



# Request for Proposal (RFP): Mechanic Services

**Independence Municipal Airport (KIIB)**  
**City of Independence, Iowa – 2025**

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## I. INTRODUCTION

The City of Independence, Iowa, is seeking qualified applicants to provide Mechanic Services at the Independence Municipal Airport (KIIB), located at 1684 230th Street, Independence, Iowa 50644. This RFP outlines the requirements, background, and process for submitting a proposal to operate these services as an independent contractor with the city.

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## II. AIRPORT BACKGROUND

- Public-use airport owned by the City of Independence, located 2 miles west of town, but within the City Limits.
  - FAA National Plan of Integrated Airport Systems: Classified as an Enhanced Aviation Airport.
  - Staffed by a full-time Airport Director and two part-time employees.
  - Facilities:
    - 5,500' x 100' runway with full parallel taxiway
    - REIL/VGSI approach lighting systems
    - 26 T-hangars (fully occupied), plus a large terminal and one commercial hangar.
    - 29 based aircraft
    - Fuel: Two 10,000-gallon underground tanks (Jet A and 100LL)
    - Apron: 96,200 sq. ft. main (south), 65,500 sq. ft. north apron
    - Recent Improvements: Taxiway addition, apron expansions, LED lighting upgrades
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### III. SCOPE OF PROPOSAL

The successful respondent will be responsible for non-exclusive mechanical work. Proposals will be evaluated on service quality, experience, business viability, ~~and financial offering to the City.~~ All services must comply with FAA regulations, airport minimum standards, and local, state, and federal laws.

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### IV. INSURANCE REQUIREMENTS

Minimum coverage requirements:

- \$1,000,000 personal injury/advertising injury
  - \$2,000,000 per occurrence
  - \$2,000,000 general aggregate (per project basis)
  - \$2,000,000 products/completed operations.
  - City of Independence must be listed as an additional insured.
  - Annual certificate due in June; 30-day cancellation notice required.
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### V. CONTRACT TIMELINE

- **Anticipated Start Date:** October 1, 2025
- **Initial Contract Period:** Three Years
- **Renewal Options:** Bi-annual two-year renewals after the initial term.

Milestone	Date
RFP Posting	6-20-2025
Question Deadline	7-11-2025
Proposal Due	7-25-2025

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## VI. SUBMISSION INSTRUCTIONS

- **Paper Submission:** Seven (7) copies of the proposal must be submitted by **4:00 PM on 7-25-2025** to:  
**City of Independence – Mechanic Services**  
331 1st Street E  
Independence, IA 50644
  - Clearly mark the envelope:  
**"Request for Proposal – Independence Airport Mechanic Services"**
- **Electronic Submission:** E-mail to [airportmgr@independenceia.gov](mailto:airportmgr@independenceia.gov) before **4:00 PM on 7-25-2025**. Clearly indicate in the subject, **"Request for Proposal – Independence Airport Mechanic Services."**
  - All submittals **MUST BE PDF FILES**. Other file types will not be accepted.

Late submissions will not be accepted.

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## VII. EVALUATION CRITERIA

The Airport Commission, Airport Director, and City Manager will evaluate proposals based on:

- Mechanic Services experience
  - Business and operational plans
  - Qualifications and references
  - ~~Financial offerings or benefit to the City.~~ **Demonstrated business plan for growth, sustainability, and marketing.**
  - Understanding of FAA regulations
  - Interview presentation and proposal quality
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## **VIII. PROPOSAL REQUIREMENTS**

Proposals must include the following:

### **Section I: Resume / Company Profile**

- Ownership and personnel information
- ~~Relevant aviation and instruction experience.~~ Relevant aviation and mechanical experience, including types of aircraft previously serviced.

### **Section II: References**

- Three personal references
- Three business references

### **Section III: Business Plan**

- Start-up needs.
- Building space needs
- Marketing and 3–5-year growth plan
- Financial viability and funding plan

### **Section IV: Lease Proposal**

- Proposed lease terms for space, Office space, hanger, and optional areas.
- ~~Rent structure suggestions, including any financial offerings to City beyond rental fees.~~ Proposed lease terms and rent structure.

### **Section V: Insurance Documentation**

- Current policy or letter of insurability

### **Section VI: Operational Commitments**

- Unicom monitoring.
- ~~Towing/tie down services.~~
- Participation in meetings and facility maintenance support.



**Optional Services (if applicable):**

- Aircraft sales.
- Pilot supply sales.

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**IX. AVAILABLE SPACE**

The respondent may request access to:

- ~~Volt Building~~ Vault Building (approx. 38 'x 60')
- (1) T hangers.
- Temporary space in the main terminal building for aircraft that will not fit in the ~~Volt~~ Vault building, with prior approval from the Airport Director.

**Proposals shall include proposals for the lease rate per square foot based on industry standards.**

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**X. CONTACT INFORMATION**

All RFP questions must be directed to:

**Brett Soukup**

Airport Director

Independence Municipal Airport

1684 230th Street, Independence, IA 50644

☎ (319) 332-0118

✉ [airportmgr@independenceia.gov](mailto:airportmgr@independenceia.gov)