

# REQUEST FOR PROPOSAL

HEMET - RYAN  
AIRPORT



**Fixed Base Operator (FBO) Services  
Hangar Leasing and Management**

**Hemet Ryan Airport  
Hemet, California**

Prepared by:



County of Riverside  
3403 10<sup>th</sup> St., Ste. 400  
Riverside, CA 92501



Request for Proposals (RFP) No 2017-001  
Fixed Base Operator (FBO) Services and Hangar Leasing and Management

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Attachments:

Exhibit A – Riverside County Minimum Standards for Fixed Base Operators

Exhibit B – Vicinity Map

Exhibit C – Existing facilities

Exhibit D – Forms

D1 – Offer to Negotiate Exclusively

D2 – General Authorization and Financial References List

D3 – Respondent Certification

D4 – Non Collusion Affidavit

Exhibit E – Fuel Standards

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## 1. OVERVIEW

The Riverside County Economic Development Agency Aviation Division (“County”) is issuing a Request for Proposals (“RFP”) for Fixed Base Operator (“FBO”) services at Hemet-Ryan Airport (“HR”).

Hemet-Ryan Airport is a general aviation airport located within the City of Hemet, California and averages approximately 75,555 operations per year. The Hemet-Ryan Airport contains 458 acres within the airport aircraft operating area.

Hemet-Ryan is equipped with two asphalt runways: Runway 5/23 at 4,314 feet long by 100 feet wide and a small runway 422 designated as a sailplane runway.

The County’s objectives are to generate revenues and facilitate a viable FBO operation that will complement existing land uses near the site. The County seeks a Fixed Base Operator to occupy one or more of the available buildings or develop improvements on the Airport for the FBO operations.

Additionally, the County owns and leases fifty (50) T- hangars and sixty (60) tie-downs to the public for general aviation use. The County is requesting that responses include a proposal by the FBO to lease-up and manage the tie-down area and hangar space that is owned by the Airport for a fee.

The Economic Development Agency of the County of Riverside, Aviation Division desires to work with businesses that will actively apply a proactive approach to increasing services and business at Hemet-Ryan Airport. All aviation businesses will be subject to the County of Riverside’s Minimum Standards for Fixed Base Operators, which is attached under Exhibit A, and the Rules and Regulations for Operation of County Airports (County Ordinance 578), attached as Exhibit F.

Hemet-Ryan Airport has a rich history dating back to its operations in the 1940’s where military service units trained for combat missions. Additionally, for nearly 50 years, Ryan Air Attack Base has played a vital role in fire suppression efforts in Southern California and Riverside County. Ryan Air Attack Base is named after the late Claude T. Ryan, who is most famous for having designed the Spirit of St. Louis airplane and who began the Ryan School of Aeronautics in Hemet during World War II at Hemet Ryan. Through contract with the federal government 14,000 Army cadets were trained to fly. With the end of WWII and the need for pilots diminishing, training ceased. The facility was eventually surplused and became a public airport owned and operated by the County of Riverside.

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**Timeline Summary**

<b>Contact Person:</b>	Janet Valentin – Aviation Real Property Agent E-mail: <a href="mailto:JValentin@rivco.org">JValentin@rivco.org</a> Office: (951) 955-8174
<b>How to Obtain RFP Document:</b>	Via email from the person above or on line at County of Riverside web site.  <a href="http://www.rivco.org/AboutEDA/ProposalsQuotations">http://www.rivco.org/AboutEDA/ProposalsQuotations</a>
<b>Deadline for submitting Proposals:</b>	May 22, 2017 @ 5:00 pm
<b>Property Inspection</b>	Arranged by appointment with Contact Person above.
<b>Submittal Address:</b>	County of Riverside Economic Development Agency Attn: Aviation Division 3403 10 <sup>th</sup> Street, Suite 400 Riverside, CA 92501
<b>Proposal Format:</b>	See Sections 8-10

**Note: The Riverside County Economic Development Agency reserves the right to deviate from and/or modify this timeline at any time. Notices of such decisions or modifications will be located at:**

<http://www.rivco.org/AboutEDA/ProposalsQuotations/tabid/467/Default.aspx>



## 2. FBO OPERATIONAL PLATFORM

Upon approval and execution of a Lease Agreement, relating to the Fixed Base Operations, the successful operator shall be responsible for all onsite and offsite costs and expenses associated with the developments, construction, ownership, management and operation of the proposed project, including but not limited to, planning, design, entitlement, permit fees, utility charges and all other project costs.

