

**COUNTY OF SISKIYOU
DEPARTMENT OF GENERAL SERVICES**

REQUEST FOR PROPOSAL

**FBO FACILITY LEASE
SISKIYOU COUNTY AIRPORT
MONTAGUE, CALIFORNIA**

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SECTION I: BACKGROUND AND GENERAL INFORMATION

A. PURPOSE

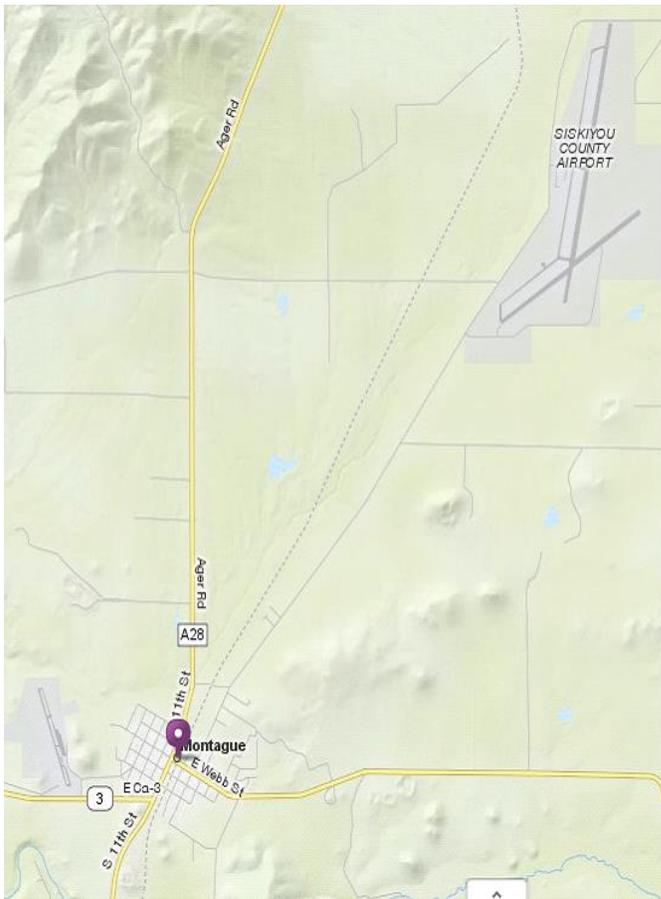
The County of Siskiyou “County” is issuing this Request for Proposal (“RFP”, “Proposal”, “Proposals”) for qualified parties (“Responders”, “Respondents”) interested in occupying, improving/repairing, using and operating an “as-is” aircraft Hangar, Office Building/Pilot Lounge, Carport Area and Tie-Downs (“FBO Facility”, “FBO Facilities”) at the Siskiyou County Airport (“Airport”). This RFP document provides background and general information for Respondents and is to be used as a guideline to develop a Proposal. This RFP is not a solicitation for Airport Fueling Operations.

B. AIRPORT HISTORY

The Siskiyou County Airport was formerly a US military Base which was constructed during the 1940’s and 1950’s. The airport was turned over to the County of Siskiyou to operate in 1972. During the time the US military held the property they completed various improvements including building of aircraft shelters, approach lighting, and installation of utilities. The airport previously had two runways in a crossing configuration; however the north-south runway has been closed and is currently used for a taxiway for the hangars located at the south end of the airport. The airport facilities include runway lighting, public restrooms near the FBO leasehold, and 100LL and Jet A fuel.

C. AIRPORT LOCATION

Siskiyou County Airport is located off Airport Road approximately three miles northeast of Montague, California. The FBO Facilities are accessible by using the north entrance. The facility is identified in the photo on the right by the red box.



D. AREA DEMOGRAPHICS

Siskiyou County is located in inland northern California, adjacent to the Oregon border. As the fifth largest county in California by area, Siskiyou County features spectacular natural beauty and scenic cities and towns including Yreka--the County Seat, Mt. Shasta, Weed, Dunsmuir, McCloud and Tulelake as well as Butte Valley, Scott Valley, Shasta Valley and the Klamath River Corridor. Siskiyou County is the fifth largest county by area and the population as of 2010 was 44,962 which is roughly an 11,000 population increase since 1970. The nearest town to the Siskiyou County Airport (SIY) is Montague, California which is situated approximately three miles southwest and maintains an estimated population of 1,450.

E. AIRPORT INVENTORY

Siskiyou County Airport is classified as a General Aviation airport. The Airport currently holds approximately fifteen (15) hangars and twelve (12) buildings. There are ten (10) hangars privately owned and five (5) hangars owned by the County of Siskiyou. Out of the twelve (12) buildings at the Airport, eleven (11) buildings are owned by the County and one (1) is federally owned. Airport activity currently includes glider operations, fixed wing, US Forest Service tanker base and a Fuel Services Operator. At this time, the Airport approximately has twenty-six (26) based aircraft. In addition to the above, the County currently maintains an agricultural lease with a local farmer for the fields around the taxiways and runway.

