



**REQUEST FOR PROPOSAL**  
**Riverside County EDA Aviation Division**

**Airport Master Appraisal Services**  
**Request for Proposal for Master Appraisal Services for**  
**Hemet Ryan Airport (KHMT), French Valley Airport (F70), and Jacqueline**  
**Cochran Regional Airport (KTRM)**

**Date Offered:** February 13, 2020  
**Closing Date & Time:** March 4, 2020  
2:00 PM Local Time

**Contact Person:** Liliana Valle, County Airport Manager  
**Email:** lvalle@rivco.org  
**Phone:** 951-955-9418

**RIVERSIDE COUNTY EDA AVIATION**  
3403 Tenth Street, Suite 400  
Riverside, CA 92501

## I. OVERVIEW

### A. INTRODUCTION

The Riverside County Economic Development Agency, Aviation Division ("County") owns and operates three general aviation airports Hemet-Ryan Airport (Hemet, CA), French Valley Airport (Murrieta, CA), and the Jacqueline Cochran Regional Airport (Thermal, CA) (collectively "County Airport(s)").

1. **Jacqueline Cochran Regional Airport:** (See Airport information at [www.rcjcra.com](http://www.rcjcra.com)). The Jacqueline Cochran Regional Airport is a first choice destination for business and private aviation within Riverside County and the Southern California region. Located in the Coachella Valley—known as the Desert Resorts Region, the City of Palm Springs, the communities of Coachella, Indio and La Quinta surround the Airport. The Airport has an 8,500-foot main runway capable of accepting any class of corporate jet, such as the 737 BBJ2, and a 5,000-foot secondary runway with associated taxiways.
2. **French Valley Airport:** (See Airport information at [www.rcfva.com](http://www.rcfva.com)). French Valley Airport is located in Southwest Riverside County, adjacent to the communities of Temecula, Murrieta, and Winchester. The French Valley Airport contains a 6,000-foot main runway capable of accepting any class of corporate jet, be it a Cessna Citation or a larger jet such as the Gulfstream V. The airport also contains a 12,500 square-foot aviation center, located on Highway 79, and only minutes away from Interstate 15 and the 215 Corridor, which are distinguished by a proliferation of high-tech and manufacturing businesses.
3. **Hemet Ryan Airport:** (See Airport information at [www.rchmtra.com](http://www.rchmtra.com)). Hemet-Ryan Airport is located in the San Jacinto Valley of Riverside County and provides convenient access to the mid-county region, including the cities of Hemet and San Jacinto. Hemet Ryan Airport has a CALFire base and its 4,350-foot main runway is capable of accepting smaller corporate jets such as Cessna Citations. Highways 74 and 79 provide easy access to neighboring communities and Interstates 10, 215, and 15. San Diego, Orange County, Los Angeles County, and the balance of the Inland Empire are within an hour drive.

The County Airports contain undeveloped parcels, and parcels that have been developed for various aeronautical purposes on long-term ground leases. The existing leases contain a provision that requires the County to apply a monthly market rate adjustment every five years for existing tenants, pursuant to a master appraisal of each County Airport. The provision contained in the existing leases is as follows:

*Base Rent Adjustment Mark to Market Value. Beginning July 1, 2020 and every fifth (5<sup>th</sup>) year thereafter, the Base Rent shall be adjusted to one-twelfth (1/12) of eight percent (8%) of the then-current fair market value of the Leased Premises. Said fair market rental rate value shall be for the leased land and any improvements thereon owned by the Lessor. The current market rental value shall be determined by aviation market comparison or market driven capitalization rate as established by a professional appraisal. In no event will application of this paragraph result in a monthly rental amount lower than the highest previous monthly rental amount.*

*Appraisal. A property appraisal for the purpose of establishing the adjusted Base Rent is to be performed by an independent certified appraiser, knowledgeable in aviation appraising and in good standing with the American Institute of Real Estate Appraisers. The appraiser is to be procured and paid for by County. Once established, said rent shall be adjusted annually in the manner set forth.*

## **B. Purpose**

The County is soliciting a Request for Proposal ("RFP") from qualified appraisers licensed in the State of California or under a Temporary Practice Permit, with aviation related experience, to determine the fair market value from the date inspected of the undeveloped and developed parcels at the County Airports. The appraisal shall be prepared by an appraiser with an MAI designation, and in accordance with the Uniform Standards of Professional Appraisal Practice. The selected appraiser is to prepare an appraisal report for each County Airport to establish the current fair market value. The final draft of the appraisals shall be submitted no later than April 22, 2020.

