

Vermont Agency of Transportation

Caledonia Airport Sale/Lease Updates 2023 Acts and Resolves No. 62, Secs. 8-9

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PRESENTATION TO THE JOINT TRANSPORTATION OVERSIGHT COMMITTEE



Request for Proposals (RFP) Process

- RFP Issued August 2nd through VTrans Contract Administration website at: <https://vtrans.vermont.gov/contract-admin/bids-requests/services> and on the VT Bid System at: Vermont Business Registry and Bid System - Bid Detail.
- Bids were due on Wednesday, September 13, 2023.
- One proposal was received, which we are reviewing currently according to the scoring criteria outlined in the RFP. Following that process, recommendations regarding advancing to negotiations will be made. Under our standard process we don't release any specific information until a contract/lease/or sales agreement is fully executed.

Request for Proposals (RFP) Process

- Leading up to the solicitation, the Agency secured contact information for regional and local government and secondary and post-secondary institutions in the surrounding communities. A notification was sent to these contacts by Agency staff outlining the planned RFP process and requesting their permission to include their contacts in the RFP.
- The Town Manager of Lyndon and the Executive Director of the Northeastern Vermont Development Association reviewed and were invited to comment on the final draft RFP before the solicitation was issued.

Request for Proposals (RFP) Requirements

- Technical Capability/Approach
 - Proposers must explain their understanding of VTrans' intent, objectives, and how they propose to achieve those objectives.
 - Discuss the proposer's experience, capabilities and approach and business plan, which shall at a minimum, includes plans for investment in the Airport and the surrounding communities and may include plans for partnerships with secondary and post-secondary institutions in the surrounding communities.
 - Describe investments in the Airport that address current deficiencies and necessary repairs. Ensure the Airport will continue to be a public-use airport and the public will continue to have access to the Airport for general aviation uses in perpetuity.

Request for Proposals (RFP) Requirements

- Regional Impacts to Economy and Education
 - Provide a plan to work with other entities in the region and how benefits will be provided to the local economy and education entities, including coordination with the regional businesses and local government.
- Organizational Chart
 - Provide a one-page organizational chart that notes the name and title of key individuals that are proposed to manage or perform tasks, including clear lines of communication for problem resolution.

Request for Proposals (RFP) Requirements

- Past Performance

- Provide at least three (3) projects that detail past performance. The projects must be completed in the past ten years or currently in process which are of similar size, scope, complexity and agreement type or otherwise relevant to the information described in this RFP. Proposer shall use the provided Past Performance and Reference Form.

- Price/Offer

- Shall be a fair market value offer, as required under 19 V.S.A § 10k(b) or 26a(a) and in accordance with Section 8. Sale or Lease of Caledonia County State Airport of the Transportation Act 62, Section 8 for State Fiscal Year 2024.