



REQUEST FOR PROPOSALS (RFP) FOR HARTFORD BRAINARD AIRPORT PROPERTY

RFP No. 2022-2

Economic Analysis of Hartford Brainard Airport

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BFJ Planning

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Section I — GENERAL INFORMATION

A. Introduction

This RFP contains submission requirements, the scope of service, period of service, terms, and conditions, and other pertinent information for submitting a proper and responsive proposal.

RFP No. 2022-2 will be posted on December 5, 2022, and can be downloaded from BFJ Planning's website www.bfjplanning.com.

Prospective Consultants desiring any explanation or interpretation of this solicitation must request it in writing by December 15, 2022. The request must be emailed to Thomas Madden, AICP, at t.madden@bfjplanning.com.

Any information given to a prospective consultant about this solicitation will be furnished as a written amendment to all prospective consultants. If issued, all amendment(s) to this solicitation will be posted on BFJ Planning's website, www.bfjplanning.com. All consultants are encouraged to check the BFJ Planning website for amendment(s) issuance.

The RFP submission (with attachments) must be submitted no later than 5:00 PM on Friday, December 30, 2022, and must be emailed to t.madden@bfjplanning.com.

Proposals received after the due date and time will be ineligible and will not be evaluated.

The proposal(s) must be emailed with the subject heading as follows: Request for Proposals. RFP NO. 2022-02, Name of Economic Consultant: _____.

Submittals will be held in confidence and will not be released in any manner until after the contract award.

Submittals will be evaluated on the criteria stated in the RFP. Negotiations with consultants with a reasonable chance of being selected may be conducted. After evaluation of the proposals, if any, the contract will be awarded to the responsible Offeror(s) whose qualifications, project proposal, and other factors considered are the most advantageous to BFJ Planning, Inc.

This RFP does not commit BFJ Planning to award a contract or to pay any costs incurred in preparing a response to this request. BFJ Planning will not be liable in any way for any costs incurred by respondents in replying to this RFP.

BFJ Planning reserves the right to reject any and all submissions.

B. Procurement Schedule.

BFJ Planning may amend the schedule as needed. Any change to non-target dates will be made by an amendment to this RFP and posted on the BFJ Planning Website.

- RFP Released: Monday, December 5, 2022
- Deadline for Questions: Friday, December 16, 2022
- RFP Informational Conference: Friday, December 16, 2022
- Response to Questions, Monday, December 19, 2022
- Proposals Due: Friday, December 30, 2022 (5 PM)
- (*) Invitation for Interview: Monday, January 9, 2023
- (*) Interviews: Week of January 16, 2022
- (*) Start of Contract: Week of February 6, 2023

Dates after the due date for proposals (“Proposals Due”) are non-binding target dates only (*).

C. Eligibility & Minimum Qualifications of Proposers.

BFJ Planning will select a consultant based on documented capabilities; past like or similar project experience; key staff assigned to the project; knowledge of the airport operations; technical approach to regulatory activities; and proven ability to perform within the project budgets.

To qualify for a contract award, a proposer must have the following minimum qualifications:

- Firm has over ten years of experience in performing economic analysis.
 - A professional services/consulting entity with experience with Airport operations and preparing an economic analysis for airports.
- Selected contractors will commit to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10) in its selection of subcontractors.
 - Contractors will require the consultants to aggressively solicit the participation of certified minority business enterprises as subcontractors from CTDECD’s Connecticut supplier connection, State of CT BIZNET, City of Hartford Small or Minority/Women Businesses portal, CTDOT’s consultant listing, and CT Source website.
- References: Firms shall submit at least three references.

Section II — PURPOSE OF RFP AND SCOPE OF SERVICES.

A. Project Overview

BFJ Planning was awarded a contract under Public Act No. 22-118, Section 426, which mandates the CT Department of Economic and Community Development (DECD) on behalf of the state to assess the benefits and opportunity costs to the City of Hartford and the State of Connecticut of the current and alternative uses of the Hartford-Brainard Airport property. The state must do so in a way that is consistent with and supports the bill's stated goals of promoting the health, welfare, and safety of people in Connecticut; increasing their quality of life; boosting tourism; stimulating the economy, and enhancing people's ability to enjoy the Connecticut river.

