



## TRUCKEE TAHOE AIRPORT DISTRICT

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## DIRECTORS

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May 19, 2017

### REQUEST FOR PROPOSALS

This request for proposal (RFP) is being requested by the Truckee Tahoe Airport District, a California Special District hereafter referred to as "District". The District is requesting proposals from firms interested in leasing and improving real property for aeronautical purposes. The subject property is not yet constructed. The District is considering building a multi-use, aeronautical hangar/office space east of the existing administration building. The space will be a functional, weather tight shell capable of supporting aircraft storage, office uses, and multi-use types of aeronautical businesses. The District is accepting proposals from qualified firms or individuals who wish to occupy the space and complete the necessary interior finishes. It is anticipated that uses may include aircraft rental, flight instruction, charter, maintenance, sales, or service. The anticipated structure of the agreement would be a long term lease ranging from 10 to 15 years in length, a development agreement between the District and the tenant, and a commercial operating permit allowing the privilege to conduct commercial aeronautical activity.

The building is expected to have a concrete floor, metal exterior walls, and stubs for utilities, communications, sewer, and gas. Functioning lockable doors designed to accept access control will be present. Basic windows and other exterior shell components will be installed creating a weather tight shell ready for the tenant improvements. Some improvement may include, but are not limited to:

- Carpet, flooring and base boards.
- Ceiling tiles, interior insulation, and wall coverings.
- Window coverings.
- Furniture, fixtures and equipment.
- Information technology systems, phone systems, cable, internet, and wireless.
- Specialized lighting.
- Ventilation for specialized shop or hangar applications.
- Heating ventilation and air conditioning for specialized applications.
- Fuel and lubricant storage and containment vessels
- Plumbing and restrooms
- Kitchen fixtures and equipment

### OVERVIEW OF AIRPORT & COMMUNITY

The District provides aviation services for the eastern portion of Placer and Nevada Counties. The District is governed by a five-member Board of Directors, locally elected to four-year overlapping terms. The Board of Directors determines the policies and sets the agenda for the District. The Board hires a General Manager, who in turn hires and supervises the staff. The General Manager serves as the District's Chief Executive Officer and oversees the day to day operations of the District. Under the direction of the General Manager 22 full time employees provide services for airport users and constituents. Employees serve in three departments:

- Operations and Maintenance
- Aviation and Community Services
- Finance and Administration

The District owns and leases 220 hangars, 20 of which are Executive or Box hangars, for aeronautical purposes and storage. In 2016 the Airport saw a total of 32,524 operations. Airport operations are comprised

of a mix of piston, turbo prop, glider, and jet aircraft operations. The District serves as the fixed based operator providing fueling (full-service and self-service), line services, and aircraft parking (hangar and tie-down).

The District boundaries include the Town of Truckee which, with its proximity to Lake Tahoe, is a popular tourist destination and sees seasonal influxes of visitors to the region. The largest employment sectors in the Town are arts, entertainment, recreation, accommodation, and food services; educational services, health care and social assistance; and construction.

### **LOCATION AND SIZE AND COST OF POTENTIAL BUILDING**

Proposals shall be based on leasing the following approximated facility from the District:

A metal aircraft storage hangar located to the east of the airport administration building with approximate measurements as follows:

- 3,600 square feet of hangar space.
- 1,700 square feet of adjoining office space.
- Approximately 8 vehicle parking spaces totaling 1,500 square feet.
- Asphalt apron adjacent to hangar door.
- Non-exclusive use tie-down spaces.
- Utilities paid by tenant.
- Minimum lease cost per square foot per year for hangar area: To be determined
- Minimum lease cost per square foot per year for office area: To be determined
- Minimum lease cost per square foot per year for storage area: To be determined
- Minimum lease cost per square foot per year for asphalt storage area: To be determined
- Approximate cost of commercial operating permit \$1000.00

### **ANTICIPATED USE**

Anticipated use of the District facility will be as a full and complete Specialized Aeronautical Services Operation (SASO), excluding fuel services or commercial aircraft storage. This means the tenant has the right to store commercial aircraft for its own purpose but not sub-lease or conduct overnight aircraft storage for hire. Services to be provided may include, but are not limited to, the following: aircraft rental, flight instruction, charter, maintenance, sales, or service. Conditions and weather permitting, the business will be open and available between the hours of 8:00 a.m. and 5:00 p.m., six days per week, and at other times will provide an on-call service for the public on a continual basis. The purpose of a lease is to facilitate an aeronautical business enterprise. Services to be provided must show a commitment to general aviation on behalf of the business and a willingness to comply with the District's Minimum Standards, Rules and Regulations, General Aviation Leasing Rents and Fees Policy, and Development Standards.

### **INSTRUCTIONS FOR SUBMISSION**

Each response shall include no more than five (5) pages of single spaced response font size 11 in Arial. The response shall include:

1. Description of services provided by the firm including those services ancillary to the operation, an example would be an aircraft charter company that provides type recurrent training additional to its principal service offering.
2. History of company, past performance on similar airports, experience of key personnel, three references of airport contacts who awarded or administered a lease or permit for services.
3. A brief description of financial solvency and the reference to a qualified banking institution whom you authorize the District to speak with.
4. A four year plan of future business development or business offering if any.
5. A list of licenses, certifications, and authorized repair aircraft type credentials.
6. A development plan outlining the tenant improvements that support your business.
7. A narrative showing how its operation will reduce impact from overflight, arrival, and departures on the surrounding community and how compliance with noise abatement procedures and District curfews will be accomplished.

All proposals shall be submitted to the Truckee Tahoe Airport District, ATTN: Hardy Bullock, Director of Aviation & Community Services, 10356 Truckee Airport Road, Truckee, CA 96161. The submission deadline is 5:00 P.M. on Friday, June 30, 2017. A pre-proposal conference will be held on two dates, June 2, 2017 to help answer questions. Proposals will be evaluated based on the best overall value to the District using the following criteria: pertinent experience and past performance of firm, quality of experience of key personnel, and overall quality of proposal and references. If a firm is selected by the District, the selected firm shall be notified within thirty (30) days after the close of the submission deadline. The District reserves the right to require a proposal bond from the firm, firms or persons submitting proposals in the amount of \$4000.00.

This RFP is designed to provide fair and equal access to qualified parties who wish to offer services and lease property from the District. The District reserves the right to take no action, select an offeror based on the needs of the District, or negotiate directly with an offeror for additional information. In response to this RFP the offer or offers attest to compliance with all legal requirements required to conduct the subject business or enterprise. Questions contact Jill McClendon, Project Coordinator, Truckee Tahoe Airport District. [jill.mcclendon@truckee-tahoe-airport.com](mailto:jill.mcclendon@truckee-tahoe-airport.com) – (530)587-4119.