

City of Prescott

West Ramp RFP 11AIR1027

Pre-bid Meeting – Monday, October 3, 2011

Prescott
Municipal
Airport

PRESCOTT MUNICIPAL AIRPORT
ERNEST A. LOVE FIELD

REQUEST FOR PROPOSALS
("RFP")

RFP# 11AIR1027

Lease of Airport Property at Prescott Municipal Airport
In the vicinity of the

West Ramp



Date Offered: September 25, 2011
Pre Proposal Conference: October 3 at 10:00 A.M. Local Time
Closing Date & Time: October 27 at 2:00 P.M. Local Time

Contact Person: Benjamin D. Vardiman, ACE, Airport Manager
ben.vardiman@prescott-az.gov

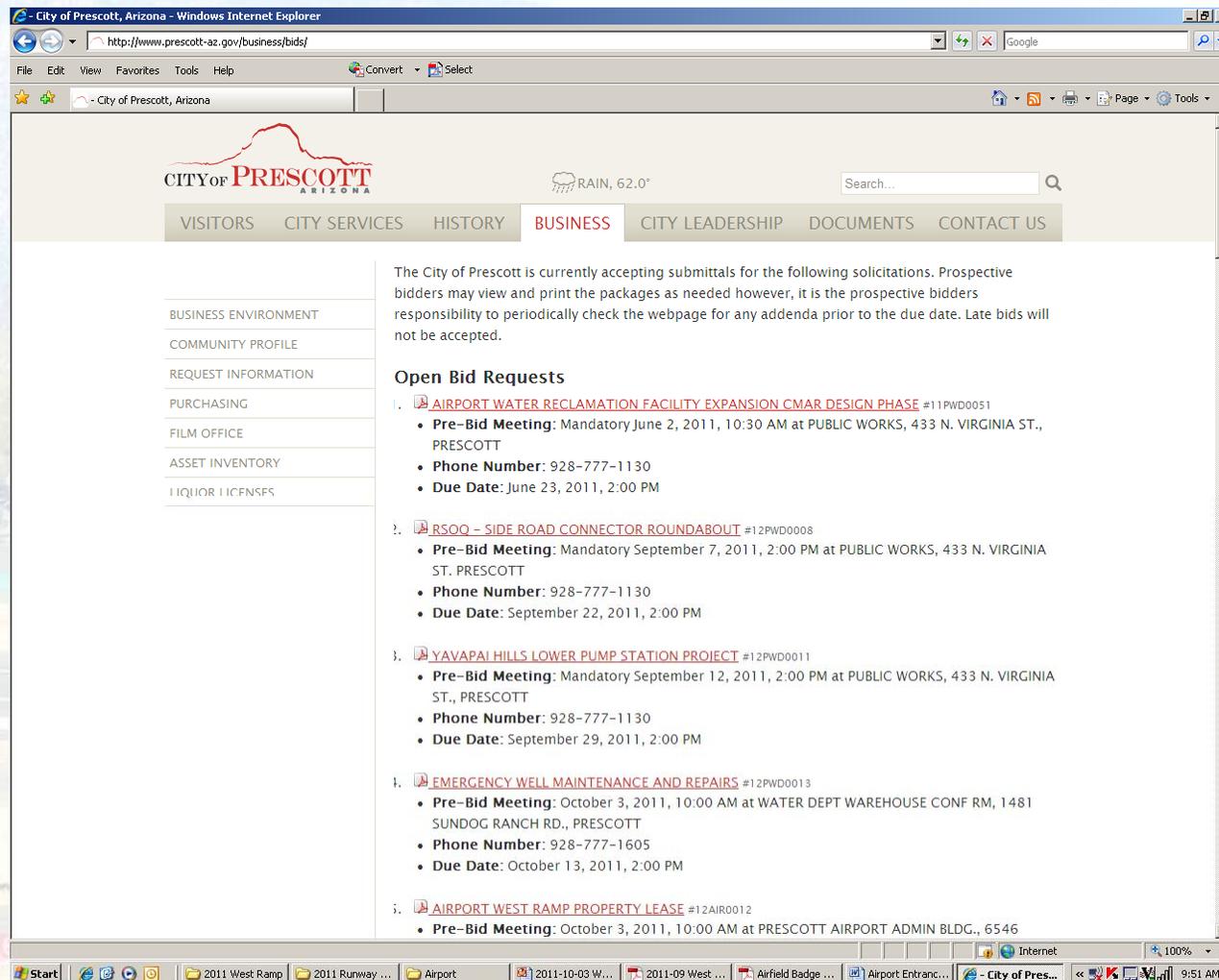
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<http://www.prescott-az.gov/business/bids/>