### a) Development Requirements

- The successful operator shall accept the property in an “AS IS, WHERE IS” condition, without any express or implied warranties or representations.
- The successful operator shall prepare a set of schematic and conceptual site plans, floor plans, and elevations for proposed projects, within the time frames specified by the County of Riverside
- The successful operator shall be responsible for obtaining any and all land use entitlement, zoning approvals and all necessary building, grading and construction permits required for the proposed project from the County of Riverside and any other governing agency.
- The successful operator shall be responsible for compliance with the California Environmental Quality Act (CEQA) and any associated requirements related to project design and development.
- The successful operator shall be responsible for compliance with the National Environmental Protection Agency (NEPA) and any associated requirements related to project design and development.
- The successful operator shall be responsible for payment of the applicable development mitigation fees and off-site facilities fees, including but not limited to, Transportation Uniform Mitigation Fee (TUMF), Development Impact Fee (DIF), Multi Species Habitat Conservation Plan (MSHCP), and any other development mitigation fees required by the County of Riverside and local, federal and state jurisdictions.
- The successful operator shall be responsible for submitting project plans to the County of Riverside Economic Development Agency, Aviation Division for review and approval before commencing construction and development within the time frame requested by the County of Riverside.
- The successful operator shall be responsible for securing, installing, payment of fees, and all required approvals for any and all utilities required for project development.
- The successful operator shall be responsible to maintain the proposed operational site including but not limited to the Leased Premises, approaches thereto, and current and future improvements in good, safe and sanitary order, condition and repair.

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- The successful operator shall submit copies of as-built plans for all proposed project improvements to the County of Riverside Economic Development Agency Aviation Division after each phase of construction has been completed.
- The successful operator shall coordinate construction of the proposed project with other development, construction or aviation activities taking place adjacent to the proposed project development. The successful operator shall be responsible for repairing or paying for the costs of repairing any damage that its activities may cause to any existing public and or private infrastructure.
- Lessee shall require that Contractor shall comply with prevailing wage requirements and be subject to restrictions and penalties in accordance with §1770 et seq. of the Labor Code, which requires prevailing wages be paid to appropriate work classifications in all bid specifications and subcontracts. The Lessee shall require that Contractor shall furnish all subcontractors/employees a copy of the Department of Industrial Relations prevailing wage rates at which Lessor will post at the job site. All prevailing wages shall be obtained by the Lessee/Contractor from:

Department of Industrial Relations  
Division of Labor Statistics and Research  
455 Golden Gate Avenue, 8th Floor  
San Francisco, CA 94102

Lessee shall require that Contractor shall comply with the payroll record keeping and availability requirement of §1776 of the Labor Code. Lessee shall require that Contractor shall make travel and subsistence payments to workers needed for performance of work in accordance with §1773.8 of the Labor Code. Prior to commencement of work, Lessee shall require that Contractor shall contact the Division of Apprenticeship Standards and comply with §1777.5, §1777.6 and §1777.7 of the Labor Code and applicable regulations. Lessee shall comply and stay current with all applicable local, state and federal building codes and laws as from time to time amended, including, but not limited to, the Americans with Disabilities Act requirements in providing the County of Riverside with any requested Lessee improvements.

