

REQUEST FOR PROPOSALS

**to Enter into Contracts for Exclusive Right
to Negotiate Leases for**

**HANGAR DEVELOPMENT or FIXED BASE OPERATOR
at
FRIEDMAN MEMORIAL AIRPORT (SUN)**

Published Date: 9/14/2023

Pre-Submittal Meeting: 10/26/2023
(Participation is mandatory)

Deadline to Submit Questions: 11/9/2023

Proposal Due Date: 1/31/2024

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1. Introduction

As used in this RFP, the following terms have the following meaning.

SUN or Airport means the Friedman Memorial Airport
Authority means the Friedman Memorial Airport Authority
City means City of Hailey
County means Blaine County

All Proposers are alerted to read this RFP carefully and to note where information is required to be included in a Proposal and where information is optional. The Authority has carefully used the words “will” or “shall” or “must” to indicate where certain obligations, information or submittal provisions are mandatory. Other language such as “may” or “should” or “consider” is used where the provisions are optional.

2. Background and Summary

A. Overview

SUN is a publicly owned airport, jointly owned by the City of Hailey and Blaine County through the Friedman Memorial Airport Authority, a joint powers agency. The Airport is located in southcentral Idaho in the Wood River Valley and serves the Sun Valley resort and also provides critical transportation connectivity for residents of the greater Wood River Valley including Hailey, Bellevue, Ketchum, Sun Valley, and Carey.

The Airport is operated by the Authority. The Authority is comprised of three representatives appointed by the City of Hailey, three appointed by Blaine County, and a seventh member agreed upon by the six appointed members. The Airport Director provides the primary staff support to the Authority, managing and supervising airport personnel, and maintaining a safe, legal, efficient, and profitable operation.

The Airport encompasses approximately 594 acres and is located 5,320 feet above mean sea level. The FAA categorizes the Airport as a non-hub commercial service airport. SUN is also part of and classified by the Idaho Airport System Plan (IASP) as a Commercial Service Airport. According to the 2020 Economic Impact of Idaho Airports commissioned by the Idaho Transportation Department, Division of Aeronautics, SUN contributes nearly \$300 million annually to the local and state economy.

The Airport has one runway, Runway 13/31 which is 7,750 ft. x 100 ft. and one full length parallel taxiway, Taxiway Bravo, which is 50 ft. wide.

The Airport is surrounded by rising terrain to the north, east, and west. As a result, a majority of operations are opposite direction operations, meaning that most departures are southbound on Runway 13, while most arrivals are northbound on Runway 31. Not all operations are conducted in this fashion, as occasionally aircraft land from and depart to the north. All operations are coordinated by Air Traffic Control Tower (ATCT) personnel while the tower is open.

The Airport is currently served by three air carriers including Alaska, Delta and United Airlines. These three airlines currently provide non-stop flights to Chicago, Denver, Los Angeles, Seattle, San Francisco, and Salt Lake City. In addition to commercial service activity, the airport sees a significant amount of general aviation activity, including sophisticated, high-performance turboprop and jet aircraft.

In calendar years 2021 and 2022, airport operation and fuel flowage were as follow:

Airport Operations

CY 2021 = 29,102

CY 2022 = 26,211

AV Gas

CY 2021 = 50,476

CY 2022 = 42,081

Jet A

CY 2021 = 2,916,685

CY 2022 = 2,890,716

In September 2022, the Authority took possession of +/-386 acres of the Eccles Flying Hat Ranch west of Highway 75 and south of the Airport.

Prior to purchasing and acquiring the property, a critical step was the completion of an Environmental Assessment (EA) by the FAA. The transaction was approved based on a Finding of No Significant Impact – Record of Decisions (FONSI-ROD) issued by the FAA on July 27, 2022. This document was a predicate to FAA funding for the acquisition and sets forth important conditions that FAA imposed on the purchase.

As described in the EA, the primary purpose for most of the acquired property is approach/departure protection and land use compatibility as the property is located on the south end of the airport under the highly traversed approach and departures paths from the airport's only runway, Runway 13/31. This area is especially impacted by approach and departure overflights a majority of the take-offs from the airport are to the south (Runway 13) and a majority of landings at the airport are to the north (Runway 31).



