



METROPOLITAN
KNOXVILLE
AIRPORT
AUTHORITY

Request for Proposals
for Parking Pass and Spectator Pass Sales
and Related Management Services for the
2022 Smoky Mountain Air Show
at
McGhee Tyson Airport
Alcoa, TN

Issue Date:
Friday, February 25, 2022

Proposal Due Date:
Friday, March 4, 2022

METROPOLITAN KNOXVILLE AIRPORT AUTHORITY
as sponsor of the Smoky Mountain Air Show
P.O. Box 15600
Knoxville, TN 37901
Phone: (865) 342-3001

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I. Notice (Advertisement)

The Metropolitan Knoxville Airport Authority (MCAA), as producer of the Smoky Mountain Air Show (Air Show), is accepting responses to the following “Request for Proposals”:

- **Parking Management Services**
- **Parking/Spectator Pass Sales and Management**

The services required will support the Air Show on September 9,10, 11, 2022. The timeline, scope of work, and other information is included in the Request for Proposals documents.

A Request for Proposal (RFP) package describing the required services can be obtained online at www.flyknoxville.com under the “Do Business @ TYS” tab or by emailing Michael Giles at Michael.Giles@tys.org.

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

Metropolitan Knoxville Airport Authority
2055 Alcoa, Hwy
Suite 1
Alcoa, TN 37701

Or email to Michael.Giles@tys.org no later than 4:00 PM EST on Friday, March 4, 2022.

A confirmation of receipt by email shall be provided.

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II. Business, Contract, and Proposal Requirements

DBE Program

Respondent shall comply with the MKAA approved DBE Program (available at www.flyknoxville.com) to ensure disadvantaged business enterprises as defined in 49 CFR Part 26 have the maximum opportunity to participate in the performance of contracts and subcontracts and shall not be discriminated against on the basis of race, color, national origin, disability, or sex in the award and performance of DOT assisted contracts or other contracts defined by MKAA.

Title VI Solicitation Notice

The Metropolitan Knoxville Airport Authority (MKAA), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors MKAA will affirmatively ensure any contract entered into pursuant to the advertisement, select disadvantaged business enterprises or airport concession disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to the invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Response Costs

All costs incurred in preparing the response to the RFP, participating in the RFP process, and negotiating with MKAA, whether or not an award is granted, shall be solely the responsibility of the Respondent. All materials and documents submitted by the Respondent in response to the RFP will become the property of MKAA and shall not be returned to the Respondent.

Contractual Requirements

Choice of Law. The laws of the State of Tennessee must govern the operation and enforceability of any resulting agreement from this Request for Proposals. Any action or legal proceeding arising out of or related to any resulting agreement from the Request for Proposals must be brought in the state courts of Knox County,

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Tennessee, or in the federal court in the district where the McGhee Tyson Airport is located.

Indemnification. MKAA cannot indemnify the selected Respondent in any resulting agreement from this Request for Proposals with respect to any matters.

Confidentiality. MKAA cannot agree to confidentiality provisions in any resulting agreement from the Request for Proposals due to open records laws.

Federal Aviation Administration Provisions. The selected Respondent must agree to comply with Civil Rights provisions and any other applicable Federal Aviation Administration requirements in any resulting agreement from the Request for Proposals.

Written Agreement Required. The selected Respondent will be required to enter into a written agreement with the Metropolitan Knoxville Airport Authority to provide all services required in the RFP.

Procurement and Ethics Requirements. The selected Respondent must agree to comply with all normally accepted procurement and ethics standards.

Rejection of Responses

MKAA reserves the right to reject any or all responses to the RFP, including, but not limited to, any response containing exceptions to the minimum requirements and/or specifications or fails to meet the minimum requirements and/or specifications in whole or in part. Responses containing terms and conditions other than those specified herein may be considered nonresponsive. Partial or incomplete responses may be rejected. MKAA reserves the right to reject responses or penalize Respondents who do not follow the requirements of the RFP and, likewise, to waive any informalities, technicalities, or omissions therein. Responses having any erasures or corrections shall be initialed in ink by the Respondent. Unsigned responses will be considered nonresponsive.

