

# TAUNTON MUNICIPAL AIRPORT COMMISSION

## MINUTES OF MEETING

APRIL 4, 2016

Commissioners:

Fred Terra, Chairman  
Bob Adams, Vice-Chairman  
William Manganiello  
Jim Madigan  
Burton Schriber  
Charles Malo  
Jan Boboruzian

Airport Manager:

Dan Raposa

Treasurer & Recorder

Joe Lawlor

Airport Ground Services:

Ted Porada

Meeting called to order at 4:00 p.m. by Commission Chairman Fred Terra

### REQUEST FOR PROPOSAL – AIRPORT MANAGEMENT

Taunton Municipal Airport Request for Airport Management Proposals closed March 25<sup>th</sup>, 2016. The proposal (RFP) was drafted by Airport Solution Group (Airport engineers), reviewed by the City Solicitor, approved by the Airport Commission and published locally and in the National Register. There was one submission, DJ Raposa Enterprises, LLC. Chairman Terra forwarded the application to Airport Solutions Group (ASG) for a compliance review on March 25<sup>th</sup>. ASG returned a favorable report (see attachment) on April 2<sup>nd</sup>.

Proposal....

DJ Raposa Enterprises, LLC be selected as Airport Management Contractor for the period May 1, 2016 through April 30, 2019 according to the provisions as contained in the proposal. Contract is to be executed immediately.

**Jan B.: motions to accept the proposal, Jim M.: seconds the motion. Discussion: None. All in favor: UNANIMOUS. Motion Passes, So Voted.**

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Jan B: motion to adjourn at 4:02 P.M. Jim M. seconds. All in favor: Unanimous. So voted.

**NEXT Meeting Wednesday, April 27, 2016 at 7:00 p.m. in City Hall Building (141 Oak Street, Taunton, MA).**

**Individuals with disabilities, who require assistance or special arrangements to attend, please contact the airport manager at 508-821-2973. We request that you provide a 48 hour notice so that the proper arrangements may be made.**



# AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

## MEMORANDUM

<b>TO:</b>	Fred Terra, Airport Commission Chair	<b>FROM:</b>	Bob Mallard
<b>LOCATION:</b>	East Taunton, MA	<b>LOCATION:</b>	Burlington, MA
<b>SUBJECT:</b>	ASG Compliance Review of DJR Proposal	<b>DATE:</b>	March 31, 2016

This memo describes ASG's review of a proposal submitted to the Airport Commission by *D J Raposa Enterprises, LLC* for compliance with mandatory submission requirements required by a **Request for Competitive Proposals - Airport Management Services** (hereafter referred to as RFP). This review is limited to ASG's determination of a proposal being "responsive" in terms of whether or not it includes information required by the proposal. It does not pass judgment on the quality, thoroughness or completeness of the submission and no attempt has been made to verify the veracity of the response provided. Applicable sections of the RFP that require a specific action are repeated herein, with ASG's opinion of whether or not the Respondent met the submission requirement.

### **Ref. Page 3 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1) Paragraph 1, Cover Letter / General Description of the Respondent**

In cover letter format, please identify the name, address, telephone number and email address of the Respondent. Please also describe the nature of its business, as well as the size and location of the legal entity proposed to serve as Airport Management Services at KTAN. Please also include the number of years the entity has operated in such capacity, as applicable to the role and responsibilities required of the position. The letter should be signed by a representative of the firm duly authorized to sign the Contract

Respondent's cover letter includes all required items.

### **Ref. Page 4 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1) Paragraph 2, Qualifications**

Please include any and all information which clearly articulates the qualifications of the Respondent submitting for this position, particularly as it relates to the duties and responsibilities noted in Attachment 1 referenced herein (including Exhibit 1). Recent, relevant qualifications serving as an Airport Management Services and/or Airport Manager, including past or current licensing as an Airport Manager in the Commonwealth of Massachusetts is considered highly advantageous.

Respondent's proposal includes reference to qualifications identified by the RFP.

### **Ref. Page 4 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1) Paragraph 3, Experience**

Please include any and all information which clearly articulates the experience of the Respondent submitting for this position, particularly as it relates to the duties and responsibilities noted in Attachment 1 referenced herein (including Exhibit 1). Recent, relevant experience as Airport Management Services and/or Airport Manager, as

well as experience working with the MassDOT Aeronautics Division and/or the FAA New England Region is considered highly advantageous.

Respondent's proposal includes reference to experience identified by the RFP.

**Ref. Page 4 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1)  
Paragraph 4, Resumes of Key Personnel**

Please include resumes of key personnel within your firm that will be acting in the capacity of Airport Manager and any assistants thereto. Please include reference to having any special qualifications, licenses, and registrations required by the position. Relevant management experience and examples of positive communication and interaction with the general public is considered highly advantageous.

Respondent's proposal included resumes of key personnel.