- If any agency, division or department of any governmental entity with appropriate jurisdiction condemns the Premises or any part of the Premises as unsafe or not in conformity with any of the laws or regulations controlling their construction, occupation or use, or orders or requires any alteration, repair or reconstruction of the Premises the responsible party shall be the Lessee who at its sole cost and expense (and without any right of reimbursement from County) immediately effect all necessary alterations and repairs required for the Premises full and exact compliance.
- Lessee shall cause all improvements to be lien free, completed at Lessee's cost in a workmanlike manner and in compliance with all applicable law. County agrees when requested by Lessee to execute and deliver any applications, consents, or other instruments required to permit Lessee to complete such Lessee improvements or to obtain permits for the work.
- Any alterations, improvements or installation of fixtures to be undertaken by Lessee shall have the prior written consent of County. Such consent shall not be unreasonably withheld, conditioned or delayed by County.

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- All alterations and improvements made, and fixtures installed, by Lessee shall remain Lessee property until termination of the Lease. Trade fixtures may be removed by Lessee at or prior to the expiration of the Lease; provided however, that such removal of trade fixtures does not cause injury or damage to the Leased Premises beyond normal wear and tear.
- The successful operator is encouraged to incorporate design features to conserve energy and water resources.
- During construction, the successful operator shall incorporate principles of waste minimization and pollution prevention: reduce, reuse, and recycle as a standard operating practice, including programs for construction and demolition waste management and office paper and packaging recycling programs, as well as implement water.

**b) Required Services**

**The FBO will be required to provide a variety of commercial aeronautical services including:**

- Aircraft fueling services (Avgas, Jet A) and (100 Low lead) per fuel flowage fee guidelines established in County Resolution 2008-362, in force at signing of Lease.
- Fuel Tanks, trucks and equipment necessary to fuel aircraft
- Aircraft ramp services (including towing, parking guidance, etc.)
- Operations of Unicom radio, issue necessary public information involving airport operations and status
- Tie-Down and Hangar rental management (management fee paid by County to Lessee)
- Aircraft maintenance
- Pilot Amenities & Facilities

**c) Optional Services**

The FBO, at its own option, cost and benefit, may provide a variety of other aeronautical services including, but not limited to, flight training, aircraft rental and sales, air taxi/charter, avionics and aerial surveying/photography.

*FBO OPERATIONAL PLATFORM CONTINUED NEXT PAGE*



**Possible Aeronautical Services Offering Benefits to the Public**

<p><b>Emergency Preparedness and Response</b></p>	<ul style="list-style-type: none"> <li>▪ Aeromedical Flights</li> <li>▪ Law Enforcement/National Security/Border Security</li> <li>▪ Emergency Response</li> <li>▪ Aerial Fire Fighting Support</li> <li>▪ Emergency Diversionary Airport</li> <li>▪ Disaster Relief and Search and Rescue</li> <li>▪ Critical Federal Functions</li> </ul>	
<p><b>Critical Community Access</b></p>	<ul style="list-style-type: none"> <li>▪ Remote Population/Island Access</li> <li>▪ Air Taxi/Charter Services</li> <li>▪ Essential Scheduled Air Service Cargo</li> </ul>	
<p><b>Other Aviation Specific Functions</b></p>	<ul style="list-style-type: none"> <li>▪ Self-Piloted Business Flights</li> <li>▪ Corporate</li> <li>▪ Flight Instruction</li> <li>▪ Personal Flying</li> <li>▪ Charter Passenger Services</li> <li>▪ Aircraft/Avionics Manufacturing/Maintenance</li> <li>▪ Aircraft Storage</li> <li>▪ Aerospace Engineering/Research</li> </ul>	
<p><b>Commercial, Industrial, and Economic Activities</b></p>	<ul style="list-style-type: none"> <li>▪ Agricultural Support</li> <li>▪ Aerial Surveying and Observation</li> <li>▪ Low-Orbit Space Launch and Landing</li> <li>▪ Oil and Mineral Exploration/Survey</li> <li>▪ Utility/Pipeline Control and Inspection</li> <li>▪ Business Executive Flight Service</li> <li>▪ Manufacturing and Distribution</li> <li>▪ Express Delivery Service</li> <li>▪ Air Cargo</li> </ul>	
<p><b>Destination and Special Events</b></p>	<ul style="list-style-type: none"> <li>▪ Tourism and Access to Special Events</li> <li>▪ Intermodal Connections (rail/ship)</li> <li>▪ Special Aeronautical (skydiving/airshows)</li> </ul>	

