



**REQUEST FOR PROPOSAL (RFP)  
HAY / GROUNDS MAINTENANCE LEASE  
HALLETTSVILLE MUNICIPAL AIRPORT  
HALLETTSVILLE, TX**

**RFP NO. 2025-001**

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## **SECTION I: BACKGROUND AND GENERAL INFORMATION**

### **A. Purpose:**

The City of Hallettsville (“City”), owner of the Hallettsville Municipal Airport (“Airport”) is seeking proposals from qualified parties (“Responder”) to offer grounds maintenance services, to include agricultural hay cutting rights, at the Airport. The selected Responder will be responsible for the maintenance of the vegetation at the Airport. This Request for Proposal outlines the requirements and expectations for interested parties. Therefore, it is the intent of this RFP to solicit proposals and subsequently establish a lease agreement through competitive negotiation.

Responders are encouraged to propose any combination of services they believe to be beneficial to both parties.

### **B. Airport Location and Background:**

Hallettsville Municipal Airport (HMA) is a public airport located in Hallettsville, Texas, and is in the middle between Houston to the east and San Antonio to the West, and about an hour and a half south-east of Austin. The airport is about 20 miles south of I-10, which is the major interstate highway that connects Houston and San Antonio. The property is approximately 58 acres.

### **C. Airport**

The airport serves general aviation and is a vital transportation hub for the local community and surrounding areas. With a 3,210-foot paved runway, a grass runway, and various structures on the property.

## **SECTION II: GROUNDS MAINTENANCE SERVICES**

### **A. Required Services:**

The selected Responder will be responsible for the following minimum services:

1. Mow and maintain all grass to a maximum height of 12 inches
2. Maintenance of grounds will include:
  - The removal of any down limbs and debris from the mowing areas
  - The regular trimming and mowing of grass that is not going to be cut for hay; at least once per month
  - The cutting of hay at a maximum height of 12 inches
  - Hay bales shall not be left unattended on either end (North or South) or within 150 feet parallel to the runways, taxiways, or parking area
3. Maintenance of the grounds will NOT include:
  - Any maintenance of the grass runway
  - Any mineral rights
  - Any spraying of herbicides or pesticides

### **B. Payment and/or Cost**

The proposing Responder shall clearly define their financial offer. The Airport in the past has not had this type of contract. The RFP Form will have 2 spaces. One for "Payment" the Responders proposed amount to pay to the Airport, this is based on your annual bid for the Hay Lease. One for "Cost" the Responders expected receipt of payment from the Airport for the maintenance of the grounds not cut for hay. Both amounts should be calculated at an Annual Amount.

Transparent Orange Area – includes the grass areas only, does NOT include any pavement or structures.

This area may be cut for hay but shall be maintained.



Yellow Area - On-Site Hay Storage

Grass Runway – Do Not Shred

Grass Runway – Do Not Shred

Grass Runway – Do Not Shred

**SECTION III: SCOPE / QUALIFICATIONS**

**A. Minimum Qualifications**

To be eligible for consideration for the award of this RFP, the Responder must have a minimum of five (5) years prior experience in the grounds maintenance, aviation business, and/or any other equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the contract.

**B. Term of Agreement**

The City proposes an initial five (5) year agreement; however, the City is agreeable to discuss a longer-term agreement and/or renewal terms with the successful responder.

**C. General Obligations**

The successful Responder will be responsible for complying with all terms and conditions contained within the negotiated agreement with the City, in addition to the Airport Rules and Regulations and Commercial Minimum Standards; all other Local, State and/or Federal rules which may apply; and all applicable Federal Aviation Regulations (FARs).

The successful Responder must be an active legal entity, licensed to do business in the State of Texas, or capable of being licensed within forty-five (45) days of approval of the agreement by the City.

**D. Insurance**

Prior to the commencement of grounds maintenance agreement, the successful responder will carry and maintain at its sole cost and expense all policies of insurance described below. All such policies of insurance shall show on their face that the Responder is a named insured and that the City is named as an additional insured. Such insurance shall include coverage against liability for death, bodily injury or property damage arising out of the acts or omissions of or on behalf of the Responder or involving any owned, non-owned, leased or hired vehicles or equipment in connection with any of the obligations or activities of the Responder, and shall be in the following categories and amounts:

1. Commercial General Liability (including contractual liability):  
Bodily Injury & Property Damage: \$1,000,000 per occurrence  
\$2,000,000 General Aggregate
2. Worker’s Compensation: Statutory limits (if applicable)
3. Employers’ Liability: (if applicable)  
Bodily Injury by Accident - \$500,000 each accident  
Bodily Injury by Disease - \$500,000 each employee  
Bodily Injury by Disease - \$500,000 policy limit

The Responder will name the City as an additional insured, and provide the City written notice of cancellation or material change 30 days in advance and any insurance claim filed against the policy naming the City as an additional insured.

