

# Statement of Qualification/Request for Proposal

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*Ground Transportation Services*



# **MANHATTAN REGIONAL AIRPORT**

## **Request for Qualifications/Proposals**

The Manhattan Regional Airport (MHK), hereby requests proposals from all interested and qualified parties (Proposer or Concessionaire) desiring to operate a ground transportation operation in the passenger terminal. MHK is soliciting competitive proposals pursuant to a determination that such a process best serves the interests of the Airport, passengers, and the general public. It is the intent of MHK to select a Concessionaire as a result of this Request for Proposals (RFP) and enter into a Concession Agreement for a term of five years with the Concessionaire who best meets the requirement of the Airport as set forth herein.

### **1.0. GENERAL INFORMATION**

The Manhattan Regional Airport is a non-hub commercial service airport owned and operated by the City of Manhattan, Kansas. The Airport is currently served by American Airlines with daily flights to Dallas/Ft. Worth International Airport and Chicago O'Hare International Airport. The Airport is located approximately nine miles west of downtown Manhattan and approximately four miles east of Fort Riley.

The Airport enplaned approximately 77,000 passengers in 2019. Annually, approximately 150,000 passengers travel in and out of Manhattan Regional Airport. In 2020 the airport experienced a decline in passengers due to COVID-19 but enplanements have been steadily improving in 2021 as the national travel industry rebounds. The passenger terminal is relatively new, as construction was completed in 2016, and is 42,000 square feet. Current tenants include Transportation Security Administration, American Airlines, and Bandit Coffee and Café.

There are three ground transportation stations in the baggage carousel room. This RFP is to evaluate proposals for operators in those three stations. The current rental car providers include Hertz and Enterprise Holdings. It should be noted that Enterprise occupies two ground transportation stations and offer three of their brands (National, Alamo, and Enterprise).

At the time of award, an agreement will be entered into between the City of Manhattan and the selected proposer. The conditions of that agreement will be driven by the type of ground transportation selected through this RFP process.

### **2.0. RFP TIMETABLE**

September 2, 2021	Request for Proposal is advertised
September 17, 2021	Request for additional information or clarification due – 2:00 PM (CST)
September 24, 2021	Addendum to be issued addressing any additional information request. (if needed)
October 8, 2021	Proposals are due 5:00 PM (CST)

October 11 – 15, 2021

Proposals reviewed

October 22, 2021

Selected Concessionaire notified

Award proposed concessionaire, contingent on City Commission approval (tentatively scheduled for presentation on (11/2/21 or 11/16/21))

### **3.0. METHOD OF SOLICITATION**

Notice will be published in *The Manhattan Mercury* and posted on the City of Manhattan website ([www.cityofmhk.com](http://www.cityofmhk.com)) and Manhattan Regional Airport's website ([www.flymhk.com](http://www.flymhk.com)).

### **4.0. DIRECTIONS FOR SUBMISSION**

Proposers shall submit one original, Ground Transportation Proposal Form, Exhibit A in one sealed envelope. **All documents must be received by the Airport no later than 5:00 pm, October 8, 2021**, at the Airport Administration Office, 5500 Skyway Drive, Manhattan, KS 66503. Any proposals received after the specified due date and time will be rejected and returned unopened. All expenses for preparing and delivering project proposals, including subsequent interviews, will be borne by the Proposer.

Any addenda will be added to the websites of the City of Manhattan, [www.cityofmhk.com](http://www.cityofmhk.com) and Manhattan Regional Airport, [www.flymhk.com](http://www.flymhk.com). However, it is the responsibility of each proposer to determine whether any addenda have been issued by contacting Airport Administration Office by phone at (785)587-4597.

### **5.0. SUBMITTAL REQUIREMENTS**

Information must be provided by submitting the Ground Transportation Proposal Form, Exhibit A. Form will be completed and signed by Proposer. All information on the form is required. Any incomplete or unsigned form will be disqualified.

### **6.0. SELECTION CRITERIA**

The successful proposer(s) will be the one(s) who provide the best value to the Airport and its customers and whose business approach is in concert with the operation of the Airport. Responses to the following criteria are required, as established in the Ground Transportation Form; however, each proposer may include additional relevant information for consideration.