**Figure 1: Types of Aeronautical Functions Serving Public Interest – FAA**

**FBO OPERATIONAL PLATFORM CONTINUED**

**d) Rates and Scheduled Increases – Guideline:**

It is the Airport's intent that fees be fair, reasonable and not unjustly discriminatory. As per the FAA Compliance Manual section 5190 B 9.2 the Airport must impose the same rates, fees, rentals, and other charges on similarly situated fixed-base operators (FBO's that use the airport and its facilities in the same or similar manner). Typical methods used to determine and maintain the lease rates at the Airport properties include scheduled property appraisals and periodic cost of living adjustments based on a national index.

**e) Proposed Ground Rent per Acre Rate and Minimum Size**

The prospective FBO will lease Airport land and may lease available buildings from which to provide FBO services or choose to build their own facility.

The Hemet-Ryan Airport proposed ground lease rental rate is **\$ 473.35 per acre per month or as negotiated**. This rental rate was determined by the County in consideration of a 2015 certified aviation appraisal of the Airport property. The base ground rent is subject to adjustments per the provisions below.

The minimum site for the Fixed Base Operation proposed shall be a three (3) acre site. All terms and concessions will be considered provided they comply with both federal and airport policies.

**f) Leasing County Owned Buildings**

Additional rent shall apply to leasing of the Airport owned buildings and equipment if any. Prospective FBO should propose terms including the rental rate per square foot for the use of each Airport building requested. Leasing of each Airport owned property shall include routine maintenance and repairs. See section three (3) for a list of available facilities at Hemet-Ryan Airport.

**g) Scheduled Increases**

Typical County lease rates include annual Consumer Price Index (CPI) rental rate adjustments; Beginning July 1, 2018 and every year thereafter, except for the year that rents are adjusted to fair market value, Lease rates will be adjusted by the percentage change in the Consumer Price Index, All Urban Consumers, in Los Angeles-Riverside-Orange County area.

**h) Mark to Market adjustment**

Beginning July 1, 2020 and every fifth (5th) year thereafter, the Base Rent shall be adjusted to the then-current fair market value of the Leased Premises based on appraisal. Said fair market value rental rate shall be for the land and County owned buildings leased. The valuation shall not include the value of Tenant owned structures placed on the Leased Premises. In no event will application of this paragraph result in a monthly rental amount lower than the highest previous monthly rental amount.

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**i) Fuel Flowage Fees:**

Fuel flowage fees are applicable per Resolution 2008-362. The current fee per gallon of fuel sold is \$0.12 as per attached Exhibit E.

**3. AVAILABLE FACILITIES**

Airport owned buildings are available for lease by aviation service providers. The Airport owned available facilities on site include:

21,000 SF WWII Vintage Hangar

The vintage hangar building is currently in poor condition with deferred maintenance. The leasing of this hangar will require significant tenant improvements to bring it into code compliance. Respondent should propose a budget and/or rent to the Airport regarding this building.

50 T-Hangars

Propose Management Agreement

60 Tie Down spaces

Propose Management Agreement

*The fuel tanks at the Airport belong to the current Tenant.*

*The sizes of the facilities listed above are approximate and subject to verification*

**See attached Exhibit C for location**

**FBO / Airport Address:**

4710 W. Stetson Ave.

Hemet, CA 92545

**4. GENERAL STANDARDS AND GUIDELINES**

The proposed FBO must be supportive of all aviation uses and meet the criteria and Minimum Standards for FBO Operations currently enforced and subject to any future modifications (see Exhibit A).

The FBO must take into account Federal Aviation Administration (FAA) standards as they relate to Airport Operations. The Lease will articulate that the Fixed Base Operator shall comply with the requirements of all local state and federal statutes, regulations, rules ordinances, orders now in force or which may be hereafter be in force, pertaining to the Leased Premises. The Lease compliance shall include conditions precedent to the expenditure or reimbursement to County of Federal funds for the development of Hemet-Ryan Airport.