Also, MKAA reserves the right to reject any response when a parent, subsidiary, affiliate, or predecessor in interest of the Respondent has pending litigation or claims with MKAA, or if any response includes a proposed subcontractor or supplier having pending litigation or claims with MKAA, if MKAA determines, in its sole discretion, such litigation or claims may adversely affect the ability of the parties to work efficiently and

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effectively under any purchase order resulting from the RFP, or for any other reason as determined by MKAA. MKAA further reserves the right to cancel the RFP process at any time.

Award or Cancellation

Award will be made to the Respondent(s) with the most qualified and/or responsive proposal which may or may not be the lowest cost (if applicable), if awarded. MKAA reserves the right to accept the response(s) deemed most advantageous to MKAA. In addition, MKAA reserves the right to modify the terms of the RFP at any time. MKAA further reserves the right to cancel the RFP process at any time. MKAA will provide the Respondents with written notice of cancellation or modification.

No-Contact Policy

The Chairman of the Board of Commissioners of MKAA has imposed a no-contact policy on the selection process. The no-contact policy is intended to prohibit any potential proposer from engaging in any direct or indirect lobbying of any Board Member, MKAA staff member, other persons or organization who may be involved in the RFP process. The no-contact policy is effective between the date the RFP is issued and the date of the approval of the resulting agreement by the Board of Commissioners or authorized representative or cancellation of the RFP process. Questions submitted in writing for clarifications of the information contained in the RFP are not prohibited by the policy.

Insurance

The Respondent shall procure and continuously maintain, at its sole cost and expense, with insurers' financially acceptable and lawfully authorized to do business in the State of Tennessee, the insurance coverage required herein. The minimum limits for the insurance coverage required herein are listed below unless higher limits are required by law. Certificates of insurance shall be provided as required by MKAA.

Commercial General Liability. \$1,000,000 per occurrence; \$2,000,000 general aggregate

Automobile Liability. \$1,000,000 combined single limit

Workers' Compensation. Statutory limits provided by the State of Tennessee

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Explanation by Addendum Only

No interpretation of the meaning of any provision in the RFP or the correction of any apparent ambiguity, inconsistency, error, or any other matter pertaining to the RFP shall be made orally. Every request for interpretation or for additional information regarding this RFP shall be made in writing, via email to Michael Giles, Purchasing Manager, at Michael.Giles@tys.org. All inquiries must be received before March 2, 2022. Should an Addendum be issued, the Respondent must acknowledge receipt of the proposal form.

Term of Agreement and Fees

MKAA intends to enter into an agreement with the selected Respondent for the Air Show occurring September 9, 10, and 11, 2022.

MKAA can terminate the agreement with written notice without cause and without prejudice to any other right and remedy.

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III. Schedule for Selection and Submission Requirements)

Schedule for Selection

Notice Publication Dates	2/25/2022 thru 3/3/2022
Mandatory Pre-Proposal Meeting	N/A
Appointments Available	By request only
Last Day for Question Submittal	3/2/2022
Proposals Due	3/4/2022 at 4:00 PM EST
Interviews, If Needed	By request
Contract Commencement	To be determined

Mandatory Pre-Proposal Meeting

A pre-proposal meeting will not be held.

Proposal Content and Submission

- A) All proposals must include a cover letter indicating the Respondent's name, **Title of RFP**, address, telephone number, and email address. An authorized representative of the firm must sign the proposal in ink.
- B) **General Qualifications, Experience and Reputation:**
- a. **General Qualifications** - Provide a brief description of the Respondent's business, including the number of years in business under the current name. Describe the size of the business, including total number of employees and offices, and identify and briefly describe each local office that will be involved in providing the Services if awarded the Agreement. Describe how and why Respondent is qualified to provide the Services.
 - b. **Experience** - Identify three (3) services the Respondent has provided in the last five years which are similar in scope and nature to the Services required by this RFP, particularly with respect to services provided to other cities or public agencies. For each example, provide (1) a brief description of the services provided, (2) an explanation of why this experience is relevant to

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the required Services, and (3) the name and address of the contracting agency, including contact information for a reference check (name, title, phone number and email address).