## **C. Intended Use**

The fair market values determined by the appraisals will be used to determine a lease rate for the undeveloped parcels, and for adjusting the monthly rental for existing ground leases.

## II. PROPOSAL FORMAT

Each respondent must submit three (3) hard copies and one (1) electronic version of its proposal. The proposal will include the name of the consultant or firm submitting the proposal, and the mailing address, telephone number, email and name of individual to contact for further information. Each proposal must include the following format:

1. Cover Page – Submit a letter on letterhead stationery signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposal. The cover letter shall demonstrate a clear understanding of the project scope and timing.
2. Project Approach/ Scope of Services – A comprehensive list of respondents proposed sources for gathering data and methodology for preparing the appraisal reports.
3. Qualifications and Experience – A list of the respondent's qualifications and experience related to the specified requested services.
4. Sample Report – graphic examples of similar reports drafted by the respondent.
5. Project Team – A list individuals that will be involved with the project, and detailed qualifications for performing similar projects.
6. References – A list of references (comprised of cities, counties, or other public agencies) for which the respondent has performed similar projects in the last five years.
7. Schedule – A commitment for the delivery date of the proposed appraisals.
8. Fee Proposal – The fee proposal shall be delivered in a separate envelope, and only one copy needs to be supplied.

## III. PROPOSAL REVIEW TIMELINE

All proposals must be received at the address listed below no later than **2:00 PM (PST) on March 4, 2020**. Facsimile or electronically transmitted proposals will not be accepted, since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be opened and considered.

**Riverside County EDA Aviation**  
**Attn: Liliana Valle**  
3403 Tenth Street, Suite 400  
Riverside, CA 92501

The Proposal review timeline is as follows:  
**(All dates listed below are firm)**

- A. Deadline for Request For Information** will be February 24, 2020 at 5 P.M.
- B. The County will post responses** on February 27, 2020.
- C. Deadline for Submittal** will be March 4, 2020 @ 2:00 PM
- D.** Riverside County will notify proposers of successful selection by March 10, 2020

**IV. PROPOSAL CONDITIONS**

**A. Contingencies**

This RFP does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all proposers, in writing, if the County rejects any and all proposals. The County reserves the right to cancel the RFP at any time, or change the scope of work for the RFP at any time prior to the submission deadline.

**D. Proposal Submittal**

To be considered, all proposals must be submitted in the manner set forth in this RFP. The proposer is responsible for ensuring that its proposal arrives on or before the specific deadline. No exceptions will be made.

**E. Incurred Costs**

This RFP does not commit the County to pay any costs incurred in the preparation of a proposal in response to this request. All costs incurred in developing a proposal shall be the sole responsibility of the proposer.

**F. Proposer Insurance Requirements**

A certificate of insurance from an acceptable (A.M. Best rating of not less than A: VIII (A:8)) insurance company setting forth that insurance coverage, at a minimum in the following types and amounts, will be required at the time of commencement of the service term.

The County reserves the right to request additional insurance coverages and amounts through the final lease agreement negotiated between the County and the tenants. All prospective tenants must provide

endorsements that name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or representatives as Additional Insureds. An estimate of the typical insurance required by Riverside County Risk Management is as follows:

Commercial General Liability	\$1,000,000. (per person per accident)
Workers Compensation	\$1,000,000 (per person per accident)
Professional Liability	\$1,000,000 (per person per accident)
Vehicle Liability	\$1,000,000 (per occurrence)

**G. Final Authority**

The final authority to award consultant contracts rests solely with the County of Riverside, Board of Supervisors.

**V. REVIEW OF PROPOSALS BY COUNTY**

The County will review the submittals of the respondents and determine the most qualified candidates based on the following:

- Quality and completeness of proposal
- Experience of respondent
- Cost effectiveness
- Completing assignment in a timely manner

**VI. SELECTION PROCESS**

A pre-proposal meeting will not be scheduled for this RFP, however, the County may elect to schedule a conference call with the potential respondents. Any clarification related to the RFP shall be submitted to Jose Ruiz via email at: [JRuiz@rivco.org](mailto:JRuiz@rivco.org).

The successful respondent will be selected no later than March 10, 2020. Upon selection, the respondent will negotiate and execute a Professional Service Agreement ("PSA") pursuant to the services requested within this RFP. If the respondent and County cannot agree to the terms of a PSA, then the County may elect to terminate the negotiations at any given time.