For the past several years, growth in commercial aeronautical activity at the airport has been limited by a lack of space for new aeronautical development due to the airport’s geographically constrained footprint in the south Wood River Valley. Available space for basic airport facilities including hangars and aircraft parking apron was further reduced as a result of projects to bring the airport facility into compliance with airport design standards from 2000-2005 and a major Runway Safety Area (RSA) compliance project from 2013-2015. The main focus of the RSA project was increasing the separation distance between Runway 13/31 and the airport’s only parallel taxiway, Taxiway B. The increased runway/taxiway separation resulted in the need to remove then existing hangars and reduced the amount of available airport parking apron. Approximately 22,600 square feet (sf) of hangar space and 181,300 sf of aircraft parking was lost.

While a majority of the property was purchased and is intended to be preserved for the purpose of approach/departure protection and land use compatibility, the FAA’s EA analyzed the potential use of 10 acres of the property to provide a site for new aeronautical development at SUN. The 10-acre parcel is located adjacent to and south of the current Fixed Base Operator (FBO) at the south end of the airport. The potential for this new aeronautical development is consistent with the current, Board-adopted airport master plan (2018) and is shown on the airport’s current, FAA-approved Airport Layout Plan (ALP) and is the impetus behind this Request for Proposals.

Demand for hangars at SUN has far surpassed supply over the past 2-3 years. Development of new hangars remains a top request by airport users. While hangars of all sizes are in demand, “T hangar” type hangars of 1600-2500 sf (40 ft. x 40 ft. – 50 ft. x 50 ft.) in size are most requested but demand also exists for larger “box” hangars 10,000-12,000 sf (100 ft. x 100 ft. – 100 ft. x 120 ft.) in size. Both hangar sizes were considered as part of the conceptual alternatives developed as part of the minimum standards project. See Exhibits 3 and 4 below.

SUN users have also expressed interest in the establishment of a second FBO to increase competition. Currently SUN has one FBO on the field. Historically, lack of space on the airport has been the primary impediment to supporting a second FBO.

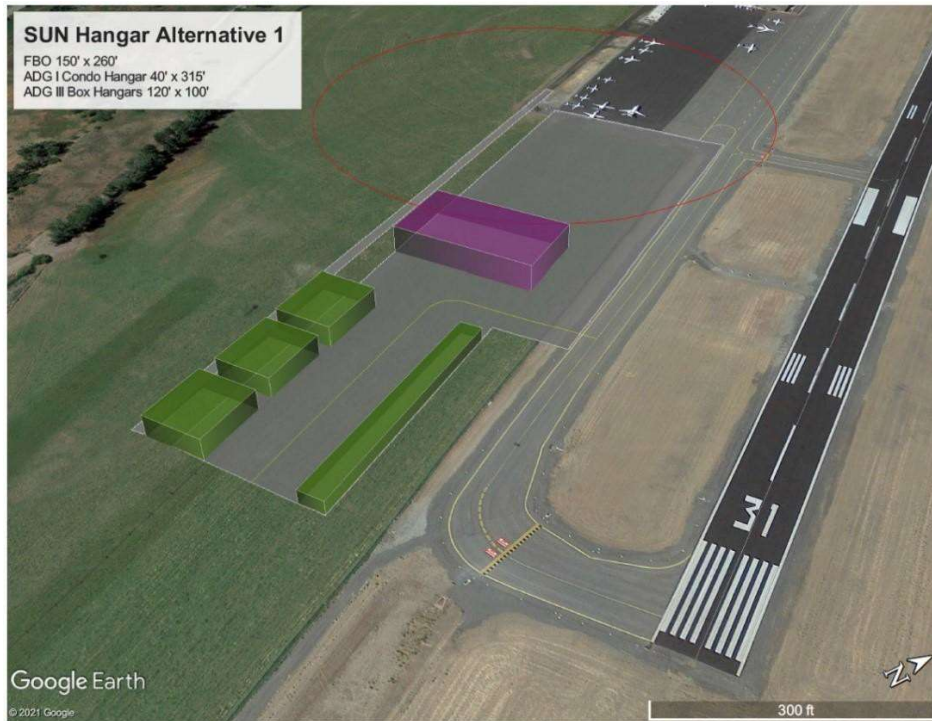
B. 2018 Airport Master Plan

The Authority initiated an Airport Master Plan Update in 2014. The planning process took several years. The new master plan was adopted by the Board and the ALP approved by the FAA in 2018. One of the elements discussed and included in the final master plan document was the inclusion of the new 10-acre aeronautical development area (the same site analyzed in the EA). The Authority decided that the primary purpose of this parcel would be to recover the hangar and apron space lost as a result of the 2005 and 2013-2015 RSA project as well as to provide additional space and ability to support some of the forecast increase in aviation demand identified in the master planning process. As discussed in the master plan, while the need for this space and facilities were identified and justified, future development was contingent upon future acquisition of the additional land, which was far from a certainty at the time the master plan was adopted.

