

SPRINGFIELD-ROBERTSON COUNTY
AIRPORT REQUEST FOR PROPOSAL

FOR THE

LEASE, CONSTRUCTION, OPERATION AND MANAGEMENT OF T-HANGAR FACILITIES AT SPRINGFIELD-ROBERTSON COUNTY AIRPORT (M91)

Springfield-Robertson County Airport
4432 Airport Road
Springfield, TN 37172

RFP Issue Date: 11/06/2026
RFP Due Date: 12/07/2026

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SECTION I

INTRODUCTION

PURPOSE

The Springfield-Robertson County Joint Airport Board (hereinafter referred to as SRCJAB) seeks a competitive and qualified Development Team to enter into a long-term ground lease with the SRCJAB for the design, construction, operation and management of new T-Hangar facilities at the Springfield-Robertson County Airport (hereinafter referred to as the "Airport"). The Airport is offering a parcel of land to be leased and developed in accordance with an agreement negotiated with Airport management and approved by the SRCJAB. The Development Team will collect and retain all rent from the T-Hangar tenants.

SCOPE OF SERVICE

- The initial phase of the proposed development shall include a minimum of 34 T-Hangars or row hangars. Row hangars may be used where access is available from one side, as illustrated for certain units on the master plan. Each unit should measure no less than 1,050 square feet. The dimension for the doors of each hangar should be a minimum of 42 feet wide and 12 feet high. Clear separation between the buildings will be no less than 85 feet. Initial phase construction should be completed no later than
  2028. The facility must provide access to taxiways, minimum 35 feet wide, and taxi lanes using aircraft rated pavement capable of supporting continuous usage by the largest aircraft for which the facility is designed. Development plans should also exhibit future expansion options if demand warrants it.

- The Project must comply with all Federal Aviation Administration (FAA) regulations, Advisory Circulars, Airport Rules and Regulations, and all other applicable requirements of local, state and Federal agencies. Units can only be used for storage of aircraft and aircraft related materials.

- The successful proposer will be responsible for all costs and expenses for the design, construction (including bonding costs), operation and management of the T-Hangar facility. The successful proposer will not receive any direct financial support from the Airport.

- The Property will be subject to a negotiable 40-year land lease with the SRCJAB, which can be comprised of a base term and option periods but will not exceed 40 years. Proposals should specify any requested ground rent abatement period. Following the abatement, rent shall be based on an initial rate of $0.50 per square foot (psf) with potential annual increases of 2 percent to 5 percent based on the Consumer Price Index (CPI), subject to the terms negotiated in the final ground lease. Upon expiration or termination of the lease, the T-Hangars and all improvements on the Property will revert to the Airport.

- The site plan shall be reviewed by the Airport's current on-call engineer. The cost of this review shall be paid by the proposer.

An airport-engineered master site plan has been included for reference but is not required to be used for development planning.

SECTION II

INSTRUCTIONS
TO PROPOSERS

CONTACT PERSON

Brian Urbach
Director
brianurbach@srcairport.com
Office - 615-985-4432
Cell - 615-713-0793

RFP PROPOSED SCHEDULE (Subject to change at SRCJAB's discretion)

RFP Proposed Schedule	Dates and Time
Proposal Published	Fri, November 6, 2026
Questions Due	Wed, November 18, 2026
Answers Due	Wed, November 25, 2026
Proposals Due	Mon, December 7, 2026
Committee Review Public Meeting	Tues, December 8, 2026
Board Meeting/Award Intent	Wed, December 9, 2026

PROPOSAL SUBMITTAL

Proposals shall be addressed and **clearly marked on the outside of the sealed package to**:

Springfield-Robertson County Joint Airport Board
Attn: RFP – T-Hangar Facility Development
4432 Airport Rd.
Springfield, TN 37172

Office hours for proposal submittal are Monday through Friday, 8:00 AM to 4:00 PM, Central Standard Time. Offers may be hand delivered, express mailed, or otherwise sent in such a manner to arrive prior to 2:00 PM CST ON MONDAY, DECEMBER 7, 2026. Late submissions will not be accepted.