The screenshot shows a web browser window displaying the City of Prescott website. The page features a navigation menu with 'BUSINESS' selected. A sidebar on the left lists various city services. The main content area is titled 'Open Bid Requests' and lists five projects with their respective pre-bid meeting details.

Open Bid Requests

- AIRPORT WATER RECLAMATION FACILITY EXPANSION CMAR DESIGN PHASE** #11PWD0051
 - Pre-Bid Meeting:** Mandatory June 2, 2011, 10:30 AM at PUBLIC WORKS, 433 N. VIRGINIA ST., PRESCOTT
 - Phone Number:** 928-777-1130
 - Due Date:** June 23, 2011, 2:00 PM
- RSOQ - SIDE ROAD CONNECTOR ROUNDABOUT** #12PWD0008
 - Pre-Bid Meeting:** Mandatory September 7, 2011, 2:00 PM at PUBLIC WORKS, 433 N. VIRGINIA ST., PRESCOTT
 - Phone Number:** 928-777-1130
 - Due Date:** September 22, 2011, 2:00 PM
- YAVAPAI HILLS LOWER PUMP STATION PROJECT** #12PWD0011
 - Pre-Bid Meeting:** Mandatory September 12, 2011, 2:00 PM at PUBLIC WORKS, 433 N. VIRGINIA ST., PRESCOTT
 - Phone Number:** 928-777-1130
 - Due Date:** September 29, 2011, 2:00 PM
- EMERGENCY WELL MAINTENANCE AND REPAIRS** #12PWD0013
 - Pre-Bid Meeting:** October 3, 2011, 10:00 AM at WATER DEPT WAREHOUSE CONF RM, 1481 SUNDG RANCH RD., PRESCOTT
 - Phone Number:** 928-777-1605
 - Due Date:** October 13, 2011, 2:00 PM
- AIRPORT WEST RAMP PROPERTY LEASE** #12AIR0012
 - Pre-Bid Meeting:** October 3, 2011, 10:00 AM at PRESCOTT AIRPORT ADMIN BLDG., 6546

Anticipated Schedule

3. ANTICIPATED SCHEDULE FOR PROPOSAL AND AWARD

- | | |
|---|----------------------|
| 1. <u>RFP AVAILABLE:</u> | Sept 25, 2011 |
| 2. <u>PRE -PROPOSAL MEETING</u> | Oct 3, 2011 at 10AM |
| 3. <u>PROPOSAL DEADLINE:</u> | Oct 27, 2011 at 2 PM |
| 4. <u>CITY REVIEW AND EVALUATION:</u> | Nov/Dec 2011 |
| 5. <u>PRESENTATION AND RECOMMENDATION TO CITY COUNCIL</u> | Dec 2011 |

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SECTION I	NOTICE OF INTENT TO LEASE
SECTION II	BACKGROUND AND GENERAL INFORMATION, PROPOSAL AND AWARD SCHEDULE
SECTION III	SCOPE OF PROJECT
SECTION IV	BUSINESS TERMS
SECTION V	GENERAL TERMS AND CONDITIONS
SECTION VI	PROPOSAL REQUIREMENTS AND SUBMITTAL
SECTION VII	PROPOSAL FORM
SECTION VIII	EVALUATION AND SELECTION PROCESS

SCOPE OF PROJECT

1. GENERAL DESCRIPTION OF PROPERTY

The subject property is located in the vicinity of the West Ramp at the Prescott Municipal airport and consists of approximately 3.07 Acres (133729.2 square feet) of improved property. Improvements to the property include an aircraft parking ramp for small (<12,500lbs) aircraft. Title to the improvements shall be conveyed through the lease document to the successful Proposer for the term of the lease.