## 5. AIRPORT SPONSOR / AIRPORT OWNERSHIP

Airport Sponsor  
County of Riverside, Economic Development Agency, Aviation Division

The Airport sponsor is the public agency or tax-supported organization that is authorized to own and operate an airport, to obtain property interests, to obtain funds, and to be legally, financially and otherwise able to meet all applicable requirements of the current laws and regulations.

Federally obligated airport sponsors are required to operate airports for the use and benefit of aeronautical users and to make those airports available to all types, kinds, and classes of aeronautical activities on fair and reasonable terms, and without unjust discrimination. Airport sponsors may adopt reasonable commercial minimum standards and/or airport rules and regulations.

The Hemet-Ryan Airport is owned by the County of Riverside  
The County of Riverside's Economic Development Agency manages five airports through our Aviation division.

- Blythe
- Chiriaco Summit
- Hemet-Ryan
- French Valley Airport
- Jacqueline Cochran Regional Airport

The Airport has the support of the County Board of Supervisors and looks forward to supporting long term development as well as interim projects at our County Airports.

## 6. INSURANCE REQUIREMENTS

A letter of commitment or certificate of insurance from an acceptable (A.M. Best rating of A.) insurance company setting forth that insurance coverage, at a minimum in the following types and amounts, will be available at the time of commencement of the Agreement term.

The County reserves the right to request additional insurance coverages and amounts through the final lease agreement negotiated between the County and the operator selected. An estimate of the typical insurance required for Fixed Base Operator at Hemet-Ryan Airport is as follows:

Airport General Liability	\$3,000,000.
Workers Compensation	Statutory limits
Vehicle Liability	\$1,000,000.
Aircraft Hull and Liability Insurance	\$1,000,000
Fuel Providers- Pollution Liability Insurance	\$2,000,000
All Risk Property Insurance	\$1,000,000
Hangar Keepers	\$1,000,000
Insurance is required for all Sublessees, Contractors and Fuel Suppliers	As applicable

## **7. SUBMITTAL INSTRUCTIONS**

Proposals for Fixed Base Operator shall be submitted in writing to the following address only:

County of Riverside  
Economic Development Agency – AVIATION DIVISION  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501

The County will receive Proposals until 5:00pm on May 22, 2017. Prospective operators should submit one (1) original and two (2) copies of the written proposal, each clearly marked as such. The Proposal shall be submitted in a sealed envelope package and clearly marked.

The County will not accept fax, telephone or telegraphic information. Postmarks will not be accepted. The deadline is absolute and Proposal received after the due date and time will not be accepted or considered.

## **8. PROPOSAL ORGANIZATION AND FORMAT**

In order to expedite and to maintain consistency in the evaluation process, each Proposal shall be organized in accordance with this section. Proposals that do not follow the specific format outlined below, or that fail to provide the required documentation may receive lower scores, or be disqualified if found to be non-responsive. In the event of any conflict between any of the Proposal documents, resolution thereof shall be at the County's sole discretion. Proposal shall, at a minimum, include the following information.

- **Cover Letter**

Include a transmittal letter identifying the operator's company/entity status and the proposal package being submitted. Include other important general information deemed significant enough to be highlighted. The letter shall provide the name, address, telephone number, and e-mail address of the individual authorized to contractually bind the company/entity.

- **Executive Summary**

Include a summary containing highlight of the proposal approach, describing how the operation would be organized and how the operator will ensure responsiveness to County and FAA requirements as well as airport user needs.

- **Business Entity Description**

Provide a statement of the operator's corporate status, type of legal entity and the names of its principal officers including Chief Executive Officer and Chief Financial Officer or Treasurer and include percentage interest if applicable. If the respondent is a corporation, provide a certification from the Secretary of State indicating the complete legal name of the corporation and the date of incorporation.

- **Contact Information**

Name, title, address, and telephone number of the operator's designated contact person for

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communication pertaining to this proposal.

