



REQUEST FOR PROPOSAL FOR ESTABLISHING AND OPERATING AN AVIATION FLIGHT TRAINING SCHOOL AT THE SHELBY COUNTY AIRPORT

ADDENDUM NO. 1

Date: March 4, 2025

RE: RFP for Establishing and Operating an Aviation Flight Training School at the Shelby County Airport

MARCH 20, 2025
2:00 P.M.

Location for the bid opening remains the office of the Shelby County Chief Financial Officer, located at 200 West College Street, Room 125, Columbiana, Alabama, 35051

Clarifications:

- Q1. Is the Aviation Flight Training School required to obtain Hangar Keepers Insurance since it will not be hangaring aircraft other than those in leased hangar space.
- A1. See attached revised specifications regarding insurance requirements.
- Q2. Is Form ADV-ACR45 the only document acceptable to verify aircraft are registered and based in Shelby County?
- A2. As stated in Specification Section 1 (b.), other verifying documents are allowed. These documents include but are not limited to proof of payment for personal property tax on Shelby County based aircraft.



February 26, 2025

STATE OF ALABAMA
COUNTY OF SHELBY

**REQUEST FOR PROPOSAL FOR ESTABLISHING AND OPERATING
AN AVIATION FLIGHT TRAINING SCHOOL
AT THE SHELBY COUNTY AIRPORT**

Request for proposals for Establishing and Operating an Aviation Flight Training School at the Shelby County Airport will be received in the office of the County Manager, Shelby County Administration Building, 200 West College Street, Room 123 in Columbiana, Alabama 35051, until 2:00 p.m. on March 20, 2025 at which time proposals will be publicly opened and read. The Shelby County Commission reserves the right to reject any or all proposals and to waive informalities in awarding this Service to the Proposer. Proposers are to state that proposal submitted are firm and that no claims for errors will be made after proposals are opened and subsequent thereof. If you have any questions concerning this request for proposals, please contact Gina LeCroy at rlcroy@shelbyal.com.

GENERAL INFORMATION

All Proposers must use the form provided for submitting their proposal. All proposals must be sealed and marked in the lower left corner of the envelope, "**RFP – AVIATION FLIGHT TRAINING SCHOOL AT THE SHELBY COUNTY AIRPORT**" with opening date and time stated. Late proposals will not be opened.

Records showing the proposals received will be placed on file and may be examined upon request.

Proposals shall be submitted in accordance with the attached "Instructions and Specifications".

DISQUALIFICATION

Proposals may be disqualified before awarding of the contract for any of the following:

- A. Failure to mark envelope as required;
- B. Failure to sign or notarize the proposal document;
- C. Failure to include requested information or other details of the request for proposal, or any deviations from instructions on the request for proposal instructions and specifications. Pricing/Information is to be entered on the Proposal Form provided. Deviations or exceptions will be cause for disqualification of the submitted proposal.

METHOD OF AWARD

Proposers must meet all specifications. After determining that all specifications have been met, each proposal shall be reviewed to determine the successful proposal. It is not the policy of The Shelby County Commission to Award on the basis of price only. Quality, conformity with specifications, references, scope of business plan, and past service and experience are among the factors that may also be considered in determining the successful proposal. Shelby County Commission reserves the right to request in-person interviews with Proposers. Interviews will be conducted at a time to be determined by the County. If required, interviews will be conducted at the Shelby County Airport location.

No proposal may be withdrawn after the scheduled closing time for the receipt of proposals for a period of one hundred and twenty (120) days.

IMMIGRATION LAW

The successful proposer will be required to sign an agreement that will affirm that for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

OPEN TRADE

The successful proposer will be required to sign an agreement that will affirm that the proposer agrees that it is not currently engaged in, nor will it engage in, any boycott of a person or entity based in or doing business with a jurisdiction with which the State of Alabama can enjoy open trade.

Please include one original bid response and two copies in your submittal.

Chad Scroggins
County Manager

**REQUEST FOR PROPOSAL FOR ESTABLISHING AND OPERATING
AN AVIATION FLIGHT TRAINING SCHOOL AT THE SHELBY COUNTY AIRPORT
Instructions and Specifications**

Shelby County is requesting sealed proposals for the establishment and operation of an Aviation Flight Training School hereinafter referred to as "AFTS" to be located at the Shelby County Airport, 265 Weather Vane Road, Calera, Alabama 35040.

Minimum specifications shall be as follows:

1. **Specifications:**

- a. AFTS shall occupy the delineated area shown on the attached illustration on the second floor of the airport terminal building.
- b. The Aviation Flight Training School (AFTS) shall maintain at all times a minimum of 5 flight ready aircraft and with at least one aircraft to be IFR Certified. The aircraft shall be owned by and under the exclusive control of the AFTS, and shall be properly, and lawfully equipped and maintained, and shall be FAA certified for flight instruction and rental. All hangar space for aircraft utilized by the AFTS shall be the responsibility of the AFTS in accordance with the current hangar rental rates. The AFTS shall list all aircraft on the proposal form. The AFTS will be required to have all aircraft that are listed on the proposal form to be based in Shelby County and must supply to the County proof of such with a copy of their Form ADV-ACR45 or other verifying documents in accordance with Code of Alabama 1975 § 40-11-1 and § 810-4-1-.09. Priority will be granted to the AFTS to allow the AFTS proper hangar space if needed when hangar lease space becomes available.
- c. AFTS shall employ at all times a minimum of 4 licensed and qualified Flight Instructors. All Flight Instructors must have current FAA Certified Flight Instructor and approved Medical Certificates. Flight Instructors must demonstrate a continuing ability to meet FAA requirements.
- d. AFTS shall employ a minimum of one person to be present, or reachable by phone, 9 hours per day between the hours of 8:00 AM and 5:00 PM Monday through Friday. This person will be responsible for answering phones, handling walk in customers, all plane rentals, cleaning/washing of rental planes, and any other duties assigned by the AFTS.
- e. AFTS will be responsible for keeping the designated building area and AFTS aircraft clean, safe and presentable at all times.
- f. All maintenance of the AFTS planes shall either be performed by the maintenance shop located at the Shelby County Airport or an off-site location. No work shall be performed onsite at the Shelby County Airport by outside maintenance shops or individuals at any time without the expressed written consent of the County.
- g. AFTS will submit a detailed business plan, including a 5 year plan of projected goals, to Shelby County outlining proposed operational plans including but not limited to, hours and days of operation, anticipated number of personnel, number and type of aircraft to be used, etc.
- h. The County will require quarterly meetings with a principals of the AFTS to discuss business items to include, but not limited to, projections, gains and shortfalls, expansion and growth. The AFTS will be required to produce records for the preceding quarter showing the number of calls, walk ins, discovery flights, and training flights. These meetings will be scheduled in advance by the County.
- i. All terms and provisions of the attached lease shall be agreed upon and in force for the duration of the contract.
- j. A lease will be administered by the County, and signed by both parties.

