

ADVERTISEMENT OR INVITATION TO BID

CITY OF PINEVILLE

Fixed Base Operator at the Pineville Municipal Airport Solicitation No. 1

1. Request for Proposals:

The City of Pineville (“City”) is seeking to obtain proposals for a Fixed Base Operator at the Pineville Municipal Airport as detailed in Attachment “A” hereto and pursuant to applicable law.

2. Proposal Delivery:

Proposers should provide one (1) signed original plus five (5) hard copies of the proposal in a sealed envelope; envelope should be marked “CITY OF PINEVILLE – FIXED BASE OPERATOR PINEVILLE MUNICIPAL AIRPORT.”

All materials must be delivered by U.S. Postal Service or, hand delivered.

Proposals should be addressed to:

City of Pineville Louisiana
Attention: Honorable Joseph Bishop, Mayor
P.O. Box 3820 (910 Main Street, 71360)
Pineville, Louisiana 71361-3820

Proposals must be received not later than **April 30, 2026 at 4:00 PM CT (Delivery Deadline).**

The City will not accept submissions by facsimile or electronic mail. All submissions **must be received** by the City on or before the Delivery Deadline. The City will not accept submissions delivered after the deadline.

3. Questions:

The City will reasonably attempt to answer questions submitted in advance to Darrell B. Basco. Deadline for submittal of questions is seven (7) days prior to the proposal submission deadline. Any request received after that time may not be reviewed for inclusion in this solicitation. The request shall contain the requestor’s name, address, and telephone number.

The City will issue a response to any inquiry if it deems it necessary, by written addendum to the solicitation, sent by electronic mail to all responders and posted on the City of Pineville website at www.pineville.net, and issued prior to the proposal due date and time. The proposer shall not relay on any representation, statement or explanation other than those made in this solicitation document or in any addenda issued.

Prospective proposers are prohibited from contacting City employees or officials, other than the designated point of contact about the solicitation prior to the submittal deadline.

4. Anticipated Solicitation Schedule:

Solicitation Release Date:	April 1, 2026
Submission Deadline:	April 30, 2026, 4:00 PM CT
Award Notification (Approx.):	May 18, 2026

City reserves the right to modify this schedule if it is determined that such a modification in in the best interest of the City.

5. Proposal Contents:

The following should be included in each proposal:

- A. Letter of Interest on the company's letterhead including the proposer's name, address and primary contact for the proposal. The Letter of Interest should clearly demonstrate the **proposer's** interest in becoming the FBO and its ability to operate same as required. The Letter of Interest should be signed by an authorized representative of the proposer. The Letter of Interest, or other content of the proposal, should also include a demonstration that proposer meets the requirements set out in Attachment A. The Letter of Interest, or other content of the proposal, should also attach or provide any other information proposer believes is pertinent to its proposal, such as other information pertinent to the selection criteria set forth below and information demonstrating that proposer will be able to meet the requirements of the FBO as described in Attachment A.
- B. Payment Proposal: See Attachment A for description of the desired Payment Proposal.
- C. Proposal Deposit. A deposit in the amount of 10% of the proposer's annual rent payment as offered shall be provided as good faith security in the form of a certified check, cashiers check, or money order made payable to the City of Pineville. The deposit will be returned to all unsuccessful proposers. The deposit of the successful proposer will be applied against the first month's rent after completion and execution of the lease agreement.
- D. Non-Collusion Affidavit. Each proposer should execute a Non-Collusion Affidavit testifying that proposer in no way colluded with anyone else and that the prices quoted in the proposal are fair and proper. A copy of the Non-Collusion Affidavit is attached hereto as Attachment C.

6. Selection Criteria:

The City will review and evaluate submissions based on established criteria as noted in this proposal package. The City reserves the right to accept or reject any and all proposals and to waive technicalities in any proposal submitted. The acceptance of a proposal shall only be made in the best interest of the City.

The City will make every effort to administer the process for the request for FBO at the Pineville Municipal Airport in accordance with the terms and timetable discussed in this request for proposals. However, the City reserves the right to modify the process and dates as deemed necessary in its sole discretion.

