks
  - Feasibility Assessment
  - Competitive Market Assessment Final Report
- **Long Term Rate Study**
  - Airport Rental Rates and Services
  - Land Lease Rate Strategies
  - Allowable non-aeronautical revenue opportunities

# PROPOSAL

- **10 double sided pages (20 pages total)**
  - **Cover letter**
  - **Firm Information**
  - **Approach**
  - **Qualifications and Experience**
  - **Project Personnel**
  - **Schedule of Rates and Project Budget**
  - **Project Timeline**
  - **References**
  - **Statement of Availability**
  - **Consultant's History of Successful Contracts**

# CRITERIA

- **Company Profile, Experience and Qualifications = 35%**
- **Consultants ability to meet the proposal obligations = 35%**
- **References = 25%**
- **Consultant's history of Successful contracts = 5%**

# SCHEDULE

- **DUE SEPTEMBER 27, 2017 BY 5:00PM**
- **City Clerks Office – 25 W Main Street**
- **Labeled: “SEALED PROPOSAL FOR COMPETATIVE MARKET ASSESSEMNT AND LONG-TERM RATE STUDY FOR THE AUBURN AIRPORT”**
  
- **Anticipate Possible interviews week of Oct 23<sup>rd</sup>**
- **Final Selection by Oct 30<sup>th</sup>**
- **Under Contract by End of December**
- **Contract Duration January 2018 through November 2018**

# QUESTIONS

- By email only to: [igaub@auburnwa.gov](mailto:igaub@auburnwa.gov)
- Questions??
- Responses to all questions will be posted with the RFP on the City's website tomorrow and as needed until the submittal date. Please check back.