2. TERM OF LEASE AGREEMENTS.

It is anticipated that any Agreement to lease City facilities, bare ground, and fixtures shall be in effect for 25 years with two 5-year options. All rents and charges will commence upon the effective date of the Agreement.

3. IMPROVEMENTS TO BE CONSTRUCTED BY PROPOSER

It is anticipated that Proposer shall propose and be obligated to construct a minimum of \$2 million of Phase 1 improvements to the property within 4 years of the effective date of the lease. All improvements will be constructed in accordance with all applicable federal, state, and local rules, regulations, laws, and ordinances including but not limited to applicable FAA standards, guidelines, and advisory circulars regarding construction of facilities on an airport. Construction of improvements may be constrained by existing or planned City development or expansion of the airport and/or applicable FAA standards, guidelines, and advisory circulars regarding construction of facilities on an airport. It is the responsibility of the Proposer to be aware of and familiar with any existing constraints upon the property as it relates to the construction of improvements.

4. MINIMUM QUALIFICATIONS.

Only those proposals received on time and in proper form will be accepted. Proposers who provide evidence that they are fully competent, have the necessary experience, organization and financial capacity to fulfill the requirement for equipping and operating a general fixed base operation, and who can provide evidence of all necessary certificates and licenses, will be considered.

After receipt of the proposals the City will rank the eligibility of each Proposal to be considered. The following minimum financial and experience criteria have been established as a basis for qualifying the eligibility of a Proposer. The top five proposals will be evaluated under section VIII of this RFP.

- (a) Revenues to the City including but not limited to ground and facility leases fees
- (b) Company background, qualifications & experience
- (c) Services to be offered
- (d) Financial capability to construct the proposed improvements and initiate operations
- (e) Proposed company's improvements, construction & delivery
- (f) Proposal Bond included with proposal

5. RESPONSIBILITY OF SUCCESSFUL PROPOSER.

The successful Proposer's responsibilities shall be in accordance with the conditions of this RFP, the terms of the Agreement and the proposed Airport Minimum Operating Standards (Attachment B) as may be adopted by the City Council for the City of Prescott.

City of Prescott

West Ramp RFP 11AIR1027

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SECTION IV

BUSINESS TERMS

1. **GOOD FAITH NEGOTIATION SECURITY DEPOSIT:**

Each proposal must include a security deposit in the form of a bond or a cashier's check in the amount of ten thousand dollars (\$10,000.00) payable to the City of Prescott, which will be held by the City until an Agreement is executed with the selected Proposer. Failure on the part of the selected Proposer to enter into good faith negotiations towards a final Agreement with City within ten (10) business days of notice of selection shall result in forfeiture of Proposer's security deposit as liquidated damages. Thereafter, City may award the Agreement to another Proposer. After an Agreement has been executed with the selected Proposer, the security deposit will be returned to companies not selected by the City of Prescott and the security deposit of the selected Proposer shall be returned to the selected Proposer within thirty (30) days of the execution of the Agreement. Execution of a final agreement is anticipated to be completed within thirty (30) days of notification of selection.

2. **PAYMENT TO CITY OF PRESCOTT:**

For rights and privileges granted herein, the successful Proposer agrees to pay the City of Prescott consideration consisting of Construction Rent and an Aggregate Base Rent upon completion of the Phase 1 improvements. In no case shall the City of Prescott accept a proposal specifying a Construction Rent of less than \$696.51 per month and an Aggregate Base Rent of less than Two Thousand Seven Hundred Eighty Six and 03/100 Dollars (\$2,786.03) per month (\$0.25 per sqft per year).

