



San Bernardino International Airport Authority

**1601 East Third Street, Suite 100
San Bernardino, CA 92408**

Request for Proposals for Lease of Hangar 674 to Aeronautical Operator

1. INTRODUCTION

The San Bernardino International Airport Authority (SBIAA) is a joint powers authority comprised of member agencies that include: the County of San Bernardino, the City of San Bernardino, the City of Highland, the City of Colton and the City of Loma Linda.

SBIAA is issuing this Request for Proposals (RFP) from Aeronautical Operators (Operator) interested in leasing a 32,225 square foot hangar known as Hangar 674 located at 225 N. Leland Norton Way and approximately 4,957 square feet of office space adjacent to the hangar at the San Bernardino International Airport.

2. RFP SCHEDULE

The following milestones are provided for reference only. SBIAA reserves the right to modify the dates presented herein at its sole discretion.

Issue RFP	December 17, 2018
Non-mandatory walk-through of facility	January 15, 2019
Deadline for Questions	January 22, 2019
Proposal due date	January 28, 2019
Interviews Week of	February 4, 2019
Negotiations (if necessary) Week of	February 11, 2019
Selection and notification Week of	February 18, 2019
Approval by SBIAA Commission	February 27, 2019

3. SUBMISSION OF PROPOSALS

Submit Proposals with one (1) signed original and six (6) additional copies bound with cover. Proposals shall be brief and concise, containing no more than twelve (12) single-sided pages of material. Please note that the Transmittal Letter, Table of Contents, completed Company Information Sheets, and Resumes are not considered as part of the twelve (12)-page limit but in no case should the total package exceed twenty (20) pages. Each package shall be responsive to the requests made in this RFP. Each Proposal shall include the following as a minimum:

1. Cover Letter - A maximum one-page, dated Introductory Letter must be submitted including the legal name of the Operator, address, telephone and fax numbers, and the name, title and signature of the person or persons authorized to submit the Proposal on behalf of the Operator.



2. Type of aeronautical operator
3. Type of aeronautical hangar use and/or proposed services
4. Proposed lease term
5. Proposed rental rate for hangar space
6. Proposed rental rate of office space
7. Ability to finance and construct improvements
8. A substantiated estimate of the number and types of aircraft proposed for hangar use
9. Narrative of Operator's beneficial addition to the San Bernardino International Airport
10. Additional Data - Provide additional information about the Operator as it may relate to this RFP.

The SBIAA requires the following qualifications from Operators:

- Provide past business references
- Owners and key managers must be able to successfully pass a background check in conformance with SBIAA and TSA requirements
- A statement indicating that the hangar will be utilized for the storage and/or maintenance of airworthy aircraft, return to service aircraft, or aircraft support services
- Provide three (3) years of detailed financial information

3.1 Submission Deadline

All Proposals in response to this RFP shall be submitted to SBIAA's administrative offices Attention: Ms. Jennifer Farris, Clerk of the Board no later than Monday, January 28, 2019 **at 2:00 p.m.** Proposals received after that date and time will be rejected by SBIAA as non-responsive and returned unopened. Proposals may be delivered in person or by courier or by US Mail, by email or Fax at the following address marked with the words: "RFP FOR LEASE OF HANGAR 674 TO AERONAUTICAL OPERATOR." It is Operator's responsibility to ensure that Proposals are received by SBIAA by the Submission Deadline.

3.2 Address

Proposals shall be addressed as follows:

**San Bernardino International Airport Authority
Attn: Ms. Jennifer Farris, Clerk of the Board
1601 East 3rd Street
San Bernardino, CA 92408**

OR

e-mail: jfarris@sbdairport.com

OR

FAX: 909.382.4106



3.3 Acceptance of Proposals

- SBIAA reserves the right to accept or reject any and all Proposals, or any item or part thereof, or to waive any informalities or irregularities in Proposals.
- SBIAA reserves the right to withdraw this RFP at any time without prior notice and SBIAA makes no representations that any agreement will be awarded to any Operator responding to this RFP.
- SBIAA reserves the right to postpone Proposal opening for its own convenience.

