

**City of Auburn
Aeronautical Activities Land Lease
Request for Proposal**

I. Purpose of Request

The City of Auburn is requesting proposals for the development of aeronautical activities on vacant properties at the Auburn Municipal Airport. The City's needs are outlined in the following Request for Proposal ("RFP").

II. Time Schedule

The following time schedule is an approximate guide to the process and the accompanying dates, which should result in the implementation of land leases at the airport.

Issue RFP	May 9, 2008
First Review of Submitted Proposals	August 15, 2008
Interview with Selected Proposers	September 5, 2008
Preliminary Selection	September 12, 2008
Recommendations to City Municipal Services Committee	October 13, 2008
Council Approval	October 20, 2008
Notify Proposers Chosen	October 21, 2008

III. Instructions to the Proposers

- A. All proposals and questions should be directed to:
- Shawn Hunstock
Assistant Finance Director
City of Auburn
25 West Main Street
Auburn, WA 98001
(253) 804-5022 (Shawn Hunstock)
shunstock@auburnwa.gov
- B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "RFP- Airport".
- C. All proposals must be received by August 15, 2008. Eight (8) copies of the RFP must be presented. No faxed or telephone proposals will be accepted. Late proposals shall be returned unopened.
- D. Proposals may be sent by mail or turned in personally; however, if sent by mail, the responsibility for delivering a proposal to the City before the deadline is wholly upon the Proposers.
- E. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

- F. All proposals must include the following information:
1. The names of individuals who will be working on the proposed services and their areas of responsibility.
 2. Specific experience of individuals relative to the request for proposal requirements.
 3. Provide at least three (3) professional aviation management related references, including entity name, contact person, telephone number and services used.

IV. Selection Criteria

- A. Experience/Suitability Criteria evaluation – 30%
- Ability and history of meeting the mandatory criteria established and experience in providing similar work.
- B. Benefit to Economic Development Goals – 30%
- C. References and Professional Expertise – 30%
- a) Which skills, talents and professional experiences do the Proposers have?
 - b) What does the track record of the Proposers indicate about the likely delivery and quality of services?
- D. Completeness and presentation – 10%
- The entire proposal will be evaluated on its clarity, comprehensiveness, and ease of identifying pertinent information and suitability of the product and services.

V. Terms and Conditions

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified Proposer, if the successful Proposer does not execute an agreement within a reasonable time after the Council approval.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer.
- E. The proposer resulting from acceptance of a proposal shall be in a form supplied or approved by the City, and shall reflect the specification in this RFP. The City does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VI. Aeronautical Activities

As described in "Minimum Standards for Commercial Operators, a separate document..

VII. Other Information

- A. For bid packages or additional information or explanation of the contents or intent of these specifications, please fax (253-876-1900) or email (shunstock@auburnwa.gov) your questions to Shawn Hunstock, Assistant Finance Director. Bid packages are available at the Finance office or online at <http://www.s50wa.com/>.
- B. Site Information (refer to attachment "A")
 - i. Area A is approximately (northern most) 63,000 square feet, has good road access on E St.
 - ii. Area B (middle section) is approximately 99,680 square feet, has excellent road access on E St.
 - iii. Area C (southern most) is approximately 165,000 square feet, has excellent road access.

These properties will be offered in their entirety and not broken into smaller "footprints".

The current approved Airport Layout Plan for the airport designates these parcels for "Aviation Use".

As emphasized in the Airport Business Master Plan, these properties should be business use, including office space and not exclusively aircraft storage.

VIII. Emphasis to Consider

Proposals will be evaluated relative to the following items of importance, which should be addressed as addressed, as appropriate, in the proposal.

- o Include as much relevant information as possible about the site development, which should serve to increase the quality of the proposals.
- o On identifying revenue-generating options. Rather than identifying specific revenue-generating commercial uses e.g. flight training, charter, maintenance, recommend the proposals be crafted without limiting the proposals to specific commercial uses of the property or, conversely, disallowing specific uses. In other words, the RFP will solicit the marketplace's opinion as to the most feasible and profitable uses of the property for the airport and the community (type of jobs, amount of jobs, wages, etc. At the same time, the proposals should be structured to provide the City with as much flexibility as possible when selecting the successful proposal.
- o Full Service FBO as identified in the Minimum Standards for Commercial Operators.
- o Specialized aeronautical businesses as identified in the Minimum Standards for Commercial Operators.

- Lease property at a fair market value in return for the long-term opportunity and access to the Puget Sound aviation market.
- A triple-net ground lease providing a steadily increasing income stream which adjusts to changing economic conditions to track with fair market value.
- The City is committed to attracting significant capital investment by offering long-term agreements.
- This is not a bid process.
- All proposal elements will be evaluated to determine the best overall proposal or proposals.
- The City will select and execute a Lease and Development Agreement with proposer(s) who demonstrates, in the City's sole determination, the best combination of qualifications as a developer/operator, an attractive hangar/office facility concept, and a financial offer representing the fair market value to lease these properties.
- A business entity with talented and experienced personnel that will oversee the development from concept through completion.
- A known player in aviation development who has the relationships and industry knowledge to maintain high occupancy.
- A stable business with a successful business model and the financial strength to build a first-class facility.
- Non-aviation uses as a secondary use will be an acceptable part of a proposal under this RFP.