The successful Proposer shall also pay any and all applicable fees as may be established by the City of Prescott as published in the Rates and Fees Schedule.

The City of Prescott reserves the right to establish and amend the Rates and Fees Schedule at its discretion.

3. **LEASE SECURITY PAYMENT:**

Company shall provide City on or before the commencement date of the Agreement with a lease security payment equal to the estimate of three (3) months' rentals, fees and charges including but not limited to applicable taxes to guarantee the faithful performance by Company of its obligations under this Agreement and the payment of all rentals, fees and charges due hereunder. Such lease security payment shall not be refundable and shall be deemed earned by the City of Prescott.

City of Prescott

West Ramp RFP 11AIR1027

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SECTION VI PROPOSAL REQUIREMENTS AND SUBMITTAL

Proposers are advised to carefully follow the instructions listed below in order to be considered fully responsive to this RFP. Proposals sent by facsimile (FAX) or electronic mail will **NOT** be accepted. Any Proposal received after **2:00pm on October 27, 2011** shall be deemed unresponsive and will be returned to Proposer unopened.

Proposer shall carefully review and address all of the evaluation factors previously outlined in this RFP as well as responding to *all* questions contained in Section VII, Proposal Form. In order to be considered, Proposer must be able to demonstrate that it meets the minimum qualifications established in the RFP and has the resources, both staff and financial, to build, operate and manage the proposed aviation or aviation related service.

1. **NUMBER OF PROPOSALS:** One (1) Original (clearly marked "ORIGINAL") and Six (6) Copies (clearly marked "CITY").

The maximum size of the proposals, including all attachments, diagrams, or other information shall not exceed fifty (50) pages.

1. **DELIVERY OF PROPOSALS:**
The delivery of the proposal to the City of Prescott prior to the deadline is solely and strictly the responsibility of the Proposer. **The delivery deadline is October 27, 2011 at 2:00 pm local time.** The City of Prescott will in no way be responsible for delays caused by the United States Postal Service or for delays caused by any other occurrence.

2.1 **Hand Delivery:** City of Prescott
Attn: Purchasing Manager
201 S. Cortez Street
Prescott, AZ 86303

2.2 **Mail or Courier Delivery:** City of Prescott
Attn: Purchasing Manager
201 S. Cortez Street
Prescott, AZ 86303