**Ref. Page 4 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1)  
Paragraph 5, Additional Information**

Please include any other additional information that the Respondent believes is relevant for consideration by the Commission, which would make its selection more advantageous for the Airport. Examples may include, but are not limited to: particular knowledge of the Airport, environmental resources and applicable permitting issues, local knowledge of the area including Airport tenants, abutters, the City of Taunton, etc.

Respondent's proposal included additional information.

**Ref. Page 4 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1)  
Paragraph 6, Professional References**

Please provide three professional references. References germane to the professional qualifications and experience of the position will be considered highly advantageous.

Respondent's proposal included three professional references.

**Ref. Page 4 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1)  
Paragraph 7, Conflict of Interest Statement**

Please include a detailed statement, or narrative as the case may be, representing the Respondent's opinion regarding any real or perceived conflict(s) of interest, as identified in the RFP.

Respondent included conflict of interest statements required by the RFP.

**Ref. Page 5 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1)**

Technical Proposals may be submitted either one-sided or double-sided, but shall not be more than twenty (20) pages of written text in total, excluding front and back covers and dividers. There is no requirement for font, except that it shall be easily readable and not be less than 10 points in size.

Respondent's Technical Proposal was submitted as a single-sided document, six (6) pages total.



**Ref. Page 5 of 8, Technical Proposal Requirements / Minimum Evaluation Criteria (Sealed Envelope #1)**

Submit eight (8) paper copies, printed and bound, all of which must be included in a sealed envelope (Sealed Envelope #1), separate from the Price Proposal noted herein. The envelope must be clearly marked on the outside of the envelope with the legal name of the entity submitting the Technical Proposal, with a label marked as follows: *“Technical Proposal for Airport Management Services at the Taunton Municipal Airport”*.

One (1) copy each of the Respondent's Technical & Price Proposal were provided to ASG; it is not known whether the Respondent submitted eight (8) copies as required in separate sealed envelopes, marked as required.

**Ref. Page 5 of 8, Price Proposal Requirements (Sealed Envelope #2)  
Paragraph 1, Price Proposal**

Please include the minimum monetary compensation proposed by the Respondent, listed separately by the exact year, for each year of the prospective Contract referenced herein. Please also include a total cumulative cost for all years.

Respondent included the requested information, formatted as required.

**Ref. Page 6 of 8, Price Proposal Requirements (Sealed Envelope #2)  
Paragraph 2, Price Proposal**

Price Proposals shall be in the form of a one-page letter signed by the same duly authorized person of the legal entity submitting the Technical Proposal. There is no requirement for font, except that it shall be easily readable and not be less than 10 points in size.

Submit eight (8) paper copies, each one signed by the Respondent, all copies of which must be included in a separate sealed envelope (Sealed Envelope #2), separate from the Technical Proposal noted herein. The package must be clearly marked on the outside of the envelope with the legal name of the entity submitting the Price Proposal, with a label marked as follows: *“Price Proposal for Airport Management Services at the Taunton Municipal Airport”*.

One (1) copy of the Respondent's Price Proposal was provided to ASG, which was formatted as required by the RFP; it is not known whether the Respondent submitted 8 copies as required in separate sealed envelopes, marked as indicated in the RFP.

**Ref. Page 6 of 8, Proposal Submission Deadline**

Respondents are required to submit the following in one complete sealed package containing:

1. Eight (8) separate, bound, paper copies of the Technical Proposal in one separate sealed envelope
2. Eight (8) separate, paper copies of the Price Proposal in one separate sealed envelope
3. One (1) compact disk (CD) or memory stick which includes separate electronic copies of the Technical Proposal & Price Proposal, both saved in .pdf format.

Please submit one complete sealed package including all of the contents listed above, with the outside package label marked as follows:



## AIRPORT SOLUTIONS GROUP

Innovative Airport Development Specialists

Bid for KTAN Airport Management Services

Submitted by: **Respondents Name**

Taunton Municipal Airport Commission

P.O. Box 441, Westcoat Drive

Taunton, MA 02718

One (1) copy of the Respondent's Technical Proposal and one (1) copy of the Price Proposal were provided to ASG; it is not known whether the Respondent submitted 8 copies of each as required in separate sealed envelopes, marked as indicated in the RFP. It is also not known if a compact disk (CD) or memory stick containing electronic copies saved in .pdf format were submitted.

### Ref. Page 8 of 8, Eligibility

Before preparing a response, proponents must ensure that it meets the following eligibility criteria. The applicant must:

- a. Have a minimum of three (3) years' experience in providing airport operations and management services.
- b. Have labor resources and support services available.
- c. Have experienced, qualified staff
- d. Must possess or have the ability to acquire:
  1. Airport Managers License
  2. MA 2A1c Hydraulic Operators License
  3. Certified as a MA UST Licensed Operator

Respondent's proposal includes reference to the eligibility criteria listed in this section of the RFP.