- C) **Staffing/Management** - Identify by name and title Respondent's key personnel that will be assigned to provide the Services and for each, include a resume with his or her education, training, and experience. Identify by name, address, and website, each subconsultant or subcontractor, if any, that will be involved with providing the Services, including the proposed role for each such subconsultant or subcontractor. Include all applicable license numbers for any license required to perform the Services.
- D) **Preliminary Service Plan:**
- a. Briefly describe Respondent's proposed approach to providing the Services and how that approach will offer value to the MKAA. Identify any proposed innovations that may be used to achieve more cost-effective delivery of the Services. Provide a work plan and proposed schedule for the tasks described in the Scope of Services.
 - b. Provide consulting and advisory services related to parking pass pricing and coordinate with selected parking management services vendor.
 - c. Provide consulting and advisory services related to spectator enhanced viewing and premium experience seating pricing.
 - d. Provide consulting and advisory services related to revenue management related to parking and spectator pass sales.
 - e. Provide a list of any additional services offered to support pass sales throughout the event.
 - f. Describe the plan to complete the services require during the event.
- E) **Price** - Provide a total price for the Services that is fully inclusive of all costs to provide the Services, including hourly billing rates, all labor, materials, equipment, supplies, the insurance required under the terms of the Agreement, travel fees, etc. Attach a copy of billing rates that would apply to any authorized additional Services.

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Evaluation Criteria

The selection committee will consider all documents submitted in response to the RFP and all other relevant information. A point matrix will be used to score the RFP based on the following criteria:

1. General Qualifications and Experience - 25 points
2. Staffing/Management - 25 points
3. Planning/Services - 25 points
4. Cost - 25 points

The committee's selection will be those Respondents who, in the committee's sole opinion, are best able to provide the services according to MKAA's needs.

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Submission Procedure

Proposals shall be submitted no later than 4:00 PM EST on Friday, March 4, 2022, addressed by regular surface mail to:

Michael Giles
Purchasing Manager
Metropolitan Knoxville Airport Authority
PO Box 15600
Knoxville, TN 37901

Or by courier or hand-delivered to;

Michael Giles
Purchasing Manager, 3rd Floor Admin. Offices
Metropolitan Knoxville Airport Authority
2055 Alcoa Highway
Alcoa, TN 37701

Or by email to:

Michael Giles at Michael.Giles@tys.org

A confirmation of receipt by email shall be provided.

Proposals shall be limited to fifteen (15) pages inclusive of attachments and exclusive of any financial information.

The exterior of the submittal package needs to contain: Respondent Name, RFP Title, and Date Mailed or Delivered.

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IV. Minimum Qualifications

1. The Respondent shall have a minimum of three (3) years of continuous and recent experience in providing parking pass sales, spectator pass sales and related management services for large venue events (greater than 20,000 cars and 90,000 spectators each day).
2. The Respondent must be qualified and insured to conduct business in the State of Tennessee. If not insured in the State of Tennessee, the Respondent must confirm in writing that, if selected, such licensing will be obtained within thirty (30) days following notice of selection.
3. The Respondent will supply all labor to perform the work. MKAA shall not be required to provide any staffing of employees or volunteers.

V. Attachments

- Attachment A – Scope of Services

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Attachment A – Scope of Services

CONTRACTORS are required to directly and specifically respond to the Scope of Work as outlined below. CONTRACTOR firms are not limited to the components presented. Proposers are encouraged to expand on the suggested components and the approach.

CONTRACTOR will:

- a. Provide parking and spectator pass sales, to include premium seating or premium experience sales, online and on-premises parking pass and spectator pass sales, and at gate parking pass and spectator pass sales.
- b. Provide transaction processing, analysis and reporting support.
- c. Provide marketing, advertising, and promotional services for parking and spectator pass sales, including, but not limited to, wayfinding or driving directions, parking management information, spectator and production staff communications.
- d. Provide on-site support for all acquired and affiliated services.
- e. Provide consulting and advisory services related to the pricing and revenue management related to pass sales.
- f. Coordinate with selected parking management services vendor for pricing recommendations.
- g. Abide by all applicable rules and regulations pertaining to pass sales.
- h. Exercise full control and supervision of the activities, and full control over the employment, direction, compensation, and discharge of all persons assisting in the performance of the management of the pass sales.

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