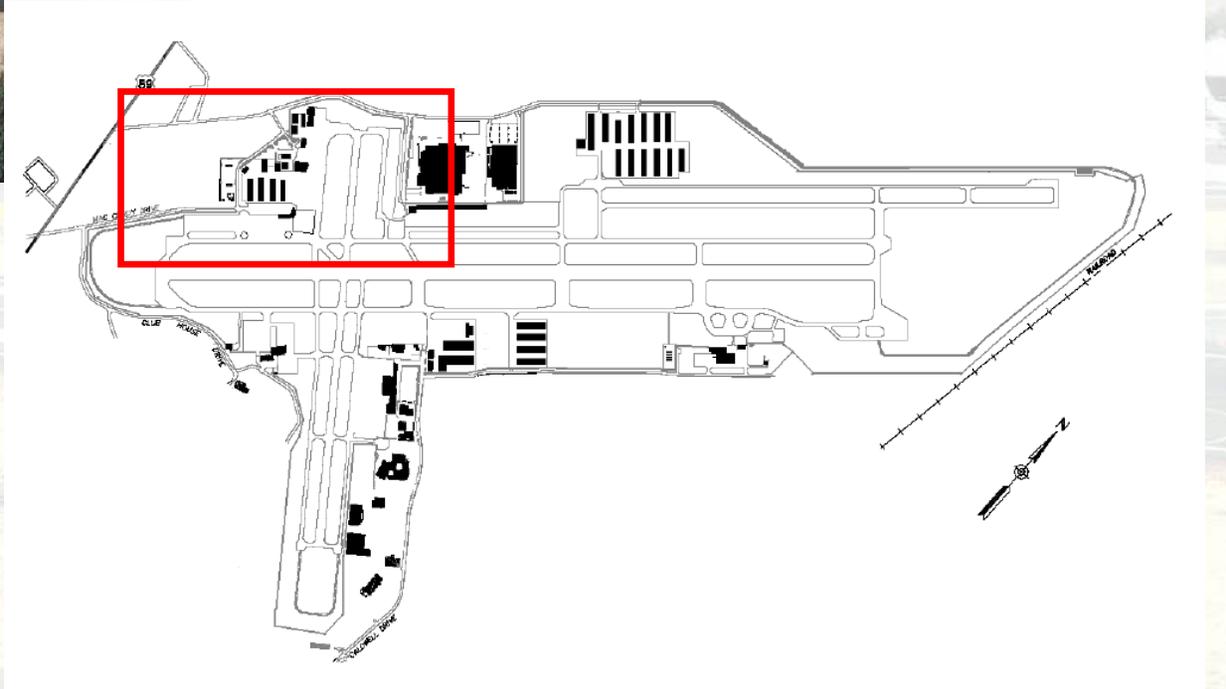
2.3 **Sealed and Labeled:** All Proposals shall be sealed and labeled –
SEALED PROPOSAL:
RFP # 11AIR1027
Airport Property Lease Proposal - West Ramp

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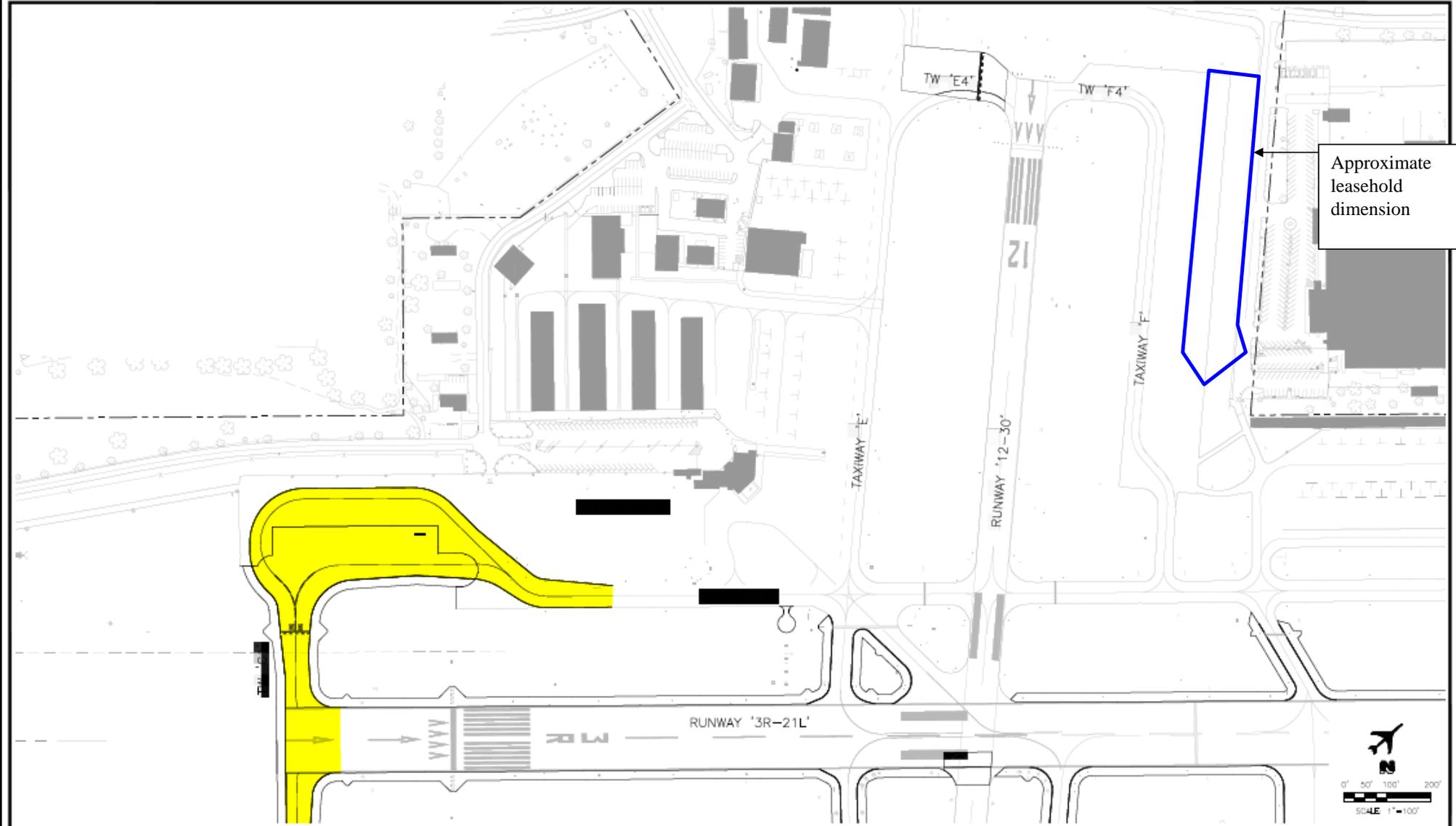