C. Amended Minimum Standards for Commercial Aeronautical Activity (2022)

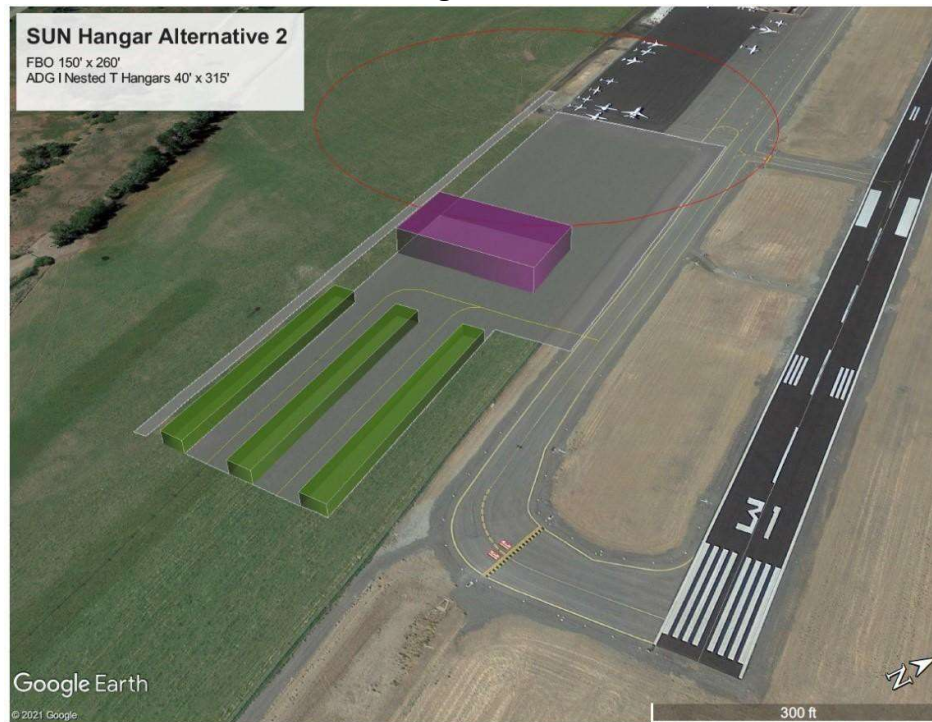
In 2021, the Authority initiated an update to its outdated Minimum Standards for Commercial Aeronautical activity, last updated in 1997. While the updating of the minimum standards was not undertaken because of the on-going land acquisition effort, the Authority was proactive in addressing the potential use of the new land. As a result, planning level conceptual alternatives were developed that address potential new hangar development, additional apron space, and the possibility of second FBO. Exhibits 3 and 4 present conceptual alternatives that were developed as part of the minimum standards project. *Proposers are not bound by these conceptual drawings; they are provided as illustrations of how either or both hangars and an FBO could be accommodated on the site.*

Exhibit 3 – Hangar/FBO Alternative 1



Source: 2022 Minimum Standards for Commercial Aeronautical Activity

Exhibit 4 – Hangar/FBO Alternative 2



Source: 2022 Minimum Standards for Commercial Aeronautical Activity

2018 Airport Master Plan versus Minimum Standards Conceptual Alternatives

While there is a difference in layout of space and proposed new facilities in the conceptual alternatives presented in the 2018 airport master plan and the 2022 minimum standards project, both are considered high level conceptual planning alternatives and are not intended to be binding land use plans for purposes of this RFP. Even at the highly conceptual level, the highest and best use of the available space is for hangars, aircraft parking, and a potential second FBO. Within those broad categories, actual space layout is expected to be refined by the Authority and/or by a potential developer.

