Request for Proposals

For

Food and Beverage Opportunity at the Auburn-Lewiston Airport

Auburn-Lewiston Airport is soliciting proposals from qualified restaurant, and retail operators to enter into a lease to provide a wide variety of food and beverage support for the traveling public. Proposers can expect a variety of patrons ranging from local community members who are looking for a good meal to itinerant flight crews and their passengers looking for a quick bite on their way. The Request for Proposal (RFP) document is available by calling (207) 786 0631. It is posted on the Airport's website at http://www.flytome.com/ under the business tab. Proposals will be due no later than 3:00 p.m. local time on 12 March 2014.

A Request for Proposals

For

Food and Beverage Opportunity at the Auburn-Lewiston Airport

Solicitation Issued: 7 February 2014

Proposal Due: 3 pm, 12 March 2014

I. The Opportunity

The Auburn-Lewiston Airport is located on 547 acres in Auburn, Maine. The airport supports local and regional general aviation, flight training, air cargo, and a large volume of corporate activity. The Auburn-Lewiston Airport has a long history with the Twin Cities and many improvements have occurred since its beginning in 1935 that have helped to meet changing aviation demands and community needs.

The airport now thrives by serving the varied needs of corporate, charter, cargo, and recreational aviation activities. There are approximately 75 aircraft based at the airport and approximately 90 mechanics employed on the airport and many other skills and trades employed in various industries nearby. The airport currently supports organizations like the Civil Air Patrol and many law enforcement activities. It is a maintenance and operations base for Life Flight of Maine. There are at least four cargo flights per day, 5 days a week. The airport has supported an average of 175 operations on the runways daily for the last 2 years. This activity will continue into the future as we incorporate other modes of transportation into an integrated inter-modal facility around Auburn-Lewiston Airport and will bring a restaurants' potential customer base to an even higher level than it is now.

The airport offers several possible revenue streams for the perspective restaurateur. Primarily would be walk-in traffic from both the aircraft parking aprons and the industry located nearby the airport. In fact, from 1 July to 30 September 2013, the airport handled over 4000 passengers and flight crews in the main terminal. While the passenger traffic is seasonal during the year, the industry around the airport potentially adds another 1200 to 1500 possible customers daily year-round. The in-to-plane catering that comes in occasionally would augment that foot traffic. During the same 1 July to 30 September, the airport delivered approximately 780 meals procured from other local sources and had a net income of approximately $5000 in the process. A third possible revenue stream would be from after-hours vending of food and beverages that has not been tried in the new terminal and is a market not currently served. The airport has traffic on a nearly 24-hour basis with all of the types of activity.

With many major industrial companies located nearby, over 200 developable acres, a foreign trade zone with Customs clearance at the fastest growing inland port in New England, Auburn-Lewiston Airport is a center of commerce seeking proposals for food services.

II. The Invitation

Auburn-Lewiston Airport is soliciting proposals from qualified restaurant, and retail operators to enter into a lease to provide a wide variety of food and beverage support for the traveling public. Proposers can expect a variety of patrons ranging from local community members who are looking for a good meal to itinerant flight crews and their passengers looking for a quick bite on their way.
The airport has a dedicated space for food service that is part of the main terminal but able to operate on different hours as the terminal because it has its own entrance. The space available is approximately 1200 sq. ft. with over 600 sq. ft. available in the dining area. The rent for this space is negotiable within reason. The restaurant space has its own phone, cable television, gas (soon to be natural gas) and electric connections. Water and sewer will be included in the rent. Although recently modernized, the restaurant space can be altered to accommodate most floor plans. A vent hood and deep-sink with grease trap are the only equipment in the space.

Proposers should consider the airport is a 24-hour operation, creating a need 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. Proposals that include limited beer and wine service as part of the menu will be considered.

III. Submission Requirements

The Auburn-Lewiston Airport Staff 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 Auburn-Lewiston Airport to the traveling public using the facility

B. Qualification, interest and experience in establishment of proposed undertaking

C. Adequate financial resources

A committee will make the selection using an established scoring process. Initial evaluation will be made from proposals submitted to create a short list of proposal from which to invite for presentation and 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 in-

cluding 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 at least 60 hours per week prepared-food table service, and after hours food and beverage availability. A prospective menu with tentative pricing should be included Also, include how to meet the need for ancillary services such as into plane catering, take out service and special events.

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 last 3-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 Airport 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 nine (9) copies of their proposal document. All responses must be received before 3:00 P.M. local time on 12 March 2014. There will be no extensions to this deadline considered.

Interviews may be scheduled for 18-21 March 2014.

All questions must be submitted in writing before 6 March 2014 to:

Airport Manager
Auburn Lewiston Airport
80 Airport Drive
Auburn, ME 04210
(207) 786 0631
manager@flytome.com

All responses to questions will be posted to the airport's website www.flytome.com not later than 7 March 2014.

If a visit to see the facility is desired, please schedule that with the airport staff at the same phone number or email.

Following the 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.

In order to be considered responsive, the proposals must be submitted to:

Finance Director
City of Lewiston
27 Pine Street
Lewiston, ME 04240

Proposals must arrive no later than 3:00 p.m. on 12 March 2014. 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 Airport."

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.