- Business Plan

Please include:

- Services proposed to be offered
- Operator's proposed business plan
- Your minimum operating standards
- A list of all the operator's employees that includes position titles
- A list of the key personnel assignments and responsibilities
- A copy of current permits and/or licenses
- An estimated time for commencement of business operations
- The proposed rents and fees to be paid
- Any construction or improvements proposed
- The existing and/or proposed marketing plan
- Any subleasing plan
- Lease term and options proposed
- A list of all vehicles in the operator's fleet which will or may be used in meeting the obligations under an agreement with the County
- A full and detailed presentation of the operator's experience in operating an FBO and mobile Jet A fuel facility
- Specific description of any relevant experience with public agencies.

- Financial Data

In a separate attached envelope include copies of financial statements for the company/entity that is to perform the services outlined in the resulting Lease Agreement for the most recent two years. Financial statement should include a balance sheet and an income statement including profit and loss statement with net worth present and pro-forma business projections for the future. It is understood that the financing of the services and equipment will be the sole responsibility of the operator. The operator is expected to demonstrate that it can provide the required financing from either (1) internally generated funds, or (2) commitments from external sources. In the event funds are to be borrowed to finance a portion of the total investment, the Proposal should include Letters of Intent from a bank or other lending institution. Please provide amount of initial capital investment. Use form included in Exhibit D for credit references for the respondent and participants.

Indicate if the respondent has been involved in any litigation or other disputes that have the potential to result in a financial settlement or judgment having a material adverse effect on the respondent's ability to complete the operation. Indicate whether or not the respondent has ever filed for bankruptcy or had operations foreclosed upon.

This financial information shall remain confidential to EDA staff only for the purposes of determining the financial viability of the respondent. The package of financial information shall be returned to respondent after the selection process is completed.

## 9. OPERATOR QUALIFICATION

Describe the respondent's experience in operating similar aviation FBO's. Include experience in business and aviation fields and any specialized certificates or licenses held.

## 10. REQUIRED FORMS

The following forms must be completed in full and submitted with the proposal:

1. **Offer to Negotiate Exclusively**, which shall be enforceable for a 90-day period commencing when final FBO operator selection has been completed;
2. **General Authorization and Financial References List**, which authorize County to access financial information pertinent to the respondent's proposal;
3. **Respondent Certification**, which certifies that the respondent has certain specific capabilities and that the proposal accurately represents those capabilities.
4. **Non-Collusion Affidavit**

The forms are attached hereto as Exhibit D1-D4.

## 11. PRE-PROPOSAL MEETING

A pre-proposal meeting to discuss the proposal process can be scheduled on an as-needed basis. Please contact Michelle Moore at 951-955-9722 or [mlmoore@rivco.org](mailto:mlmoore@rivco.org) to schedule a meeting.

## 12. DEADLINE

All responses to this RFP are to be submitted to the Economic Development Agency, Aviation Division, 3403 10<sup>th</sup> Street, Suite 400, Riverside, CA 92501, to the attention of Janet Valentin, and must be received by County **no later than 5:00 PM Monday, May 22, 2017**.

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**13. SELECTION CRITERIA**

The County intends to select an FBO proposal based on a “Best Value” basis. As such the County will consider factors other than just the cost in making the award decision. In evaluating the proposal under these criteria the combined experience and resources of all principals as well as the business and development plan will be considered. County will evaluate all requested information submitted, interviews if additional information is required, history, performance in previous undertakings, and other pertinent factors.

The written proposals will be evaluated and scored based upon the following proposal criteria:

**EVALUATION POINTS:**

		Minimum Points	Factor Description
1	Qualifications (Experience and knowledge)	25	Aviation Fixed Base Operations Experience, Management, and Capacity shall be reviewed and evaluated. The previous experience will be evaluated as it reflects the Proposer’s demonstrated ability to successfully carryout and maintain an operation of this type, size, and complexity in an efficient manner
2	Services Proposed and Business Plan	20	The overall quality and depth of proposed services to the Hemet-Ryan Airport and general aviation customers will be evaluated pursuant to the Airport Minimum Standards and the needs of the local aviation and airport business customers.
3	Development and Investment in Airport	20	Business and Development plans will be evaluated to determine the project’s positive long term impact on the Hemet-Ryan Airport, general aviation, and the neighboring communities.
4	Fee Schedule	15	Proposed rates, fees and concessions shall be viewed as to be fair and reasonable and consistent within the aviation industry.
5	Financial Ability and Credit Worthiness	20	Evidence of Proposer’s financial capacity to deliver the proposed project improvements and business plans will be evaluated as demonstrated by current availability to capital and by past financial performance. County will evaluate assets, credit history and business performance.
		100	