D. Dual Path for New Airport Site

The Authority's adopted Airport Master Plan and FAA approved Airport Layout Plan (ALP), as the same may be amended or replaced, from time to time, represents the Authority's vision for long-term development of the Airport including the necessary facilities at the present Airport site. Proposers should note that the Airport Authority through the current Second Amended and Restated Joint Powers Agreement, maintains thresholds for considering a Replacement Airport under a "Dual Path Forward" approach which is focused on satisfying the operational requirements of existing and potential future airport users, whether at the existing Airport site or at a replacement site.

Proposers should be aware of the history of potential airport relocation to address FAA Modifications to Design Standards and/or other potential aviation demand-based needs unable to be accommodated at the existing airport site during the term of a potential lease with the Authority. While the likelihood, timing and details of any potential airport relocation are completely uncertain, Proposers should assume that any active business enterprise at the existing airport will be appropriately accommodated or compensated in the event of a relocation.

Please review the current Airport Master Plan and other documents regarding relocation posted on the Airport's website at www.iflysun.com.

3. RFP Process and Protocols

A. Procedures

Proposers must follow the procedures described below and may be disqualified from the procurement without further consideration if any of the following procedures are not followed:

After issuance of RFP but prior to the submission deadline for RFP:

- All contact between prospective respondents Authority Board or staff must be directed to the procurement contact designated in this RFP. Authority staff, elected officials, and consultants will refer all inquiries to the procurement contact.

- All requests for clarification, objections to the structure, content, or distribution of this solicitation, or any other inquiries, must be made in writing via e-mail to **Becca Lynn at SUN_GARFP23@iflysun.com**, the procurement contact, prior to the deadline for questions listed in Section 6.D. and the Authority shall answer the requests for clarifications, objections, and inquiries in writing via addenda to this solicitation.

After the submission deadline of the RFP but prior to issuance of a notice of intended award:

- All contact regarding the procurement between Proposers and the Authority, including any participants in the evaluation process who are not Authority employees, must be directed to the procurement contact designated in the solicitation. Authority staff, elected officials, and consultants will refer all inquiries to the procurement contact. Proposers may not contact any Authority staff or anyone involved in the selection process, except the designated procurement contact.

After review by the Authority's evaluation committee:

- The Authority will issue a notice of intended award to all respondents, which will include the basis for the Authority's selection.

Proposers may be disqualified from the procurement without further consideration if any of the following occur:

- Evidence of formal affiliation, ownership, common control or other legal, financial, or operational influence by the incumbent FBO;
- Evidence of collusion, directly or indirectly, among Proposers in regard to the amount, terms, or conditions of this RFP (with the exception of firms submitting a joint proposal as a team or joint venture);
- Proposers conduct or arrange for any communication not provided for in this RFP including any Authority officials, employees, **agents, consultants, or contractors**, or with any member of the evaluation committee; Failure to direct all questions/inquiries through the procurement contact identified in this RFP;
- Any attempt to improperly influence any Authority official and/or the evaluation committee;
- Existence of any lawsuit, unresolved contractual claim, or dispute between Proposer and the Authority and/or the City or the County;
- Evidence of incorrect, incomplete, or misleading information submitted as part of the proposal;

- Evidence of Proposers inability to successfully complete the responsibilities and obligations of the proposal; and
- Proposers prior default under any agreement which resulted in termination of such agreement.

B. Nondiscrimination

By submitting a proposal to this RFP, Proposer certifies that they will fully comply with all federal, State of Idaho, and local laws pertaining to nondiscrimination, and certifies that they will not discriminate against or grant preferential treatment to any party on the basis of race, sex, color, age, religion, sexual orientation, disability, ethnicity, or national origin in the performance of Authority contracts or agreements.

In addition, this RFP is subject to the requirements of the U.S. Department of Transportation's regulations, 49 CFR Part 23. The Proposer agrees that it will not discriminate against any business owner because of the owner's race, color, national origin, or sex in connection with the award or performance of any concession agreement, management contract, or subcontract, purchase or lease agreement, or other agreement covered by 49 CFR Part 23. The Proposer agrees to include the above statements in any subsequent concession agreement or contract covered by 49 CFR Part 23, that it enters and cause those businesses to similarly include the statements in further agreements.