DECD must submit a report of the analysis's findings, by October 15, 2023, to the Finance, Revenue, and Bonding Committee. BFJ Planning will prepare a Draft and Final Reports which will synthesize; 1) a decision pathway for continued use or redevelopment of the Airport following Federal and State regulations; 2) a preferred development scenario with a clear regulatory pathway for redevelopment following Federal, State, and Local laws; and, 3) a Final Report summarizing the community engagement program, identify impacts and an environmental remediation phasing plan. The report will highlight development constraints and provide other recommendations to assist the final decision-making by members of the State Legislature. BFJ Planning must submit a draft report by August 31, 2023, to DECD.

BFJ is conducting this RFP process in accordance with its Brainard Airport contract with the State of Connecticut DECD and is issuing separate requests for qualifications/proposals (RFQ/RFP) to engage consultants to undertake (A) economic considerations, (B) environmental components, and (C) analysis of the regulatory components of the requirements stated in the DECD's RFP#22ECD2185.

The work completed by the three sub-consultants will help determine the feasibility and value of current airport operations and any potential improvements, and ultimately whether to maintain or to seek closure of the airport. The subconsultants' environmental, economic and regulatory work will help BFJ Planning develop four redevelopment scenarios, which will present alternative approaches for the airport site. The scenarios will be based on the prior existing condition analysis and input from community workshops.

Hartford-Brainard Airport (HFD) is located three miles from the City of Hartford's downtown business district; it is a public-use, publicly owned airport situated on 201 acres and managed by the Connecticut Airport Authority. The airport is designated as a Regional General Aviation Airport and a Reliever Airport in the FAA's National Plan of Integrated Airport Systems (NPIAS). HFD can relieve congestion from nearby Bradley International Airport and provides general aviation access to the general area.

The airport consists of one seasonal 2,350-foot-long turf runway and two (4,400 and 2,300 feet long) asphalt runways, one lighted helipad, and supporting infrastructure that includes a taxiway system, aircraft parking aprons, an instrument landing system, air traffic control tower, weather station, vehicle parking, and numerous airport tenant facilities.



Figure 1 Hartford Brainard Airport

B. Scope of Services Description

The Selected Economic Consultant (SEC) will be required to 1) analyze the current economic impact of Hartford Brainard Airport (HFD) with respect to current operations, 2) analyze the associated economic impacts with the potential closure of the HFD, and 3) to need to analyze the potential economic impact of redeveloping HFD from the community-driven redevelopment scenario.

The SEC will work with the Selected Regulatory Consultant (SRC) to analyze the economic impacts of current Hartford Brainard Airport (HFD), detailing direct, indirect, induced economic, fiscal, and qualitative impacts of the facility and on-site business operations on the City of Hartford, Hartford County, and the Greater Hartford area. The effort will be based upon direct expenditures identified through survey work to include an Airport Activity Survey of facility operations and aircraft activity, capital spending, and on-site businesses, activity as well as a Registered Aircraft Owner Survey seeking the level of their expenditures per trip including that

for fuel, maintenance, storage, as well as both onsite and offsite spending on food, hospitality, recreation or other activity in the City of Hartford and the surrounding areas.

The SEC will assess local real estate market conditions and develop conceptual cost and benefit metrics for the proposed redevelopment scenarios on order of magnitude scale. The Consultant will help BFJ Planning develop a report on the alternative redevelopment scenario strengths, weaknesses, opportunities, and threats and estimated values for their future tax implications/fiscal impacts, space usage, construction value, and phasing.

BFJ Planning will use the results of this study to inform a regulatory decision pathway on whether or not to close HFD and redevelop the site for other uses.