The Airport is served by one runway 17/35 (7,484 feet in length by 150 feet wide). There is one taxiway that runs parallel to the runway along the north end and one perpendicular taxiway that runs southwest from the end of Runway 35. The Airport currently has a GPS-A or NDB approach

to runway 17 and 35; PAPIs are on the runway. Airport property currently encompasses 1,080 acres.

SECTION II: FBO FACILITY LEASEHOLD SCOPE

The successful Respondent will be granted the right, obligation, and privilege to occupy, use, improve/repair and operate the FBO Facility in accordance with the provisions of the FBO Facility Lease. The Term of the FBO Facility Lease, Base Rent, and Percentage of Gross Quarterly Receipts to be paid by the successful Respondent to the County will be negotiated by the County and the successful Respondent. The following provides some of the specifics of the “as-is” FBO Facility as well as Term of Lease, Base Rent, Gross Quarterly Receipts and Insurance requirements:

A. FBO FACILITIES

The leasehold for the successful Respondent will include the following “as-is” FBO Facilities:

- Hangar Space
 - Hangar Space located adjacent to the north taxiway at Siskiyou County Airport.
 - The Hangar contains 3,600 square feet of floor space for commercial aircraft storage and other commercial aeronautical equipment and services.

- Office Building/Pilot Lounge
 - Office Building/Pilot Lounge adjacent to the north taxiway at Siskiyou County Airport.
 - Office Building/Pilot Lounge is connected to the Hangar Space.
 - The Office Building/Pilot Lounge contains 1,800 square feet of floor space.

- Carport Area
 - Carport Area adjacent to the north taxiway of the Airport property.
 - Carport Area is connected to the Office Building/Pilot Lounge.
 - The Carport Area contains 200 square feet of covered parking.

- Taxiway Tie-Downs
 - Five (5) tie-downs located east of the Hangar Space.

B. TERM OF LEASE

County and successful Respondent will negotiate the Term of the FBO Facility Lease. The County has the ability to terminate the FBO Facility Lease with a 30 day written notice to Lessee.

C. BASE RENT

County and successful Respondent will negotiate the Base Rent to be paid by the Respondent. In addition, the County has set and shall have the right to increase and/or decrease the minimum Base Rent for the FBO Facility. Minimum monthly Base Rent for the FBO Facility has been set at \$0.058/SqFt.

D. GROSS QUARTERLY RECEIPTS

County and successful Respondent will negotiate the Gross Quarterly Receipts to be paid by the Respondent. In addition, the County has set and shall have the right to increase and/or decrease the minimum Gross Quarterly Receipts for the FBO Facility. Minimum Gross Quarterly Receipts has been set at five (5%) percent.

E. INSURANCE

The County will determine the required insurance policies upon selection and type of Respondent.

SECTION III: PROPOSAL CONTENTS

A successful Proposal shall contain the following items at a minimum:

A. GENERAL INFORMATION

- 1) Type of Respondent;
- 2) Respondent's Full Name, Physical Address, and Contact Information;
- 3) Respondent's Mailing Address;
- 4) Respondent's Company Name, Title, Address, and Federal Tax ID #;
- 5) Full Name, Address, and Contact Information of Respondent's Business Partner/Investor – (If Applicable);
- 6) List of All Aircraft that Respondent and Respondent's Business Partner/Investor (If Applicable) Own, Current Based Location of Aircraft, and if Aircraft Will Be Relocated to Siskiyou County Airport;
- 7) List of All Airports that Respondent and Respondent's Business Partner/Investor (If Applicable) Have Had Lease Holding Including Subleases, Space-Permits or Agreements at Siskiyou County Airport or Any Airport Located Within Siskiyou County or the United States Within the Past Five (5) Years;
- 8) Describe Any Relationships that the Respondent and Respondent's Business Partner/Investor (If Applicable) May Have with the Siskiyou County Airport or Individual Members, Employees, Tenants or Contractors of Siskiyou County Airport;
- 9) Proposed Usage, Improvement/Repair Plan, and Business Plan for Hangar, Office Building/Pilots Lounge, Carport Area and Tie-Downs ("FBO Facility") During the Successful Respondent's Proposed FBO Facility Lease Term. Usage, Improvement/Repair Plan, and Business Plan Should Include Phasing Schedules and Cost of Improvements/Repairs. Proposed Usage, Improvement/Repair Plan, and Business Plan Will Be Considered by County When Negotiating the Respondent's Proposed Term and Base Rent of this FBO Facility Lease;
- 10) Respondent's Proposed FBO Facility Lease Term and Base Rent to be Paid by the Respondent to the Siskiyou County Airport During the Improvement/Repair and Usage of the Hangar, Office Building/Pilots Lounge, Carport Area and Tie-Downs ("FBO Facility") if this Proposal is Accepted.