3.4 Proposal Expenses

Proposal expenses are defined as expenses incurred by the Operator in:

- Preparing its Proposal in response to this RFP;
- Submitting the Proposal to SBIAA;
- Negotiating with SBIAA any matter related to the Proposal; or
- Any other expenses incurred by the Operator prior to date of award, if any, of the Agreement.

SBIAA shall not, in any event, be liable for any Proposal expenses incurred by Operator in the preparation of its Proposal. Operator shall not include any such expenses as part of its Proposal.

3.5 Agreement Award

Issuance of this RFP and receipt of Proposals does not commit SBIAA to award an Agreement. SBIAA reserves the right to postpone Proposal opening for its own convenience, to accept or reject any or all Proposals received in response to this RFP, to negotiate with other than the selected Operator(s) should negotiations with the selected Operator(s) be terminated, to negotiate with more than one Operator simultaneously, or to cancel all or part of this RFP.

4. SELECTION PROCESS

SBIAA will complete a review of Proposals submitted in response to this RFP, and may elect to short-list the top Proposals to conduct follow up interviews and/or negotiations. Proposals will be reviewed to ensure compliance with the requirements and completeness of information as requested in this RFP. A committee designated at the sole discretion of the SBIAA will evaluate the Proposals that are deemed complete. The selection committee will review written responses to this Proposal and will assess the proposals on the following criteria, including but not limited to the following: Proposed Lease Rate, Financial Fitness, Aviation Activity, Proposed Improvements, and History & References.



Operators are cautioned not to undertake any actions to promote or advertise their interests except in the context of presentations submitted by SBIAA. The SBIAA reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel this RFP, if deemed to be in the best interest of SBIAA. Additionally, SBIAA reserves the right to waive any informality in this RFP. Operators shall be responsible for any and all expenses incurred in preparing Proposals.

5. PRE-SUBMITTAL ACTIVITIES

5.1. Questions Concerning RFP – In order to control the dissemination of information regarding this RFP, organizations interested in submitting an RFP shall not make personal contact with any member of the SBIAA staff members other than Sharon Leon. Questions regarding this RFP shall be submitted no later than January 22, 2019 at 2:00 p.m. All questions must be directed via e-mail to the individual listed below:

Ms. Sharon Leon, Property Manager
1601 E. Third Street, Suite 100
San Bernardino, CA 92408
(909) 382-4100, Ext. 155
Fax: (909) 382-4106
Email: sleon@sbdairport.com

5.2 Non-mandatory facility walk-through – A non-mandatory walk-through will be held on Tuesday, January 15, 2019 at 10:00 a.m. local time beginning in the main lobby at 1601 East 3rd Street, San Bernardino, CA 92408. All interested Operators are encouraged to attend the walk-through.

5.3 Revision to the Request for Proposals - SBIAA reserves the right to revise this RFP. Revisions, in the form of an Addendum to this RFP will be posted on the SBIAA website at www.sbdairport.com. It is the sole responsibility of interested parties to check the website regularly for updates related to this RFP. No information or addendums will be sent directly to any interested parties.



6. SPECIAL CONDITIONS

6.1 General – SBIAA reserves the right to cancel, in part or in its entirety, this RFP including but not limited to, selection schedule, submittal date, and submittal requirements. If the SBIAA cancels or revises this RFP, it will be posted on the SBIAA website. SBIAA reserves the right to interview and request additional information and clarifications from any Operators.

6.2 Security Access and Background - All of Operator's employees, contractors, service providers, and any other personnel assigned to perform on-site work or services shall be required to disclose information about any criminal conviction history and be required to undergo background checks performed through SBIAA, at the Operator's sole cost and expense, at a time and place, and in a manner, to be determined by SBIAA.

A federal criminal background check may be required by SBIAA, when determined, and as required by the Transportation Security Administration (TSA). The cost of this process will be the responsibility of the Operator.