

Food and Beverage Opportunity at the Auburn-Lewiston Municipal Airport

BID # LA 2024-003

RFP Issued: December 20, 2023

Proposal Due: 11 AM, February 2, 2024

I. The Opportunity

The Auburn-Lewiston Municipal Airport is located on over 600 acres in the City of Auburn, Maine. The airport supports local and regional general aviation, air cargo, and a growing volume of private, charter, and corporate jet activity. The Auburn-Lewiston Municipal Airport has a long history with its sponsors, Auburn and Lewiston, and many improvements have occurred since its beginning in 1935 that have helped to meet changing aviation demands and community needs.

The airport now serves the varied needs of corporate, charter, cargo, and recreational aviation activities. With additional developable acres, close proximity to Exit 75 of the Maine Turnpike, and an adjacent rail intermodal facility, the airport is a center of commerce seeking proposals for food services.

II. The Invitation

The Airport is soliciting proposals from qualified restaurants, catering, or retail operators to enter into a lease to provide a variety of food and beverage support for the traveling public. Proposers could expect a variety of patrons ranging from local community members who are looking for a meal, itinerant flight crews and their passengers looking for a quick bite on their way, or advance calls for catering to be available for traveling groups and individuals.

Proposers should consider the airport is a 24-hour operation, creating an opportunity for continuous availability on some level for food and beverage. The better proposal will provide consistent menu offerings and exploit the ancillary possibilities for catering, and off-hour food and beverage service that locations like the airport provide. In the interest of meeting aviation-related needs, the airport will consider operations that focus on more limited markets like catering handling. A proposal that includes limited beer and wine service as part of the menu will be considered.

The dedicated restaurant space is 1,185 square feet in the approximately 7,000 square foot airport terminal building. The restaurant space includes airport-owned commercial kitchen equipment and furniture, and potential rights to seating on the airside of the terminal building and in terminal building common areas.

III. Submission Requirements

The Auburn-Lewiston Municipal Airport will evaluate and select qualified respondents to enter into a contract for service and lease space that is commensurate with the selected proposal based on overall capability of the respondent and/or partner(s) and, in whole or part:

- A. The impact on the overall customer service delivery of the Airport to the traveling public

- B. Qualification, interest, and experience in establishment of proposed undertaking
- C. Adequate financial resources

Proposals received will be initially scored and ranked by a committee using the criteria below. Initial evaluation will be made of proposals submitted to create a short list of proposals from which to invite for a presentation and/or interview by the committee.

IV. Proposal Construction

A. Proposal Contents

In order to facilitate evaluation of the qualifications and experience statement, proposers are instructed to follow the outline below. Statements that do not follow the outline, or do not contain the required information may be considered as unresponsive proposals.

1. *Organization Information* (Evaluation weight 10%):

Provide full legal name of organization, organization structure (e.g., corporation, partnership, etc.) and complete contact information including mailing address, phone and fax and email address. Briefly describe management team as it relates to the proposal. Provide current resumes for management team and key positions.

2. *Proposed Services* (Evaluation Weight 30%)

Communicate how the proposed venue will provide prepared-food table service, takeout service, into plane catering, and/or after-hours food and beverage availability. A prospective menu with tentative pricing should be included. Also, include proposed hours of service availability.

3. *Experience* (Evaluation weight 20%):

Provide a list of previous and current venues that are similar in nature to the proposal that your organization has operated in the last five (5) years. If there is none, please list individual management involvement in previous or current venues. Indicate with any closures whether there were any legal issues or suits involved with the closure.

4. *Ability to Perform Financially* (Evaluation weight 25%):

Include the most recent complete year's financial statements of all venues the proposed management team has been a part. Also, include pro forma financial statements demonstrating the venue's ability to maintain at least financial stability throughout the lease period.

5. *Local Knowledge* (Evaluation weight 10%):

Demonstrate in the proposal your familiarity with how the Auburn - Lewiston Municipal Airport location fits into the community and how the venue will capture that community.

6. *References* (Evaluation weight 5%):

Submit along with the above information three (3) operational and financial references including current contact name(s) and telephone numbers.

B. Time and Place of Submission

Respondents are required to submit one (1) original and one (1) electronic copy of their proposal. All responses must be received before 11:00 AM local time on February 2, 2024. There will be no extensions to this deadline considered.

Interviews may be scheduled for the week of February 5th .

All questions must be submitted in writing before January 12th:

Jonathan P. LaBonte, Board Chair
Auburn Lewiston Municipal Airport
80 Airport Drive
Auburn, ME 04210
manager@flytome.com

All responses to questions will be posted to the airport's website www.flytomaine.com not later than January 19th. A request to schedule a tour of the space may be made at the email address above and must be requested by January 12th.

Following receipt of the proposal, a review committee shall evaluate the proposals and select a proposal or, at the discretion of the review committee, select a short list of firms to interview. Emphasis in selecting a proposal shall be placed on the qualifications and experience in projects similar to what has been proposed. The selected business will enter into a lease contract with the airport.

Submit Proposals to:
Auburn Lewiston Municipal Airport
ATTN: Jonathan P. LaBonte, Board Chair
80 Airport Drive
Auburn, ME 04210
manager@flytomaine.com

Proposals must arrive no later than 11:00 AM on February 2, 2024. Proposals are limited to 30 pages (30 single sided, or 15 double sided) or less, include informative message-oriented graphics as necessary, and use size 11-point font including references. Each submission should be in a sealed envelope or cardboard mailer, clearly marked "Request for Proposals for Food and Beverage Opportunity at the Auburn - Lewiston Municipal Airport." Electronic versions may be e-mailed or provided on a portable electronic drive.