Qualifications Weighted Selection Criteria

1. Organization of ground transportation provider, which includes:
  - a. experience in number of years operating such a service,
  - b. experience serving the Manhattan area and/or working in an airport environment

2. Capabilities of ground transportation provider, including
  - a. ability to respond to customer requests, planned and spontaneous
  - b. customer service philosophy
3. Rent
  - a. Guaranteed minimum rent and/or percent of gross revenue
4. Customer Experience
  - a. This should include your signage and marketing approach; and, any rewards program that is relevant to our customer
  - b. This should also include staffing levels
5. External space required
  - a. Shuttle or parking stalls – proposers should describe method they would use to provide for transportation, if needed; and minimum number of stalls required for their operation; and if additional vehicular storage is requested or required
6. Anticipated hours of operations
  - a. This should address how their operation compliments the flight schedules and customer expectation; as well as protocols and policies for addressing customer needs if/when counter is closed

## **7.0. OTHER TERMS**

- A. Each proposer has the responsibility to do the following:
  1. Thoroughly examine the RFQ/RFP documents and all addenda;
  2. Visit the terminal site to become familiar with and to satisfy the proposer as to the general, local, and site conditions that may affect cost, progress, and performance of work;
  3. Consider federal, state, and local laws and regulations that may affect cost, progress, or performance of work;
  4. Study and carefully correlate the proposer's knowledge and observations with the RFQ/RFP documents and related data;
  5. Promptly notify the Airport of all conflicts, errors, ambiguities, and discrepancies, which the proposer has discovered in the RFQ/RFP documents.
  6. At its own expense, each Proposer must confirm adequacy of the power source and telecommunications, data hook ups, and that its operation does not exceed load limitations. Requests for additional information pertaining to location of conduit, electrical panel, and procedures for obtaining the necessary MHK approval to plan improvements prior to installation should be directed via email to:

Jesse R. Romo, A.A.E.  
Airport Director  
Manhattan Regional Airport  
5500 Skyway Drive, Suite 120  
Manhattan, KS 66502  
romo@cityofmhk.com

- B. All materials submitted shall become the property of the City, and shall be subject to the laws and regulations pertaining to public information. No guarantee of privacy or confidentiality is offered or implied by the City.
- C. Proposals may not be modified or withdrawn after submission. However, proposers may withdraw themselves from the selection process at any time prior to the submission deadline for the receipt of proposals.
- D. The City reserves the right to reject any and all proposals and to waive any irregularities therein.
- E. All persons awarded and or entering into contracts with the City of Manhattan shall be subject to and are required to comply with all applicable City, State and Federal provisions pertaining to nondiscrimination, equal employment opportunity and affirmative action on public contracts.
- F. Familiarity with Laws: The proposer is required to be familiar with all Federal, State, and local laws, ordinances, and procedures that in any manner affect the project and scope of services. Ignorance of any of the same will not relieve the proposer from responsibility in complying.

#### **8.0. Scope of Operations**

Proposer will describe their operation and the customer experience as identified on the form.



***MHK Ground Transportation Service  
Proposal Form  
Exhibit A***

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Regarding this Proposal: \_\_\_\_\_

1. Method of transportation proposed: \_\_\_\_\_
  
2. Organization of ground transportation provider, which includes:
  - a. experience in number of years operating such a service:  
\_\_\_\_\_
  - b. experience serving the Manhattan area and/or working in an airport environment:  
\_\_\_\_\_
  
3. Rent
  - a. Guaranteed minimum rent and/or percent of gross revenue: \_\_\_\_\_  
\_\_\_\_\_
  
4. Customer Experience
  - a. Include your signage and marketing approach: \_\_\_\_\_
  - b. Include rewards program that is relevant to our customer: \_\_\_\_\_
  - c. Anticipated staffing levels: \_\_\_\_\_
  
5. External space required
  - a. What type of service is provided, shuttle or car rental:  
\_\_\_\_\_
  - b. Minimum number of stalls required for the operation: \_\_\_\_\_
  - c. Is additional vehicular storage requested or required: \_\_\_\_\_
    - i. If yes, describe the additional amount of storage requested/required: \_\_\_\_\_

6. Anticipated hours of operations

- a. How the operation compliments the flight schedules and customer expectation: \_\_\_\_\_
- b. What are the protocols and policies for addressing customer needs if/when counter is closed: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_