COMMUNICATIONS AND QUESTIONS

From the date of RFP issue to the submission closing date, the Proposers shall not make available or discuss any part of their proposals with any employee or agent of the SRCJAB. For communication purposes all questions and inquiries regarding this RFP shall only be directed in writing to the attention of:

Primary Contact: **Brian Urbach – Airport Director**
E-mail: brianurbach@srcairport.com

Questions and/or information requests may be submitted as they occur, but NOT LATER THAN 2:00 PM CST, WEDNESDAY, NOVEMBER 18, 2026. Questions are to be emailed referencing "Questions for RFP T-Hangar Facility Development" on the correspondence subject line.

SECTION III

GENERAL TERMS AND CONDITIONS

All information submitted by a Proposer will become part of the project file and, unless otherwise exempt or confidential in accordance with Tennessee law, will become a public record. All Proposals and accompanying documentation will become the property of the SRCJAB and will not be returned.

The SRCJAB has the sole discretion and reserves the right to cancel this RFP at any time prior to executing a ground lease/contract, to reject any and all submittals, to waive any and all informalities and/or irregularities, or to re-advertise with either the identical or revised scope of services, if it is deemed to be in the best interest of the SRCJAB to do so.

The SRCJAB reserves the right to accept or reject any or all Proposals that it may, in its sole discretion, deem unresponsive or undesirable, and may select the Development Team and Proposal that best serves the overall interests of the SRCJAB. Proposers are solely responsible for any cost or expense incurred in responding to this RFP.

By submitting a proposal for this RFP, the Proposer agrees to these General Terms and Conditions.

SECTION IV

PROPOSAL SUBMITTAL REQUIREMENTS

SUBMISSION OF PROPOSAL

Please provide the following:

Four (4) identical bound proposals

One electronic copy – submitted on a thumb drive along with the hard copy proposals.

The RFP proposal and any required signed or acknowledged documents shall be submitted in a sealed envelope or box,

CLEARLY MARKED AND ADDRESSED TO:

Springfield-Robertson County Joint Airport Board
Attn: RFP T-Hangar Facility Development
4432 Airport Road
Springfield, TN 37172

In order for an RFP to be considered, it is mandatory that the RFP documents be received and time-stamped in the Airport Office. Proposals may be hand delivered, express mailed, or otherwise sent to arrive prior to 2:00 PM CST ON MONDAY, DECEMBER 7, 2026. Late submissions will not be accepted.

FORMAT OF PROPOSAL

Proposals shall be prepared in accordance with the instructions outlined in this section. If a proposal deviates from these instructions, such proposal may, in the Board's sole discretion, be rejected.

All Proposals must meet the specifications, schedules, special instructions, and these general requirements. Failure to examine this RFP in its entirety is at the Proposer's own risk.

Proposals submitted by telephone, telegraphic notice, email or facsimile will NOT be accepted.

Neither the SRCJAB nor any official or employee thereof shall be responsible for the pre/post opening of, and/or failure to open an RFP not properly addressed, identified or mislabeled.

All costs incurred in the preparation and submission of responses to the RFP shall be the responsibility of the Proposer.

Proposals should contain accurate, complete, and clear content.

Cross Referencing - To the greatest extent possible, each section shall be written on a stand- alone basis so that its contents may be evaluated with a minimum of cross-referencing to other sections of the proposal.

Page Size and Format - Page size shall be 8.5 by 11 inches, not including foldouts. Pages shall be single-spaced, single-sided. The font size shall be 11 point or larger. Use at least three- quarter (3/4) inch margins on all sides. Pages shall be numbered sequentially. Maximum number of pages shall not exceed **25 pages** including tables of content, text, photos, charts, glossaries and appendices. Covers and backs will not be considered part of the overall page count. Divider tabs will not count as pages provided no additional information or company propaganda is included on those pages.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 11 by 17 inches in size. Foldout pages shall fold entirely within the section, and count as two pages. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics, and not for pages of text.