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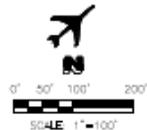
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Approximate
leasehold
dimension





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PERMITTED USES OF THE PREMISES

Lessee shall use the Premises only for the following aeronautical purposes on the condition that the facilities conform to all applicable codes, ordinances, laws, rules, and regulations. No other uses of whatever nature shall be permitted under the terms of this Lease.

- (1) Aircraft hangars, each over 1,400 Square feet in size, aircraft tie-down areas and maintenance buildings.
- (2) Automobile parking lots and structures.
- (3) Aviation flight and ground school, including pilot and student equipment sales.
- (4) Aircraft sales, including radio and navigational equipment, parts, supplies and accessory equipment.
- (5) Aircraft hangar and tie-down rental.
- (6) Aircraft leasing, rental and charter.
- (7) Airframe, engine, radio, navigational and accessory equipment repair, maintenance manufacturing and modification.
- (8) Aircraft ground support equipment repair, maintenance, manufacturing and modification.
- (9) Aircraft cleaning services.
- (10) Aircraft painting, on condition that facilities conforming to fire, air pollution and environmental requirements are provided.
- (11.) Non-retail Aviation fuel service for Lessee's own aircraft on condition that city requirements are met to conform with fire and environmental protection and the payment of flowage fees.
- (12) Aircraft and engine mechanic schools.
- (13) Air taxi and air ambulance services.
- (14) Aerial photography and surveying.
- (15) Office, retail and service uses related or ancillary to other uses permitted herein.
- (16) Identification, directional and safety signs.

PERMITTED USES OF THE PREMISES

b. RESERVING TO LESSOR in each and every enumerated use, the right to provide to Airport users one or more of the services allowed by this Clause without the necessity of renegotiation of the terms and conditions of this Lease.

c. None of the uses enumerated in this Clause including, but not limited to aircraft tie-down or storage, shall be permitted in or upon any area of the Premises that have not been improved with paving without the prior written consent of the Airport Manager.



