

Release Date: September 1, 2021

Closing Date: October 13, 2021 4:30 p.m. local time

STATEMENT OF QUALIFICATIONS
INDEPENDENT CONTRACTOR
FOR
EUREKA AIRPORT FIXED-BASE OPERATOR SERVICES
EUREKA COUNTY AIRPORT, EUREKA, NEVADA

I. Introduction

Eureka County is seeking Statement of Qualifications from qualified individuals to perform Fixed Base Operator (F.B.O.) services at the Eureka Airport. The successful individual will be required to provide full and complete fixed-base operator services for Eureka County, including all equipment, tools, and any other operating obligations necessary to perform the services required. The contract period is anticipated to be a two (2) term.

II. Scope of Services

The successful individual will be responsible for all F.B.O. services and will report to the Board of County Commissioners through the Public Works Department. The successful individual may have the ability to rent the living quarters and attached hangar space located at the Eureka Airport from Eureka County.

The F.B.O. will provide, but is not limited to, the following services:

- Provide ordinary and basic maintenance of the Airport and its improvements, including, but not limited to, basic building maintenance; maintain cleanliness of business area, pilot's lounge, and associated restrooms; weed and debris control around the FBO building, runway, taxiway, and tie down areas; and cleanliness on and around fuel islands.
- Shall perform daily, weekly, monthly, and quarterly fuel testing of Jet A and Avgas 100LL per Eureka County's contracted fuel supplier requirements.
- Purchase and vend ordinary and regular maintenance products (tires, oil, filters, nuts/bolts/screws, etc.) provided by the F.B.O. for local and transient aircraft from facilities leased from Eureka County. F.B.O. must have the financial capability to purchase and stock items.
- Operate and maintain aircraft radios, runway lighting, other communication equipment and weather services equipment provided by Eureka County.
- Provide runway, taxiway and tie down area snow removal with equipment provided by Eureka County.

- Provide public access to Airport telephone, pilot and passenger lounge, and public restrooms.
- May provide airframe and/or powerplant (A&P) services and repair for local and transient aircraft, utilizing tools/equipment provided by F.B.O., from facilities leased from Eureka County. This individual must possess and maintain an airframe and/or powerplant mechanic's license endorsed with an FAA certified rating.
- May lease out hangar space from facilities leased by the F.B.O. from Eureka County.
- Must perform runway inspections, and may provide limited taxi service to transient pilots/passengers requesting transfer to Eureka or local mines, utilizing a vehicle provided by Eureka County for such services.
- Provide general liability insurance for F.B.O. operations in an amount of one million dollars (\$1,000,000.00) with Eureka County named as additionally insured.
- Other services which may be negotiated upon award of Fixed Base Operator Contract may include: Flight Instruction; Avionics Repair; and Annual Aircraft Inspections, upon confirmation of proper certifications and ratings by the FAA.

III. Education – Training – Experience

Proposals shall include any and all education and training certificates relating to Fixed Base Operations and evidence of work experience. Documentation shall include, but is not limited to the following:

- Education
- Training - FAA, Military, Private, Manufacturer Training/Certifications
- Experience – please include any experience up to 20 years
- Certificate violations or revocations

IV. Statements of Qualifications

The individuals' Statement of Qualifications (SOQ) shall detail a responsible "track record" relating to their ability to successfully perform F.B.O. functions at the Eureka Airport. The SOQ shall include, but is not limited to the following:

- A cover letter signed by the individual;
- A description of the individuals' background and qualifications for performing Fixed Base Operator services.
- Narrative on philosophy behind running a successful F.B.O. operation, including a summary of planned airport operation; targeted programs for increasing air traffic; interacting with seasonal Fire Base Operations, medical evacuation based crews and aircraft and agricultural based crews and aircraft; and interacting with local individuals or community groups interested in hosting airport based tourism activities.
- References, three (3) minimum.
- Resume.
- Certificates relating to Fixed Base Operator functions.
- The Statement of Qualifications should be limited to twenty (20) pages including references and resume.

V. Evaluation and Selection Process

The selection process of the individual will be based on the following criteria:

- Experience and past performance as a Fixed Base Operator.
- Ability and past experience of the individual in providing the services outlined in the scope of services.
- Familiarity with Eureka County including, but not limited to, environment, surroundings, population, and demographics.

A selection committee may be appointed by the County Commissioners to evaluate the Statement of Qualifications and/or the County Commissioners may elect to select directly from the Statements of Qualifications. In all instances the decision by the Board of County Commissioners shall be final.

Eureka County reserves the right to accept or reject any or all submissions or to accept the submission most advantageous to Eureka County.

VI. Inquiries

Please direct all inquiries regarding the request for proposals to:

Eureka County
Jeb Rowley, Director of Public Works
P.O. Box 714
Eureka, Nevada, 89316
(775) 237-5372

VII. Submittal

All proposals, whether selected or rejected, shall become the property of Eureka County. Cost of preparation of the Statement of Qualifications will be the responsibility of the individual submitting the proposal. The Request for Proposal will be accepted in a sealed envelope until 4:30 p.m. local time on August 6, 2021. Proposals shall be submitted to:

Eureka County
Jeb Rowley, Director of Public Works
P.O. Box 714
Eureka, Nevada, 89316
(775) 237-5372

Facsimiles and/or email submittals will not be accepted.