Binding and Labeling - All sections of the qualifications package should be bound, with section tabs, which shall permit the proposal to lie flat when opened. Staples shall not be used.

PROPOSAL SECTIONS

- Cover Letter with contact person information for the Proposer

- Overall Plan & Design of the Project

- Narrative – provide a description of the overall development, including any special design considerations, amenities, details, and/or innovative elements proposed.
  - Site Analysis – provide a description of the following:
    - Total number of units for initial construction phase
    - Size of each unit including height and square footage
    - Size and configuration of each building
    - Available areas and ideas for future growth

- Site Plan Diagram (*if other than Master site plan provided)* – provide a diagram showing the following:
  - Building locations as they relate to the shape of the parcel

- Illustrative Site Plan Rendering, including:
  - Facility footprint
  - Any other significant site improvements

- Concept Materials Photo Sheets – include the following:
  - Proposed building materials & façade examples

- Experience and Capability
  - Development Team – The SRCJAB may investigate any member of the Development Team including principals, consultants, sub-consultants, or any other involved parties prior to final selection of a Development Team. The SRCJAB reserves the right to reject proposals based on previous contractual or legal issues with members of the Development Team.
    - Table of Organization for Development Team -- submit a graphic representation of Development Team's organizational structure. Include bios of key Development Team members, their qualifications, certifications and registration with regulatory agencies, professional organizations, etc. and their role in providing the services to be performed.
    - Subcontractors – Indicate any intent to subcontract and provide a detailed description of the tasks to be completed.
    - Prior Experience – Include information concerning a description of and number of T-Hangar facilities previously built by the Development Team.
    - Timing – Include a written narrative and a graphic timeline showing all major milestones of Project development until final completion, including the due-diligence period, planning, design, permitting, and construction.
    - References – Include a minimum of three reference letters from prior related facility projects completed by some or all members of the Development Team. Reference letters shall be current, provided on letterhead, and include details regarding the Development Team's role on the project.

SECTION V

EVALUATION AND SELECTION PROCESS

EVALUATION PROCESS

Complete Proposals will be reviewed and evaluated by a Selection Committee formed by the SRCJAB based on the Scoring Criteria outlined below. The Selection Committee reserves the right at any time to require a Proposer to submit evidence of qualifications, as it may deem necessary.

Scoring will be based solely on the Proposals.

The Selection Committee will select the Proposer that scores the highest as the finalist, and the results of the Selection Committee will be presented to the Springfield-Robertson County Joint Airport Board. Final selection of the Proposer requires approval by the SRCJAB Board.

SCORING CRITERIA

Scoring Criteria 1 (20 Points) – The overall qualifications and experience of the Development Team, including past performance. This includes the Development Team's experience with the design and development of similar projects and references.

Scoring Criteria 2 (50 Points) – The quality, comprehensiveness, and innovation of the Project, including:

- Integration of and approach to the project requirements described in Section I.
- Integration of and approach to any amenities proposed by the Development Team.
- Appropriateness of the design of the facility within its context at the Airport.
- Aesthetic quality of the facility as experienced at the street level and beyond.

Scoring Criteria 3 (20 Points) – The Development Team's ability to fulfill the commitments stated in this RFP and its Proposal. This includes the Development Team's capacity to meet financial and logistical development obligations.

Scoring Criteria 4 (10 Points) – The anticipated value of the Project for the area. Include information such as financial benefits to the area, job creation potential, anticipated quality of potential jobs, and other civic or community benefits.

As a recipient of federal grant funds, the SRCJAB is subject to 49 U.S.C. §47107(e). Accordingly, the Airport may, in its sole discretion, take into account its obligations and requirements thereunder when evaluating and ranking Proposers responding to this RFP.

AWARD OF CONTRACT

The SRCJAB reserves the right to waive any minor informalities or irregularities in proposals and/or agreements in its best interest.