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Airport



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Airport



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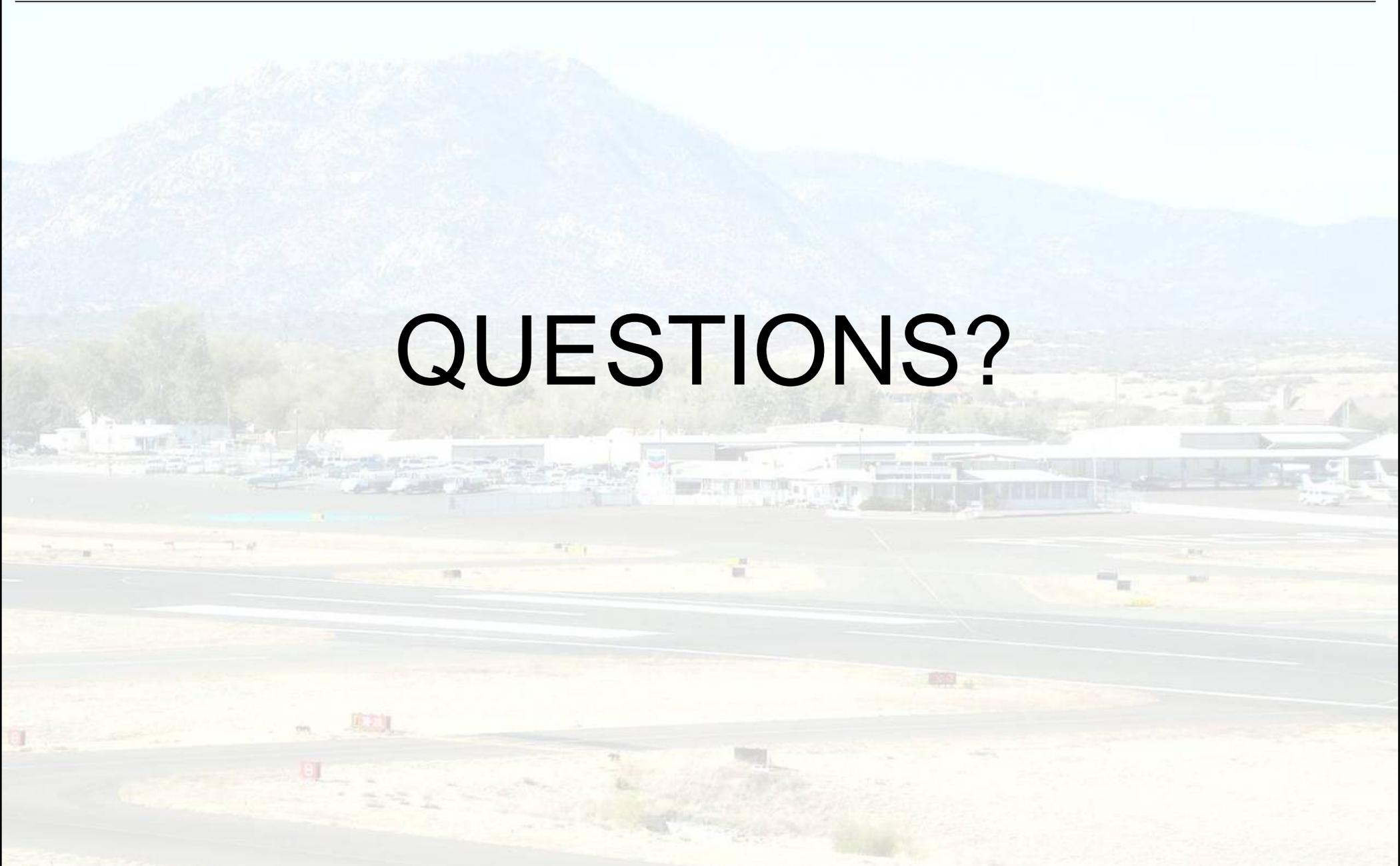
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An aerial photograph of the Prescott Municipal Airport. The runway and taxiway are visible in the foreground, leading to a terminal building and other airport structures. In the background, a large, rugged mountain range dominates the landscape under a clear sky.

QUESTIONS?