4. Procurement

A. Request for Proposals

This Request for Proposals is for two facilities. ***Proposers may submit a proposal for one or both of the facilities.*** The Authority seeks proposals from Proposers that have demonstrated expertise in either or both new hangar development and/or operation of a full-service fixed base operation (FBO) facility to serve general aviation (GA) activities at the Airport. The selected Proposer(s) will be authorized and required to design, develop, finance, construct and operate one or both facilities at the Airport consistent with all applicable Authority rules, regulations, Minimum Standards, and applicable City of Hailey, Blaine County, State of Idaho and federal regulations. The selected Proposer(s) will be required to construct all components of the hangars or the FBO including the facilities and infrastructure necessary for its operation.

B. Proposer's Duty to Execute Lease Contract

Within thirty (30) days of the offer of award of the lease contract for the right to enter into lease negotiations to construct and operate either or both hangars and/or FBO facilities at the Airport, the successful Proposer(s) shall execute and return the lease contract(s) and all required documentation to the Authority. If the successful Proposer(s) is unable to execute the lease contract within this timeframe, the Authority reserves the right to revoke the award and offer

the lease contract to the next-highest ranked Proposer(s) or to terminate this procurement entirely.

C. Conditions of Approval

Proposers should be aware that any lease(s) for the site will include at least the following requirements and are strongly urged to address in their proposal how the Proposer will comply with these requirements.

- If the proposal is for use of only a portion of the property, the Proposer must demonstrate a willingness and readiness to coordinate its development with the user of the remainder of the site.
- While not required, if a Proposer contemplates both hangar and FBO development, the proposal should explain the organization structure of their team.
- Any development will comply with the Minimum Standards and Rules and Regulations (as amended from time to time).
- The Wood River Valley and the nearby communities are highly noise sensitive. Proposers should demonstrate an understanding of the Authority's voluntary noise abatement program and be prepared to explain how their operations will be consistent with that program.

D. Design Guidelines

All buildings proposed for development on the Airport should fit within the design aesthetic that characterizes the Wood River Valley and the natural environment. Proposers should indicate whether they are willing to make commitments such as sustainable construction and structures, LEED compliance, reduced carbon footprint, solar generation, etc; such commitments will be favorably considered. It is recommended that Proposers present conceptual layout drawings and/or renderings of their proposed development.

E. Other Considerations

The Authority will not favorably consider proposals which fail to demonstrate an understanding of the unique characteristics of this Airport and this community. While this Request for Proposals does not intend to provide an exhaustive or comprehensive list of issues that Proposers might consider in making such a demonstration, the following illustrate topics that Proposers may want to consider addressing in their proposals.

- Some Proposers may contemplate investments by the Authority in basic infrastructure including utilities, aircraft parking apron, access roads, and vehicle parking to support the proposal. Proposers may want to address whether any Authority investment is contemplated.

- This community values the Airport as a good neighbor and a respectful member of the community. Proposers may want to explain how their proposal would be consistent with, or enhance, this long-standing relationship.
- The Authority has a voluntary curfew on nighttime operations. While federal law prohibits enforcement of the curfew, the Authority is proud of, and the community expects, widespread respect for the underlying policies. Proposers may want to address their view on these policies and how their operations will respect the long-standing community expectations regarding nighttime operations.

F. Applicable Grant Assurances

For many decades, there has been a single FBO operating at the Airport. Until recently (as explained above), the site constraints of the Airport made it practically impossible for the Authority to accommodate a second FBO. The recent land acquisition described above now makes it possible to accommodate a second FBO.

The Authority is subject to the FAA Grant Assurances, including Grant Assurance 22 (Economic Non-Discrimination) and Grant Assurance 23 (Exclusive Rights), both of which pertain to FBO operations. The FAA has advised that airport sponsors can maintain compliance with these assurances by maintaining and implementing reasonable minimum standards and by negotiating in good faith for the lease of suitable space with those who are willing and qualified to provide commercial aeronautical products and services. That obligation has now ripened since the Authority now has sufficient property to accommodate a second FBO. Finally, while the FAA does not require airport sponsors to conduct a public solicitation such as this one prior to leasing airport property, the Authority has determined that this RFP process will contribute to compliance with the Authority's satisfaction of its Grant Assurance obligations.

5. Proposals

All proposals are required to follow the format and process specified below. Each Proposer shall provide detailed evidence of its competency, capability, and expertise to develop and operate commercial aeronautical facilities at the Airport consistent with the Authority's goals of providing safe, efficient, and environmentally responsible services and facilities that meet the community's and users' expectations. ***A Proposer who proposes to develop both hangars and an FBO may either submit one proposal for an integrated development or one proposal for each component, in which case the two proposals will be considered separately.*** Proposers who are proposing for both facilities must be clear whether they want the components to be considered only as an integrated whole or as separate components.

