

**REQUEST FOR PROPOSAL**

**FOR**

**AIRPORT CURATOR**

## **INTRODUCTION**

Emery County is soliciting competitive proposals from qualified individuals interested in managing the Huntington Airport as the Airport Curator. The successful individual will work under the general supervision of the Emery County Commission.

## **OBJECTIVE AND SCOPE OF WORK**

Emery County is seeking a qualified individual to take on the role as Airport Curator. They will be in charge of cleaning and maintenance of the building and grounds; snow removal; maintenance of runway lights; protect the County interest in regard to airport operation and regulations; assure that all airport facilities and service are available; use and occupation of the home located at the airport and shall maintain the home in good condition, with personal utilities on the airport home to be paid by the Curator.

## **PROPOSAL QUALIFICATION REQUIREMENTS**

All proposals submitted for evaluation must include, but are not limited to the following information.

- Background - Please provide information on your work history, credentials, principal place of business and contact information.
- Signature Page - The proposal is to be signed by an individual or principal of the business who is authorized to execute the contract.
- Proprietary Information - Mark any specific information contained in the proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposals.

## **EVALUATION OF PROPOSALS**

Proposals will be evaluated and ranked by Emery County. Evaluation criteria with assigned weights are as follows:

### **Qualifications (35 Points)**

- The candidate has the qualifications needed to successfully complete the scope of work
- The candidate has prior experience working in a similar field

### **Scope of Proposal (30 Points)**

- The proposal demonstrates an understanding of the job objectives and desired results
- The proposal illustrates the candidate's ability to successfully execute the proposed job
- The proposal includes an appropriate process to interact with committee members and community stakeholders

#### **Work Plan (25 Points)**

- The proposal adequately details project activities and milestones or deliverables associated with each stage of the scope of work

### **REFERENCE CHECKS**

Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or unsatisfactory.

#### **References (Satisfactory/Unsatisfactory)**

- The reference would hire the candidate again
- The candidate was responsive to the reference's needs
- The candidate anticipated problems, and solved them quickly and effectively
- The original Scope of Services was completed

Candidates may be asked to participate in an interview to further gauge their fit and ability to work on this project.

Candidate selection will be based on the candidate's written proposal and the results of the reference checks.

### **INQUIRIES**

All inquiries relating to the proposal should be directed to:  
Emery County Commission  
435-381-3570

### **INSTRUCTIONS FOR PROPOSAL SUBMISSION**

Two (2) copies of the proposal must be submitted to:

Emery County Clerk/Auditor

Brenda Tuttle  
75 E. Main St.  
PO Box 907  
Castle Dale, UT 84513  
[brendat@emery.utah.gov](mailto:brendat@emery.utah.gov) 435-381-3551

Due by Tuesday, May 30, 2017 before 5 pm MST. An electronic file of all submissions is also requested for ease in distribution for evaluation purposes.

See above for contact information.

### **ACCEPTANCE OF PROPOSAL**

Emery County will evaluate all proposals to determine acceptance or rejection of the proposal.

Pursuant to this RFP a contract will be executed and signed by Emery County.

### **PROCUREMENT RULES AND PROCEDURES**

Emery County will award a contract in reliance upon the information contained in proposals submitted in response to the RFP. Emery County will be legally bound only when and if there is a definitive signed agreement with the awarded contractor.

It is important that any person who signs a proposal or contract on behalf of a Contractor's organization certifies that he or she has the authority to so act. The successful Contractor who has his/her proposal accepted may be required to answer further questions and provide further clarification of his/her proposal and responses.

Receiving this RFP or responding to it does not entitle any entity to participate in services or transactions resulting from or arising in connection with this RFP. Emery County shall have no liability to any person or entity under or in connection with this RFP, unless and until Emery County and such person shall have executed and delivered a definitive written agreement.

No oral modifications or amendments to this RFP or any resulting contract shall be effective, but such may be modified or amended by a written agreement signed by the parties. If it becomes necessary to revise any part of this RFP, an addendum will be provided to all who received an RFP.

## PROCUREMENT TIMETABLE

Below is the Procurement Timetable that has been established for this RFP.

<b>Required Activity</b>	<b>Scheduled Date</b>
RFP Issue Date	
Closing Date for Receipt of Proposals	
Selection of Agency	

\*Desired date for Emery County to select agency.

**SIGNATURE PAGE**

I hereby certify that the information submitted by me/my company in response to this RFP, including the pricing and other information in this Proposal Response Form is true and accurate.

I understand that Emery County has the right to reject and or all proposals, to waive minor irregularities when to do so would be in the best interests of Emery County.

Name of Agency\_\_\_\_\_

Address\_\_\_\_\_

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

Phone Number\_\_\_\_\_ Fax Number\_\_\_\_\_

Print  
Name\_\_\_\_\_

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