The SRCJAB reserves the right to award an agreement on the basis of individual scope of service elements, groups of elements or all elements to a single Proposer. Taking into consideration the specified evaluation criteria, the SRCJAB will select the Proposer whose proposal is most advantageous to the Airport.

Any additional contract or agreement documents included as part of this RFP for final award consideration are subject to approval by the SRCJAB's legal counsel and may require approval of the SRCJAB's Board prior to execution.

Unless specifically stated herein, if any conflicts or inconsistencies exist between terms set forth in this RFP, the awarded Proposer's proposal, and any additional contract/agreement submitted by the awarded Proposer, the language in this RFP document shall take precedence.

Proposal awards are subject to:

- **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT (EEO)**
  Proposers must ensure that employees and applicants for employment are not discriminated against for reasons of race, color, age, religion, sex, national origin, or handicapped status. Minority and female-owned businesses are encouraged to participate. The SRCJAB is an Equal Opportunity/Veterans' Preference employer.

- **AMERICANS WITH DISABILITIES ACT (ADA)**
  Proposers shall be knowledgeable of and comply with the requirements of the ADA.

REJECTION OF PROPOSALS

The SRCJAB reserves the right to reject any and all proposals received, or any part thereof. Proposals may be rejected for any of, but not limited to, the following causes:

- RFP lacks signature by an authorized representative of the Proposer
- Evidence of collusion among Proposers exists.
- Evidence submitted by Proposer leads the SRCJAB to believe that the Proposer will be unable to carry out the obligations of the agreement and complete the work described.
- The SRCJAB investigation determined that Proposer is not qualified to meet the obligations of the agreement and complete the work described.

NOTES

1. THE LOCATIONS OF THE EXISTING UTILITIES SHOWN WITHIN THESE PLANS ARE APPROXIMATE AND ARE NOT GUARANTEED TO BE COMPLETE. FIELD VERIFY THE EXACT LOCATIONS AND IDENTIFY AND MARK ANY ALL UTILITIES NOT SHOWN.
2. UNLESS OTHERWISE DIRECTED BY THE OWNER, ALL WASTE MATERIALS FROM THE PROJECT SHALL BE DISPOSED OF OFF THE AIRPORT PROPERTY AND ALL COSTS SHALL BE CONSIDERED IN THE UNIT SUM PRICE FOR REMOVAL.
3. FOR GRADING DRAINAGE, AND EROSION CONTROL NOTES, SEE SHEET C3.
4. EXCESS TOPSOIL, IF ANY, IS TO BE SPREAD. COORDINATE WITH OWNER.
5. DUST MUST BE CONTROLLED DURING CONSTRUCTION.
6. CONTRACTOR TO KEEP PAVEMENT FREE FROM DEBRIS AT ALL TIMES. MECHANICAL BROOMING OF PAVEMENT MAY BE REQUIRED AT THE DISCRETION OF THE OWNER.
7. ADEQUATE EROSION CONTROL MEASURES MAY BE NECESSARY DURING THE COURSE OF CONSTRUCTION. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTROL TEMPORARY EROSION DURING CONSTRUCTION.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSTALLATION, MAINTENANCE, AND REPAIR OF EROSION AND SEDIMENT CONTROL MEASURES, AND THE INDIVIDUAL SHALL BE CERTIFIED BY THE STATE OF TENNESSEE AS HAVING COMPLETED THE FUNDAMENTALS OF EROSION PREVENTION AND SEDIMENT CONTROL COURSE OFFERED BY THE STATE OF TENNESSEE.

CONCEPT LAYOUT AND UTILITY PLAN

C5

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SPRINGFIELD-ROBERTSON COUNTY AIRPORT
SITE PREPARATION FOR FUTURE T-HANGARS
SPRINGFIELD, TN

TAD PROJECT NO. T.B.D.
TNAS250003
SCALE: 1" = 50'

ISSUE	DATE
ISSUE FOR BID	3/31/2025

drawn by: EMW
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