The Authority desires succinct proposals that address the specific content requirements. To facilitate the review of all submittals, each proposal shall meet the following format requirements.

- No more than 50 pages (not including the cover letter and appendix materials). Boilerplate or generic marketing materials should be referenced with citation to promotional materials available on the Proposer's website if necessary.
- Typewritten, with a minimum font size of 11 point for narrative text, on 8-1/2" X 11" sheet size (but folded 11" X 17" exhibits are acceptable).
- Submitted as (a) as a single PDF-format document (with each section bookmarked) and (b) 5 hard copies bound with tabbed dividers labeled by section.

Each proposal shall consist of the following elements in the prescribed order.

A. Cover Letter

The Cover Letter shall not exceed two (2) pages and shall include the following:

- The name, address, e-mail address, and telephone number of the primary contact person of the Proposer's business organization entity;
- A brief statement indicating Proposer's clear understanding of and commitment to the provision of services specified in this RFP;
- A statement as to whether Proposer and/or Proposer's partners, subcontractor(s), joint venture associates or any other individual or entity of Proposer's team (including any third parties Proposer intends to rely upon for financing) has *any potential conflicts* that may arise in the performance of the services requested in this RFP, performing the work, or operating the facility contemplated within this RFP;
- A statement that the signatory is an officer or principal of the Proposer and has the authority to submit the proposal on behalf of, and to bind, the Proposer;
- A statement that the Proposer has *no* affiliation, formal or informal, with the incumbent FBO, and a statement indicating the nature of any affiliation, formal or informal, with any other business operating at the Airport.
- An acknowledgement of receipt of amendments to the RFP (if any).

B. Qualifications

1. Identification of Proposed Team

The Proposer shall provide at least the following information in the section concerning the project team.

- (1) The name, address, telephone number and primary contact person of the business organization entity of the Proposer and the names and addresses of all management and supervisory personnel, all officers and directors (if a corporation) and all persons owning, holding and/or controlling any equity interest, voting rights or debt.
- (2) Description of the proposed team and reporting authorities contemplated for (1) completion of design, financing and construction of the new facility; and (2) operation of the newly constructed facility once it is open.
- (3) Identify the individuals who would serve as the key team members of Proposer's organization (including any sub-consultants), indicate their roles and responsibilities, and summarize the reasons why the key team members are particularly qualified to develop and operate this facility, with particular attention to work experience. The Authority desires, but does not specifically require, that the facility manager have a minimum of ten years of experience, which should include both hands-on experience and progressive project management experience. Also include a profile of the support staff members.
- (4) Any other information that Proposer deems relevant for evaluation of the team. In particular, Proposer is invited to describe any particular aspects of its organization which, by way of background, experience, unique qualifications, or other bases, sets its team apart from the competition. The Authority recognizes that a Proposer cannot guarantee the employment of any members of the team but would treat as a positive attribute any verifiable statements concerning the long-term availability of key team members. The experience of key team members is much more important than the experience of a company whose personnel will not be available for the facility at the Airport. Do not repeat information that appears elsewhere in the proposal.
- (5) Resumes or other relevant material may be included in an appropriately labeled appendix.

2. Demonstrated Experience

The proposal shall include a statement of the Proposer's past experience, including resumes of management and supervisory personnel who would be responsible for the proposed operation, together with business, financial and managerial references. Proposer shall also provide a description of its business organization and history, including a listing of all persons holding ownership, control, management, or supervisory interest. If specifically requested (by an appropriate notation in the text of the proposal), this information will be kept confidential by the Authority to the extent provided by law.

In this section, Proposers shall discuss and elaborate on their experience and qualifications to design, finance, construct, operate, maintain and repair the proposed facilities. The Proposer

should exercise care not to repeat information provided in earlier sections of the proposal. This section must include the following information.