The City will maintain the Property Insurance coverage for all buildings and improvements at the airport.

The insurance coverage and limits are set at the sole discretion of the City and are subject to change or revision as the need arises.

## **SECTION IV: PROPOSAL CONTENTS**

All RFP submittals should contain the following items at a minimum:

### **A. General Information**

1. Request for Proposal (RFP) Form
2. Names and qualifications of corporate/company officers/owners
3. Company address/location(s) and other appropriate contact information
4. Brief history of the company, including safety and compliance commitments/policies
5. A full description of the Responder's entity (corporation, partnership, etc.) and identification of all parties including a disclosure of all persons or entities having a beneficial interest in the proposal

### **B. References**

Provide contact information for three individuals that have had experience with the Responder's company.

## SECTION V: PROPOSAL SUBMITTAL

### A. Submittal Package

Responder shall submit seven (7) printed copies of Proposal.

### B. Delivery & Submission Instructions:

Proposals must be submitted in a **sealed envelope** marked “**Airport RFP #2025-001, DO NOT OPEN**” no later than February 28, 2025 at 2:00 pm to the following contact:

Grace Ward  
City Administrator/Secretary  
City Hall / Hallettsville Municipal Airport  
101 N Main St.  
Hallettsville, TX 77964

Proposals received after Due Date and time as provided for in Section C will not be accepted. It is the responsibility of the submitting Responder to ensure that the Proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting Responder Proposal

### C. Evaluation Criteria:

Proposals will be evaluated based on the following criteria:

1. Experience and Qualifications
2. Safety and Compliance
3. Payment/Cost

### D. Selection Process:

The selection of the Responder will be based on the evaluation of proposals received. The Hallettsville Municipal Airport reserves the right to reject any or all proposals and to negotiate separately with one or more proposers. The selected Responder will be required to enter into a formal agreement with HMA outlining the terms and conditions of the partnership.

### E. Contact Information:

For inquiries or clarification regarding this RFP, please contact:

Grace Ward  
City Administrator/Secretary  
101 N Main St.  
Hallettsville, TX 77964  
361-798-3681 Ext. 5  
CityAdmin@CityofHallettsville.org



**F. Schedule**

- |  |                       |
|--|-----------------------|
| 1. RFP Issuance                          | February 5, 2025      |
| 2. Publications Dates                    | February 5 & 12, 2025 |
| 3. Pre-RFP Meeting / Facility Tour *     | February 14, 2025     |
| 4. RFP Questions Deadline (3:00pm)       | February 19, 2025     |
| 5. Proposal Submission Deadline (2:00pm) | February 28, 2025     |
| 6. Recommendation to City Council        | March 17, 2025        |
| 7. Anticipated Contract Start Date       | April 1, 2025         |

**G. Site Visit**

Responders wishing to conduct a site visit of the Airport must attend the RFP Meeting/Facility Tour on the date and time provided for herein. The Pre-RFP Meeting/Facility Tour will be held on February 14, 2025, at 8:30am starting at the Comfort Station at the Hallettsville Municipal Airport.

Separate meetings/site visits will not be held with prospective responders.

**H. Questions**

All questions must be submitted in writing to Grace Ward, at 101 N Main St. Hallettsville, TX 77964 by the RFP Question Deadline provided for in Section E.

All submitted questions will be posted to the City’s website at <https://cityofhallettsville.org/request-for-proposals-bids-grants/> under the Proposal item for all parties to view.

**I. City Reservations**

The City reserves the right to:

1. Modify or otherwise vary the terms and conditions of the RFP at any time, including but not limited to, deadlines for submission, schedules and proposal requirements.
2. Shortlist more than one firm and have those firms complete a presentation to the Selection Committee and City Council.
3. Reject or refuse any or all proposals, or to cancel and withdraw this RFP at any time.
4. Negotiate with any or all Responders in order to obtain terms most beneficial to the City.

**J. Disclaimer:**

This RFP does not constitute a contract or commitment of any kind. The Hallettsville Municipal Airport reserves the right to modify or cancel this RFP at any time.

**SECTION VI:  
REQUEST FOR PROPOSAL (RFP) FORM**

**Instructions:** Complete the Request for Proposal form and provide the information requested in the packet of materials.

Awarding Authority	City of Hallettsville
RFP No.	2025-001
Project Name	Hay / Grounds Maintenance Lease, Hallettsville Municipal Airport
Company Name	
Company Address	
City / State / Zip	
Company Telephone	
E-mail Address	
Contact Person / Title	
Payment (Responder Payment to the Airport)	
Cost (Airport Payment to the Responder)	
Date Submitted	
Signature:	