A. Kick-Off Meeting

B. Current Economic Impact of Hartford Brainard Airport

The Consultant shall complete an analysis quantifying the current economic impact and benefit of HFD based on current operations. This, at a minimum, should include the following for modeling in IMPLAN:

- 1) Direct impacts associated with providers of services at an airport at HFD.**
 - a. Airport Activity Survey regarding employment, type of businesses located there, capital spending, and aircraft activity
 - b. Registered Aircraft Owner Survey regarding e level of spending for fuel, maintenance, storage, and "other" expenses
 - c. Capital Improvements
- 2) Modeled indirect and induced impacts created by the successive rounds of spending at the airport in the local economy**
- 3) Fiscal Impacts on the City of Hartford and the State of Connecticut**
- 4) Offsite commercial activity/investment supported by airport operations**
- 5) Qualitative impacts including, but not limited to, educational, recreational, and humanitarian activities.**

Required Meeting: Following the draft economic impact study delivery, the consultant shall meet with BFJ Planning to review the results.

Deliverables:

Airport Activity Survey
Registered Aircraft Owner Survey
Draft Airport Impacts Chapter

C. Economic Impact Potential of Closing Hartford Brainard Airport

The SEC will work with the SRC to prepare a report that substantiates the "net benefit to civil aviation," which is essentially the redistribution of the airport's net sales value and assets to other airports and could support concurrence from the FAA for closure. It is expected for the

SEC to help look at the loss of economic impacts that may be attributed solely to the use of the Airport by tenants, visitors, and local area businesses and the cost of closure with regard to federal grants and other regulatory matters. This will include the following:

- 1) Reimbursement to the Federal Aviation Administration (FAA) of unamortized grants for capital and land acquisition projects.
- 2) Evaluation of existing tenant leases to establish costs associated with termination before their expiration.
- 3) Payment of the net revenue posted to the Airport account as of the date of closure to avoid diverting Airport funds for nonaeronautical uses.

Deliverables:

Draft Airport Closing Impacts Chapter

D. Potential Redevelopment at Hartford Brainard Airport

As outlined in Public Act No. 22-118, Section 426, BFJ Planning, as DECD's selected lead consultant, must provide a preferred development scenario with a clear regulatory pathway for redevelopment following Federal, State, and Local laws. Using the work of the three selected subconsultants (Economic, Environmental and Regulatory), four development scenarios will be developed, leading to a preferred development scenario for the site. The Selected Economic Consultant will work with the BFJ Planning team to develop an understanding of the economic implications of the different scenarios. This analysis will include the following:

- 1) An assessment of local real estate market conditions to determine future demand (20-year window) by use. This evaluation will inform the development of alternative scenarios.
- 2) Develop conceptual cost and benefit metrics on an order of magnitude scale for the four redevelopment scenarios assuming full build-out over 20 years. This may include, but is not limited to:
 - a. One-time economic impacts of redevelopment construction, to include any required environmental mitigation and remediation.
 - b. Direct, indirect, and induced economic impacts of the four redevelopment scenarios throughout the 20-year build-out period.
 - c. Fiscal Impacts of the four redevelopment scenarios.
 - d. Potential of the alternatives to attract additional investment and spur off-site development.

Deliverables:

Draft Market Assessment Report
Draft Alternatives Impacts Chapter

E. Fair Market Appraisal of the Hartford-Brainard Airport

A fair market value appraisal of the Airport, which could generate a reimbursement to the FAA for its share of past land acquisition costs. This item is subject to negotiation with the FAA.

Deliverables:

Draft Fair Market Appraisal Chapter

F. Final Economic Impacts Report

The final task will be the aggregation of the preceding task chapters into a final report for submission.

Deliverables:

Final Economic Impacts Report

Section III — PROPOSAL SUBMISSION OVERVIEW

A. Submission Format Information

The following describes the minimum information consultants must supply in their proposals. It is open to all consultants to give such supplementary facts or materials they consider to assist in evaluating the submitted proposal. Proposals that omit critical elements may be considered non-responsive. Each proposal shall include a Table of Contents listing the proposal contents. Responses to this Request for Proposals (RFP) shall consist of the following:

A. The Letter of Interest must specify the following:

1. The name and address of the consultant(s).
2. General Information on the firm and any proposed sub-consultants
3. The name, title, telephone number, and email address of the individuals within the firm authorized to commit the company to this contract.
4. The name, title, telephone number, and email address of the individual BFJ Planning should contact regarding questions and clarifications.
5. A statement that the Consultant's proposal will remain in effect for ninety (90) days after acceptance of the Consultant's proposal by BFJ Planning

B. The Technical Response must contain a description of the consultant's proposed approach to performing the Scope of Services and demonstrate a commitment to sufficient staff resources with appropriate qualifications with specific reference to:

1. Understanding and approach to the Scope of Services.
2. Description of any special services required.
3. Name and required services of any subcontractors, including those intended to be used to meet the required DBE or SBE goals established for this project.

4. **Consultant’s Qualifications and Capabilities:** Describe the qualifications and capabilities of the consultant as they relate to the “Scope of Services” and the ability to work with multiple subcontractors.
5. **Past Project Experience:** Include project summaries of economic impact studies at airports.
6. **Resumes of Key Staff Assigned to the Project:** Identify specific personnel assigned to the following key roles for the project. Personnel identified in the proposal must be the principal staff working on the project and represent the majority of hours billed to the project. Consultants must provide an organization chart and brief resumes (2 pgs.) for the project manager and the lead technical staff members.
7. **Organization chart** showing staff dedicated to this project and their respective roles (s).
8. **At least three (3) references** from clients where the consultant has provided similar services.
9. **Standard Billing Rates:** Provide standard billing rates for implementing brownfield assessment and cleanup planning services. These rates will be considered during the selection process.
10. **Describe and provide detail of your approach to completing these tasks and the basis of your costs**
11. **Staffing Expectations:** The entity should have adequate staff to deliver the report to BFJ Planning Inc promptly. The entity should also have staff with appropriate credentials and experience to select subject matter experts/entities and to be able to make recommendations.
12. **Schedule:** Please provide a schedule demonstrating that your firm can meet the timeframes required by DECD and for BFJ Planning to submit a draft report by August 31, 2023.

Section IV EVALUATION OF PROPOSALS

BFJ Planning intends to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP.

The Review Committee will evaluate proposals submitted in response to this RFP. The Review Committee will be composed of BFJ Planning staff. The contents of all submitted proposals, including any confidential information, will be shared with the Review Committee. Only proposals found to be responsive (that is, complying with all instructions and requirements described

herein) will be reviewed, rated, and scored. Proposals that comply with all instructions will be accepted with further consideration.

The Review Committee shall evaluate all proposals that meet the Minimum Submission Requirements and score and rank based on the evaluation criteria below and make recommendations for shortlisting to invite for an interview.

Following the Review Committee's preliminary scoring/evaluation process, interviews will be conducted with shortlisted entities to reach final award decisions. The Interviews are an opportunity for the Review Committee to learn more about the proposers' experience, substantiate the preliminary scoring/review, and finalize the scoring and award decisions. The Committee may also have questions about the content of proposals. BFJ Planning will notify proposers if they have been selected for an interview and share a list of interview questions in advance. Participation in an interview does not guarantee an award and may not be required to receive an award.

To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the Eligibility and Qualification requirements to respond to the procurement, (3) follow the required Proposal Outline; and (4) be complete. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further.

Proposals meeting the Minimum Submission Requirements will be evaluated according to the Established Criteria. The criteria are the objective standards that the Review Committee will use to assess the technical merits of the proposals. Only the requirements listed below will be used to evaluate proposals.

- Organizational Qualifications and Experience
- Diversity, Equity, and Inclusion Considerations
- Staffing Plan; Plan to Hire Sub-Contractors
- Technology and Resources
- Work Plan; Schedule and Timeline
- Budget Narrative; Cost Competitiveness

The price shall be considered but need not be the sole or primary determining factor. Consultants shall state any exception to any liability provisions contained in the RFP in writing at the beginning of negotiations, and such exceptions shall be considered. If a satisfactory and advantageous contract to BFJ Planning can be negotiated that provides the best value to the overall State Contract, the award shall be made to that Consultant. Otherwise, negotiations with the Consultant ranked first shall be formally terminated, and negotiations conducted with the Consultant ranked second, and so on, until such a contract can be negotiated. Notwithstanding the preceding, BFJ Planning, in its sole discretion, may award contracts under this procurement to more than one Consultant, primarily based on focus areas of DBE/SBE/MBE/WBE Consulting and Related Services. Should BFJ Planning determine in writing and its sole discretion that only

one Consultant is fully qualified or that one Consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that consultant. Consultants whose proposals are not accepted will be notified as soon as BFJ Planning approves the selected contractor or contractors.