- (1) List all facilities currently being operated by Proposer and a brief description of each. Specifically include fuel volumes and aircraft operations handled at each facility. Please indicate whether the applicable Airport in each instance has a Part 139 certificate and whether it is has a Transportation Security Administration- approved Airport Security Program.
- (2) Identify and explain Proposer's experience (including specific examples) working with airport operators and proprietors on compliance with airport regulations and operational activities (*e.g.*, cooperation with airport emergency plans; disaster exercise and events; disabled aircraft recovery; fueling standards; landing and fuel flowage fee collections; and accommodating major events within the region).
- (3) Identify and discuss its experience designing, financing, constructing and operating airport facilities. The focus should be on similar facilities at similar airports where the Proposer was engaged in the design, finance, construction and operation of the facility.

Recognizing that professionals change their firm affiliation during their careers, the experience of key personnel is more important than a particular company's collective experience.

3. Project Understanding and Unique Airport Attributes

Proposer must have reviewed the Minimum Standards and must assume that it will be required to prove compliance with those standards unless a specific and precise exception is called out and requested in this section. The text for any requested exception request shall be bolded.

In this section, Proposer is asked to respond to specific questions about its proposal that will help the Authority evaluate among proposals from comparable companies. Precise responses that demonstrate an understanding of the Airport and the Wood River Valley are especially important. There is no 'correct' answer and the Proposer's sensitive responses will be more important than boilerplate language that could be included in any proposal. Brevity is always preferred.

- (1) *Customer Satisfaction.* How does your project and service meet expected high level of customer service and professionalism and need for the Airport?
- (2) *Environmental and Sustainability.* Do you intend for your project to incorporate LEED compliant structures, solar power, measures to reduce your carbon footprint or other sustainability measures?
- (3) *Community Values.* It is important to the Authority and the community that all Airport tenants be members of our community. What measures (both in construction and in

operations) do you intend to implement to demonstrate that you are good neighbor, that you and your customers will comply with the voluntary noise abatement policies and procedures, and that, more generally, you will contribute to the community?

- (4) *Conflicts*. After decades without new commercial enterprises at the Airport, this project has the potential to create conflict with existing users and tenants. What has been your experience, and what do you intend to do to reduce the potential for conflict with existing enterprises at the Airport?

4. Financial Information

Proposer shall provide a brief narrative discussion of its financial responsibility and capability to fulfill the proposal. The narrative should discuss how its development/operational plan presents a strong business opportunity, especially in light of the particular nature of this community and the Airport.

The following information must be provided, either as part of the narrative or as an appendix.

- (1) Evidence of the Proposer's financial responsibility, from a bank or such other source that may be readily verified through normal banking channels.
- (2) A detailed pro forma cash flow and a profit and loss for the first five years of projected operations. The required financial pro forma must include, at a minimum, detailed projections of revenues by category, operating expenses by category, payments to the Authority, capital expenditures, financing costs (principal and interest) and return on equity. Assumptions for each projection should be disclosed, including traffic and operating assumptions, fuel sales and other revenue sources used to calculate the financial estimates.
- (3) Proposer's audited financial statements for the past three years, including balance sheets and income statements and a current (within sixty days) balance sheet, all compiled by a Certified Public Accountant. If Proposer is not able to provide an audited statement, the statements must be signed by a corporate officer attesting to the financial statement's accuracy. The most recent unaudited quarterly statement must also be included.
- (4) Proposer's Dunn and Bradstreet credit rating (including its D-U-N-S #) and any other credit ratings, if applicable.
- (5) Estimated total initial capital investment required to accomplish the proposed FBO facility at the Airport and anticipated additional capital investment required to maintain and upgrade facilities over the lease term included in the proposal.
- (6) All sources of capital must be identified. If third-party financing is contemplated

(whether it be individuals, related entities, banks or other institutions) a letter from each third party is required indicating it has been briefed regarding the proposal and believes it is feasible to provide financing for its portion of the proposed project. If the third-party providing financing is not an established Idaho, national or international financial institution, the Proposer should explain in detail how the third party will obtain funds to provide financing.

- (7) Data that demonstrates the Proposer's previous successful operation of an FBO with financial operating results for FBO facilities at least three other airports with comparable levels of corporate and general aviation activity and fuel sales volumes (separating commercial airline versus GA fuel). Such data may, but is not required to include (a) three years of financial operating results including detailed P&L statements; (b) three years of cash flow statements, which statements identify the categories of services provided, and detailed line item by line item fee structures for items similar to those expected to be imposed on FBO customers at the Airport.