During the review of proposals, the City may:

- Conduct reference checks relevant to the solicitation to verify any and all information, and rely on or consider any relevant information from such cited references or from any other sources in the evaluation of proposals;

- Seek clarification of a proposal or additional information from any or all proposers and consider same in the evaluation of proposals;
- Waive any requests or requirements if such waiver is in the best interest of the City; and
- Request interviews/presentations with any, some or all proposers to clarify any questions or considerations based on the information included in proposals, and
- Consider any supplementary information from interviews/presentation or other sources in the evaluation.

The City will apply the following non-exclusive selection criteria and weighting factors to evaluate the proposals received; with evaluation targeted for the largest impact to expanded recreational and open space opportunities and the financial benefit to the City:

1. Evidence of experience, capability (operational and financial), and commitment to successfully develop and operate a Municipal Airport.	30 pts.
2. Proposed improvements, size and diversity of amenities, and quality of design.	30
3. General professional quality of the proposal and other factors determined by the City to be relevant to the proposers understanding and compliance with the request for proposals for Fixed Base Operator at the Pineville Municipal Airport.	20 pts.
4. Payment proposal annual rent.	30
	pts.
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	Total 110 pts.

The City will be seeking the highest rated proposal submitted, which yields the greatest benefits to the public, and financial return to the City by a proposer.

The City reserves the right to reject all proposals.

If the City identifies a likely FBO, it may negotiate a final agreement and fix the relationship by written agreement. The agreement will meet the City Contract Requirements shown in Attachment “A” and likely will include other provisions as negotiated.

7. Ownership of Responses and Costs for Solicitation Response Preparation:

The provisions of the Louisiana Public Records Act (La. R.S. 44:1 et seq.) govern this solicitation. All proposals, proceedings, records, contracts, and other public documents relating to this solicitation shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information submitted in conjunction with this solicitation may not be subject to public disclosures, protections should be claimed by the proposer at the time of the submission.

All submissions and all documentation submitted therewith are City property for all purposes. Proposers must clearly mark documents or information claimed to be exempt from public records disclosure and specifically justify the exemption. Information deemed proprietary and/or confidential that is included in the proposal should be printed on pink paper. The City will not credit any blanket exemption claims lacking specific justification. The City does not guarantee the confidentiality of submissions, and final determinations as to which information, if any, is exempt from disclosure rests with City.

8. Effect:

This solicitation and any related discussions or evaluations by anyone create no rights or obligations whatsoever. The City may cancel or modify this solicitation at any time at will, with or without notice. Anything to the contrary notwithstanding, the lease executed by the City and the selected proposer, if any, is the exclusive statement of rights and obligations resulting from this solicitation.

9. Point of Contact:

All correspondence and other communications regarding this solicitation should be directed to the attention of the City of Pineville, Attn: Darrell B. Basco at 910 Main Street; or at P.O. Box 3820, Pineville, Louisiana 71361-3820.

10. Cancellation:

The City reserves the right to cancel this solicitation, accept or reject any/all proposals, waive requests or requirements as deemed in the best interest of City, and re-advertise for any reason deemed in the best interest of the City.

11. Disputes:

By submitting a response to this solicitation, proposer agrees that (a) the laws of the State of Louisiana and City of Pineville shall govern this solicitation and any subsequent agreement; (b) any disputes arising from or relating to this solicitation or subsequent must be resolved accordingly; and (c) exclusive venue for any lawsuits or disputes arising from or relating to this solicitation or subsequent agreement shall be in the Louisiana Civil District Court for the Parish of Rapides.

FAILURE TO COMPLETE THE FORMS FOUND IN ATTACHEMENTS A AND C MAY
RESULT IN DISQUALIFICATION

12. Attachments And Exhibits:

Attachment A: Contract Requirements and Payment Proposal Form

Attachment B: Additional Contract Terms

Attachment C: Non-Collusion Affidavit

Attachment D: Premises Map

Attachment E: Area to be Mowed by FBO

For questions related to this Request for Proposal or to view the entire package, which includes the attachments, please contact:

Darrell Basco
City of Pineville, Chief Operations Officer
910 Main Street
Pineville LA 71360

(318) 449-5650