

**REQUEST FOR PROPOSALS
For
SANTA BARBARA AIRPORT**

The City of Santa Barbara (City) is requesting proposals from firms with experience in commercial aeronautical activities to identify potential options to the City and the Airport for the use of Hangars A & B, at 101 Cyril Hartley Place, at the Santa Barbara Airport.

The proposed commercial aeronautical activity may be for a single use, or provide multiple services, as defined by the Airport's Minimum Standards Requirements for Airport Aeronautical Services (Article 6, "Multiple Service Providers").

Since this location is adjacent to the City Tie-Down area, and not conducive to helicopter activities, **only fixed wing uses will be considered for this RFP.**

Premises:

The premises consist of two hangars, one 3,522 square feet, and one 3,000 square feet, 18,691 of ramp and seven parking spaces adjacent to the hangars.

Split Premises:

The hangars are currently combined, but may be bid upon separately. Both hangars contain a restroom, office, and storage space. If the premises are split between two successful bidders, the ramp and parking spaces would be divided with approximately 9,300 square feet of ramp going to each bidder. The bidder leasing the 3,522 square foot hangar would be allotted four parking spaces and the bidder leasing the 3,000 square foot hangar would be allotted three.

Use:

The following uses for the space either singly or in combination will be considered:

1. Storage of Fixed Wing Aircraft
2. Aircraft, Airframe, Engine and Accessory Maintenance of fixed wing, piston engine aircraft
3. Flight Training
4. Avionics, Instrument, Propeller and/or Accessory Repair Station for fixed wing aircraft
5. Fixed wing Aircraft Lease and Rental
6. New and used Aircraft Sales and Brokerage
7. Air Charter and Air Taxi
8. Aircraft Management Services

It is the City's desire to have selected a tenant and negotiated a contract by July 1, 2014.

In order to be considered, written proposals must be received no later than **5:00 p.m. PST on Thursday, June 1, 2014.** The total length of the proposal should not exceed ten (10) pages.

Two (2) copies of the proposal may be sent or delivered to:

Rebecca Fribley, Sr. Property Management Specialist
Santa Barbara Airport
601 Firestone Road
Santa Barbara, CA 93117

A copy of the Request for Proposal may be obtained by visiting the Airport's web site at www.flysba.com or via email at rfribley@SantaBarbaraCA.gov.

Following a review of all proposals received, the Selection Committee, comprised of Airport staff, may establish a short list of firms submitting proposals and invite those short listed for an oral interview.

Background

The City of Santa Barbara owns and operates the Santa Barbara Municipal Airport. The Airport Department is responsible for the management and administration of the Airport, including operation, maintenance, and capital improvement of aviation buildings and facilities.

The Federal Aviation Administration (FAA) places the responsibility with the Airport operator to ensure that adequate aeronautical services and facilities are available on a fair and reasonable basis to all aviation users.

The Airport is committed to encouraging the provision of on-Airport maintenance services for general aviation aircraft, and creating an environment where multiple providers can operate successfully.

Proposal Requirements

Proposals shall include the following information:

- 1. Identification/Ownership:** The identity and ownership of the proposed Operator and its principals, to include the following information, as applicable:
 - a. Name, address and telephone number
 - b. Type of organization and the State under the laws of which it is organized
 - c. The names and addresses of all officers, directors and key personnel
 - d. All subsidiaries of the proposer, briefly describing the relationship to proposer.

- 2. Business Plan:** A detailed description of the activities and services proposer intends to provide. The plan should include a proposed budget showing anticipated revenue and expenditures for the first year of operation.

3. Technical Qualifications: A detailed description and/or evidence of the applicant’s technical abilities and experience in conducting the proposed activities, including references and FAA certificates, if applicable. Operator shall have “demonstrated experience” in the aeronautical service to be provided. It will be satisfactory if the Operator has in its employ, in a reasonable supervisory position, a person with such minimum experience requirements.