B. ADDITIONAL INFORMATION AND ELIGIBILITY

Respondent must meet and submit the following qualifying documents:

- 1) Successfully Completed Background Check;
- 2) Verification of Proof of Funds (Image of Bank Account with Sufficient Funds to Support the Respondent's Proposal are Acceptable);
- 3) Credit Check as of May 1, 2019 or Later;
- 4) Respondent's References – Respondent and Respondent's Business Partner/Investor (If Applicable) must provide Five (5) Aeronautical, Five (5) Business, Five (5) Personal, and *Five (5) Municipal/Local Government References;
Municipal/Local Government References shall include any Municipal/Local Government clients that Respondent and Respondent's Business Partner/Investor (If Applicable) have performed work for in the last ten (10) years
- 5) Respondent and Respondent's Business Partner/Investor (If Applicable) must confirm that you/they are in Good Standing at any airport within Siskiyou County or any other airport in the United States.

SECTION IV: PROPOSAL SUBMITTAL

A. SUBMITTAL PACKAGE

Interested Respondents are required to submit one (1) original executed Eligibility and Proposal Form, and Additional Information documents, plus one (1) complete duplicate set of all documents, and one (1) zip drive that includes digital copies of the requested documents. A total of three (3) sets of the Proposal documents (two (2) hard copies and one (1) zip drive) must be submitted. Submittal packages that do not include the required information will be discarded and not considered. The County waives the right to accept any non-substantial errors contained in the submittal package.

B. DELIVERY

Proposals shall be delivered in hand or by mail, and marked:

REQUEST FOR PROPOSAL – SCAP FBO FACILITY LEASE
Ethan Garrett, General Services Manager
County of Siskiyou
190 Greenhorn Road
Yreka, California 96097

C. SCHEDULE

Issue Request for Proposal	- May 16, 2019
Advertising	- May 16 - May 24, 2019
Mandatory Pre-Proposal Site Tour	- May 22, 2019 (Time: 2:00-3:30pm)
Proposals Due	- By 5:00 p.m. PST on Friday, May 24, 2019
Proposal Negotiations	- May 29, 2019 (Time: TBD)
Select Winning RFP*	- Within 21 days of Proposal due date

Siskiyou County Board of Supervisors will make the final approval and award the contract

The County of Siskiyou reserves the right to request additional information from the Respondent in writing and reserves the right to reject any and all Proposals.

Respondents or a representative from a respondent's entity are invited to attend the Mandatory Pre-Proposal Site Tour. Site Tour attendees will be provided the opportunity to tour and inspect the FBO Facility. The purpose of the Mandatory Pre-Proposal Site Tour are to review the requirements for the Proposal, to provide an opportunity for prospective Respondents to ask questions and view the FBO Facility, and to be provided additional information regarding this Proposal opportunity. To register for the Mandatory Pre-Proposal Site Tour, please email Ethan Garrett at egarrett@co.siskiyou.ca.us by 5:00pm on May 21, 2019.

Questions regarding this FBO Facility Lease opportunity will be received by the General Services Manager at the Mandatory Pre-Proposal Site Tour or through written/emailed inquiries received by the General Services Manager no later than 9:00 p.m. PST on Wednesday, May 22, 2019, directed to Ethan Garrett for the purpose of seeking clarification of the Proposal documents.

Email: egarrett@co.siskiyou.ca.us
Address: 190 Greenhorn Road. Yreka, CA 96097

The Respondent shall be solely responsible for confirming that the General Services Manager has received such email or written correspondence. Written responses to questions received timely will be distributed to all attendees of the Mandatory Pre-Proposal Site Tour via email to each Respondent's email address listed on the General Services Manager's attendance roster from the Mandatory Pre-Proposal Site Tour. Questions received after the deadline set forth will not be answered.

Copies of the Proposal documents and Example FBO Facility Lease shall be made available at the Mandatory Pre-Proposal Site Tour and online at <https://www.co.siskiyou.ca.us/rfps>.

ATTACHED SUPPORTING DOCUMENTS:

ATTACHMENT A – EXAMPLE FBO FACILITY LEASE
ATTACHMENT B – ELIGIBILITY AND PROPOSAL FORM
ATTACHMENT C – REFERENCES
ATTACHMENT D – PROPOSAL CHECKLIST