2. **Minimum Financial Terms:**

AFTS shall pay for the use of space in the amount of approximately 1102 sq. ft. (see

layout illustration), the minimum rate shall be \$725.00 per month (1102 SF X ~ \$8 per SF annually), plus a minimum of one percent (1%) of all gross revenue including flight instruction services, non-flight instructional aircraft rental or sales and any other sales above \$500,000 per year, beginning on January 1st and ending on December 31st of each year, and each subsequent year thereafter. AFTS shall provide sales records for the year's sales to be due by the 10th of January each year for the entire term of the agreement. Failure to produce these records by the specified time will result in a penalty of \$25/day until the records are furnished. These are minimum terms. Note individual proposals may include values in the County's favor greater than these minimum limits set for the monthly rental rate and percent of gross sales that are indicated.

3. **Adjustment of Monthly Rental Rate**

Beginning October 1st of each year, the agreed monthly rental rate is subject to increase by a percentage not more than the cumulative average annual percentage of increase in the Consumer Price Index for all Urban Consumers, South Region using the anniversary month of the current year as the base period from which increases will be calculated.

4. **Insurance**

- a. AFTS shall maintain at all times, basic commercial general liability insurance in the minimum amount of \$1,000,000.00 combined single limit and \$2,000,000 aggregate. The policy will be at the expense of the AFTS. The Shelby County Commission and Shelby County Airport shall be listed on the policy certificate as additionally insured. Said insurance coverage must specifically address and insure against property and personal injury claims related to aviation flight training school activities. In addition, said insurance shall also insure for liability against damage to or by, or loss of the offices, airplanes, or other property, and against liability for personal injury or death, arising from acts or omissions of AFTS, its officers, agents, and employees, successors, visitors or assigns. Said policy or policies shall contain a provision whereby AFTS insurer waives any right of subrogation against the Shelby County Commission and Shelby County Airport, its officers, agents and employees, successors or assigns and providing that Shelby County Commission and the Shelby County Airport must receive at least ten (10) days prior written notice of any cancellation of AFTS insurance coverage. A current certificate of this coverage must be provided to Shelby County and on file at all times.

5. **Emergency Service:**

- a. AFTS shall make available to the County a minimum of two twenty-four hour telephone numbers, should a problem occur or should Shelby County require contact with an AFTS representative.

6. **Signage:**

- a. AFTS may be asked to provide one large airport sign advertising the AFTS to be posted at a designated location at the airport. The actual sign and placement thereof shall be approved in writing by the County prior to construction and installation.

7. **Transition:**

- a. AFTS will be required to be fully staffed, and operational within 30 days notice of award of contract.

Amenities

If your Company provides any amenities or services other than stated above, please list in detail.

Other Requirements

Provide at least 3 references from aviation related persons, businesses, or organizations. Provide a brief bio of the principal owner or owners, listing experience, length of time as a pilot, certifications, and accreditations.

Due Date: March 20, 2025
2:00 p.m. Local Time

Physical Address: Shelby County Commission
Office of the County Manager
200 West College Street
Columbiana AL, 35051

Mailing Address: Shelby County Commission
Office of the County Manager
200 West College Street, Room 123
Columbiana AL, 35051

The undersigned offers this response to the RFP for Shelby County to Establish and Operate an Aviation Flight Training School at the Shelby County Airport as specified.

- | | | |
|---|----------|---------|
| 1. All items a.-j listed in the RFP specifications are met: | YES_____ | NO_____ |
| 2. Business Plan included | YES_____ | NO_____ |
| 3. 5 year Projected Growth Plan included. | YES_____ | NO_____ |
| 4. References included | YES_____ | NO_____ |
| 5. Principal and Staff's qualifications included | YES_____ | NO_____ |
| 6. List Amenities or Other Services to be provided: | YES_____ | NO_____ |

1. Proposed Rent Payment amount: _____ per month. (Must meet or exceed minimum)

2. Proposed Percentage to be paid per year for all gross sales of: _____%
above _____per year. (Must meet or exceed minimum)

3. List of flight ready Aircraft proposed for use and based at Shelby County Airport

4. Proposed Number of flight instructors: _____ (must meet or exceed minimum)

5. Estimated quantity in gallons of fuel purchased at Shelby County Airport annually

Jet A _____

AvGas _____

6. Additional Amenities or Services _____

Signature: _____

Address: _____

Phone: (Include area code) _____

Sworn to and subscribed before me this

The _____ day of _____, _____

Notary Public

My Commission Expires: _____.