As part of its evaluation of the Staffing Plan, the Review Committee will review the proposer's demonstrated commitment to affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10).

BFJ Planning, however, specifically reserves the right in its sole discretion to:

- a. reject any and all responses received, to waive any irregularity or informality, and to select, negotiate and accept the Proposal if it is deemed to be in the best interest of BFJ Planning;
- b. request additional information from any and all Consultants to assist it in its evaluation process,
- c. negotiate the terms and conditions of any contract with the selected consultant, and, in its sole discretion, award contracts to more than one Offeror, and cancel this RFP at any time before an award, and is not required to furnish a reason why a particular proposal was not deemed the most advantageous.

Section V FEE STRUCTURE

The estimated budget is \$200,000-\$275,000 for this portion of the project.

- A. A flat fee proposal that is based on an hourly rate and expense schedule broken down by direct deliverables that the selected entity is responsible for; and
- B. An estimated fee proposal for any sub-consultants as part of affirmative action, as required by the Regulations of CT State Agencies § 46A-68j-30(10) in its selection of subcontractors. The markup charged for any subconsultant work should not exceed five (5)% and should be included in the sub-consultant line item. The entity most qualified to perform the required services based on the selection criteria while being cost-competitive will be chosen.

Section VII INSURANCE

- A. Contractor shall procure and maintain for the duration of the contract the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder:
 - 1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage. Coverage shall include Premises

and Operation, Independent Contractors, Products, and Completed Operations, and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to this agreement, or the general aggregate limit shall be twice the occurrence limit.

- 2) **Workers' Compensation and Employer's Liability:** Statutory coverage in compliance with compensation laws of The State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 for each accident, a \$500,000 Disease - Policy limit, and \$100,000 for each employee.
- 3) **Professional Liability:** The contractor shall maintain professional liability coverage, providing a total limit of \$1,000,000 to cover any act, error, or omission to cover any claim arising from the performance of the designated professional services (if available).

B. Additional Insurance Provisions

- 1) The State of Connecticut Department of Economic and Community Development and Connecticut Airport Authority, its officials, and employees shall be named as Additional Insured on the Commercial General Liability Policy.
- 2) Described insurance shall be primary coverage, and the contractor and contractor's insurer shall have no right of subrogation recovery or subrogation against the State of Connecticut.
- 3) Contractor shall assume any and all deductibles in the described insurance policies.
- 4) Each insurance policy shall not be suspended, voided, canceled, or reduced except after 30 days prior written notice by certified mail has been given to the State of Connecticut and Connecticut Airport Authority.
- 5) Each policy shall be issued by an Insurance Company licensed to do business by the Connecticut Department of Insurance and having the Best Rating of A-, VII, or better.

Section VIII EQUAL OPPORTUNITY AND NONDISCRIMINATION

A. Affirmative Action

BFJ Planning is an equal opportunity employer and requires an affirmative action policy from all consultants as a condition of doing business with BFJ Planning, as per Federal Order 11246. By responding to this RFQ, all consultants agree to this condition of doing business with BFJ Planning. Should BFJ Planning choose to audit for compliance, the consultant agrees to cooperate fully.

B. Disadvantaged Business Enterprise (DBE)/Small Business Enterprise (SBE)/ Woman Business Enterprise/Minority Business Enterprise (MBE)

BFJ Planning's policy is to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. All firms qualifying under this solicitation are encouraged to submit a proposal. Selection will be based on and conditioned upon satisfying the requirements described in this RFQ and Scope of Services.