4. Financial References:

- a. Financial statements for the two most recent twelve month periods, prepared in accordance with generally accepted accounting principles, prepared or audited by a Certified Public Accountant.
- b. Current banking references and a letter setting forth the Proposer’s financial integrity and its account status from a bank or equivalent financial institution.
- c. Proposer shall give its advance permission to the City to verify Proposer’s financial and legal responsibilities and for the use of a qualified credit rating firm.

Lease Terms

The Lease Term shall be commence July 1, 2014 and end July 31, 2016. The lease will be substantially similar to the attached draft lease, although the “Premises”, “Rent,” and “Use” provisions will be modified depending upon the final size of the premises and the proposed use of the facilities.

101 Cyril Hartley Place

Leased Area: 25,213 sq. ft. of land, including one 3,522 sq. ft. hangar (Bldg. 210), and one 3,000 square foot hangar

Rent:

Land:	East Area:	18,691 sq. ft. x \$.054 psf = \$1,009 per month
Building:	Hangar:	3,288 sq. ft. x \$.429 psf = \$1,411
	Office:	234 sq. ft. x \$.903 psf = \$ 211
	Hangar:	3,000 sq. ft. x \$.429 psf = \$1,287
Parking:		7 additional parking spots at \$14/month = \$ 98
Total:		\$4,016 per month

In the case of split premises, the same rates would be applied to the actual square footage for each hangar and associated ramp and parking.

Other Costs:

Possessory Interest Tax: Lease may create a possessory interest subject to property taxation. Tenant is subject to the payment of property taxes levied on such an interest.

Utilities: Tenant agrees to pay all charges for public utilities used by Tenant. Water and sewer are billed by the Airport at the rate of \$80.54 for water and \$36.86 for sewer service, adjusted annually on July 1st.

Selection Process and Criteria

Based on the qualifications received, the City of Santa Barbara may interview the prospective proposer. Selection will be based on the following:

1. Demonstrated ability and appropriate certifications required for the proposed services.	0-30 points
2. Demonstrated financial ability to provide the proposed services.	0-30 points
3. Knowledge of applicable FAA regulations, policies, and procedures.	0-20 points
4. Willingness and ability of the successful proposer to enter into a standard Lease Agreement with the City without modifications or supplements to the standard conditions. A draft lease is attached as Attachment 1.	0-10 points
5. Information obtained from references and City staff who have worked with the proposer in the past.	0-10 points

Contract for Proposed Services

At the conclusion of the selection process, the City will enter into negotiations with the proposer receiving the highest evaluation rating. If such negotiations are not successful, the City will then enter into negotiations with the firm receiving the next highest rating. As part of the consideration for entering into the Lease Agreement (Attachment 1) with the successful proposer, the proposer is required to concur with the indemnification and hold harmless language, and to obtain insurance with an insurer or insurers satisfactory to the City, as set forth in Paragraph 11 in the Lease Agreement.

The proposer is also required to obtain a business license from the City of Santa Barbara prior to the execution of the lease with the City.

Important Information Regarding Potential Disqualification of Proposers

Proposers shall not undertake any activities to promote or advertise their qualifications or proposals for the project except in the course of City sponsored presentations. Proposers shall not make any direct or indirect contact with members of the Santa Barbara City Council, any City Board or Commission member, or City Staff concerning their qualifications or proposals. Violation of this condition will be grounds for disqualification of the Proposer.

Deadline for Proposal Submittal

Proposals shall be submitted by **5:00 p.m. PST, Monday, June 1, 2014 to:**

Airport Administration
601 Firestone Road
Santa Barbara, CA 93117
Attention: Hazel Johns

All questions regarding this RFP shall be directed to Rebecca Fribley, Sr. Property Management Specialist, at (805) 692-6022 or rfribley@SantaBarbaraCa.gov.

Attachments

Draft Lease Agreement, Attachment 1