The evaluation committee consisting of Aviation division management and department associates will rank the proposals and submit their recommendation to County management (Assistant County Executive Officer EDA). After reviewing the recommendations of the selection team, County management will grant an exclusive right to negotiate to the respondent with the best proposal or reject all offers as unsatisfactory.



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Evaluation Method shall include:

- a) **Initial Evaluation**  
Each Proposal received shall first be evaluated for responsiveness (meets the minimum requirements).
- b) **Evaluation**  
The County anticipates that it may select a minimum of a three-person committee to evaluate each of the responsive “hard copy” proposals submitted in response to this RFP. PLEASE NOTE: No Proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a Proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. The designated contact person is the only person at the County the Proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such Proposer(s) to be eliminated from consideration for award of FBO.  
The evaluation committee shall evaluate the responsive proposals submitted and award points according to the Evaluation Points chart above.
- c) **Potential “Competitive Range” or Best and Finals” Negotiations.**  
The County reserves the right to conduct a “Best and Finals” negotiation at their sole discretion. Such “Best and Final’s negotiation, which may include oral interviews with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the County in a timely manner. In this case, with no longer than 10 days after the beginning of such negotiation with the firms deemed to be in the competitive range.

Determination of Award:

Typically the subjective points awarded by the evaluation committee will be summarized and forwarded to the County Assistant Director of Airports and Assistant County Executive Officer EDA, along with Airport Director comments for review and final selection. Ties will be determined by “drawing lots or other random means of selection.”

Contract Award Procedure:

If a contract is awarded pursuant to the RFP, the following detailed procedures will be followed:

By completing, executing and submitting the Respondent Certification D-3, attached hereto and incorporated by this reference, the “Proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the County.

If a Proposer is selected, within 30 days after the deadline for submitting proposals, all Proposers will receive by e-mail a Notice of Results of Evaluation. Such notice shall inform all Proposers of which Proposer has been selected to proceed with exclusive negotiations for Fixed Base Operator and each Proposer’s right to protest.

County and successful Proposer shall execute the “Offer to Negotiate Exclusively” Exhibit D1 with a term of ninety days which shall commence upon the full execution of the “Offer to

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Negotiate” and receipt of the \$5,000.00 negotiation fee.

All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a Proposer entity will be excluded from participation on the evaluation committee. Similarly, all persons having ownership interest in and/or contract with a Proposer entity will be excluded from participation on the evaluation committee.

Any agreement negotiated by the County is subject to approval by the Board of Supervisors for the County of Riverside in their sole and absolute discretion.

By responding to the RFP and submitting a proposal, the successful Proposer acknowledges and agrees that County will only execute agreements prepared by County which are substantially approved as to form and substance by County and County Counsel.

#### **14. DISCLAIMERS AND RESERVATION OF RIGHTS**

- a. Right to Reject, Waive, or Terminate the RFP.** The County reserves the right to reject any or all proposals, to waive any informality in the RFP process, and/or to terminate the RFP process at any time, in County’s sole and absolute discretion, if deemed by the County to be in its best interests. In no event shall County have any liability for a cancellation. The Proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.
- b. Right to Not Award.** The County reserves the right not to award a contract pursuant to this RFP.
- c. Right to Determine Time and Location.** The County reserves the right to determine the days, hours, locations that the successful Proposer(s) shall provide the services called for in this RFP.
- d. Right to Determine Financial Responsibility and Viability.** The County reserves the right to require of Proposer information regarding financial responsibility and viability or such other information as the County determines is necessary to ascertain whether a proposal is in fact the most responsive and responsible proposal submitted.
- e. Right to Add Terms and Conditions.** The County reserves the right to add terms and conditions to the RFP and Contract. These terms and conditions will be within the scope of the RFP and will not affect the proposal evaluation.
- f. Right to Retain Written Proposals.** The County reserves the right to retain all written proposals submitted to County by all Proposers in response to this RFP. The County may permit the withdrawal of proposals when requested in writing by the Proposer and such request is approved in writing by the Airport Manager in his sole and absolute discretion.
- g. Right to Negotiate Fees.** The County reserves the right to negotiate the fees proposed by the successful Proposer.