The AUBURN-LEWISTON AIRPORT reserves the right to accept or reject any or all Qualification Statements received because of this request, or to cancel, in part or in its entirety, this Request for Qualification, if it is in the best interest of the AUBURN-LEWISTON AIRPORT to do so.

V. CERTIFIED DBE

Certified Disadvantaged Business Enterprise (DBE) organizations are encouraged to apply as the prime responder for this advertisement. Responding Non-DBE firms shall ensure that DBE's have the maximum opportunity to participate in the performance of any project contract in accordance with current requirements for DBE utilization.

Exhibit: A – Approximate Restaurant Location in Terminal

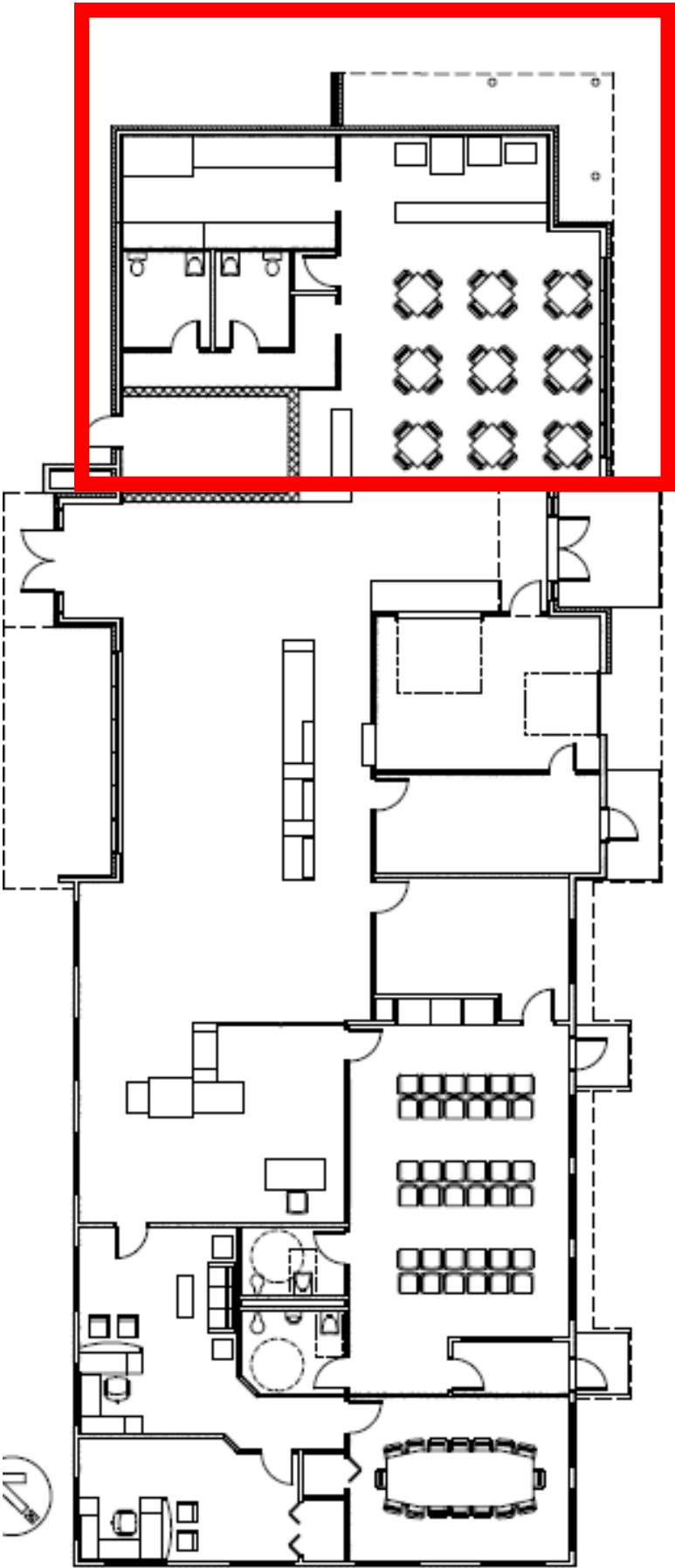


Exhibit: B – Restaurant Equipment List as of 12/7/2023

Large stainless-steel refrigerator

Large stainless-steel freezer—True T-49

Ice maker and ice tub –Manitowac Indigo Series 500 IY-0505W

Charbroiler-- StarMax Model 613RCBCF

Griddle— StarMax

Range- SunFire 36'

Mircrowave, Panasonic Pro II NE 2180

Deep fryers Dean model SR42GN (two units)

Berg Fridge, model BZR-15RG

Two Full wash stations

Bunn Soft Heat coffee/ hot water maker, model: Single SH, 120/240v MECH 1.5G

Winco food warmer

Heating lamps-model 177WG2 (two units)

Heating lamps- model DL12112-B (two units)

True refrigerator—T-230-LD

Turbo Air refrigerator (small) TWR-28SD

M3 Turbo Air refrigerator unit-MST-60

Warming pots-ESW-66 (two units)

Toaster, 4 slice Oster PN 156890

Stainless steel work stations (four total)

Floor freezer-Hotpoint