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- h. Right to Reject Any Proposal.** The County reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- i. No Obligation to Compensate.** The County shall have no obligation to compensate any Proposer for any costs incurred in responding to this RFP, including travel.
- j. Right to Prohibit.** The County shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by a Proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By submitting a proposal, each prospective Proposer is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that he/she will inform the County in writing within five (5) days of the discovery of any item listed herein, or of any item that is issued thereafter by the County that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the County, but not the prospective Proposer of any responsibility pertaining to such issue.
- k. Public Disclosure of Proposal Documents.** To the extent required by law, documents submitted in connection with this RFP may be subject to disclosure pursuant to the California Public Records Act.

The information presented in this RFP is the best available to the County. No representation is made as to its completeness or accuracy. It is expected that the FBO operator will perform any required investigations regarding their proposal, at their own cost and risk.

The information provided in the RFP, including without limitation regarding contamination and seismic issues, is to assist respondents with information that the County has assembled as of this preliminary stage in the process. Any respondent that is selected will be expected to conduct its own due diligence regarding these matters prior to commencement of its FBO operation. The County makes no representation or warranties with respect to these matters.

## 15. RFP PROTEST

Any prospective or actual Proposer, who is allegedly aggrieved in connection with the solicitation of a proposal or award of a contract, shall have the right to protest. To be eligible to file a protest with the County, pertaining to an RFP or contract, the alleged aggrieved protestant must have been involved in the RFP process in some manner as a prospective Proposer when the alleged situation occurred. The alleged aggrieved protestant must file in writing to County the exact reason for the protest, attaching any supportive data. The protestant must state within the written protest document specifically (not by inference) what action by County or condition is being protested as inequitable, making where appropriate specific reference to the RFP documents issued and including the specific citation of law, rule, regulation or procedure upon which the protest is based. The protest document must also state the corrective action requested. Failure by the alleged aggrieved protestant to fully submit such information shall relieve County from any responsibility to take any corrective action, and as a result of noncompliance, the appeal will be dismissed without further review. The County has no obligation to consider a protest filed by any party that does not meet these criteria. Any protest against a solicitation must be received before the due date for the receipt of proposals, and any protest against the award of a contract must be received within ten (10) calendar days after the contractor receives notice of the contract award, or the protest will not be considered. All proposal protests shall be in writing, submitted to the County Airport Manager, or designee, who shall issue a written decision on the matter. The County Airport Manager may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. All appeals shall be marked as follow and sent to the address listed below:

Appeal of RFP No 2016-002  
County of Riverside Economic Development Agency  
Aviation Division  
Attn: Airport Manager  
3403 10<sup>th</sup> Street  
Riverside, CA 92501

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**16. INFORMATION SOURCES**

Should there be any questions regarding the RFP you are encouraged to contact the Aviation Division:

Janet Valentin at (951) 955-8174 or email [jvalentin@rivco.org](mailto:jvalentin@rivco.org) ; or  
Vicki Powszok at (951) 600-7297 or email [vpowszok@rivco.org](mailto:vpowszok@rivco.org)

Attachments include:

- Exhibit A – Riverside County Minimum Standards for Fixed Base Operators
- Exhibit B – Vicinity Map
- Exhibit C – Existing facilities
- Exhibit D – Forms
  - D1 – Offer to Negotiate Exclusively
  - D2 – General Authorization and Financial References List
  - D3 – Respondent Certification
  - D4 – Non Collusion Affidavit
- Exhibit E – Fuel Standards
- Exhibit F - Rules and Regulations for County Airports