The Authority may, at its discretion, request that a Proposer provide additional documentation and/or answer targeted questions about its financial capability and/or financial projections, for itself and/or any proposed third party or sub-lessee. The Authority may conduct its own research of the Proposer's financial condition.

The Authority is concerned to avoid accepting a Proposal in which the Proposer contemplates an immediate sale, assignment, or transfer of the lease. Proposers must include a statement that the Proposer agrees not to engage in any sale, assignment, or transfer that could result in an exclusive right, as that term has been interpreted by the FAA. While the Proposal need not contain any specific information about the Proposer's plans with regard to future sale, assignment, or transfer beyond such a statement, any commitments that the Proposer wishes to make regarding the terms and conditions of, timing for, or restrictions it proposes on sale, assignment, or transfer will be favorably regarded. If the Proposer proposes any profit or revenue share (either on a regular recurring basis or upon transfer of control of the enterprise), the Proposer should provide sufficient detail for the Authority to evaluate the financial implications of such a proposal.

The Proposer shall indicate its acceptance that the following fees are the *minimum* that will be acceptable in connection with a sale, assignment, or transfer of the lease:

- Years 1-5 – no sale, assignment or transfer permitted
- Years 6-10 – fee of 30% of gross sale/transfer price upon sale, assignment or transfer
- Year 11 and subsequent years – fee of 10% of gross sale/transfer price upon sale, assignment or transfer.

5. Bonding and Insurance Capability

Proposer shall provide evidence in the form of a Bid Bond issued by a bonding company licensed in the State of Idaho, of Proposer's ability to supply a performance bond in the amount equal to ten (10) percent of the annual rental and/or fees established and agreed upon, for conducting the services to be provided (cash may be deposited in lieu of a performance bond).

6. References

Proposer shall provide letters of reference (preferably as an appendix to the proposal) including at least the following.

- (1) Proposer shall provide at least two letters of reference from separate airport governing authorities with knowledge of the Proposer's ability to design, construct, and operate an FBO facility. These references must include a description of the project and the subsequent services provided at that airport. Each letter must include a contact name, title, address, phone, and e-mail address for the individual signing the letter.
- (2) Proposer shall provide a statement from an Idaho bank or trust company or from a nationally recognized bank or trust company and readily verifiable through normal banking channels regarding Proposer's financial responsibility. The letter of reference must include a description of one or more development project(s) with which the financial institution is familiar. Also, the letter must include a contact name, title, address, phone, and e-mail address for the individual signing the letter.

Proposer should be aware that the Authority may request information from additional sources such as, for example, Proposer's clients, government agencies, and any other available sources while investigating Proposer's experience and qualifications. *Submission of a proposal constitutes consent to the Authority making such inquiries.* If the Proposer wants to limit such inquiries, the proposal must clearly indicate requested limitations on the Authority's contacts.

C. Technical Proposal

Proposers shall provide a narrative fully describing the proposed development plan(s). Proposer may identify more than one option for development, consistent with the available property and other site constraints. If the proposal includes multiple alternative development concepts, Proposer should explain the advantages and disadvantages of each and the bases upon which the Proposer will decide which alternative to pursue.

Proposers may, but are not required to, submit a set of Conceptual Development Site/Facility Plans, prepared by a licensed architect and engineer fully depicting the proposed development. If the Proposer identifies more than one alternative development plan, drawings for each

alternative should be provided. Drawings should depict structures, parking and landscaping at a scale sufficient for the Authority to understand the scope and nature of the Proposal.

The proposal should provide a general description of the planned facilities and operations for conducting and/or providing the proposed services and should outline a technical approach in sufficient detail to allow the Authority to understand the plan for development and operation of the proposed facilities. ***A Proposer who proposes to develop both hangars and an FBO may either submit one proposal for an integrated development or one proposal for each component, in which case the two proposals will be considered separately.*** At a minimum, this section must provide the following information.

- (1) Requested date for commencement of the activity and the proposed term of conducting the same and the proposed structure and amounts of rent and/or revenue to the Authority;
- (2) A comprehensive listing of all services proposed to be offered and the proposed schedule of fees and charges therefore (with commitment of the time period during which such fees and charges will be unchanged);
- (3) The size and location of the building(s) to be built and the proposed design and terms for the construction of any space and the ownership, leasing or sub-leasing thereof. An identification of any necessary or desirable capital improvements to be constructed in conjunction with the operation and Proposer's plan for financing the same;
- (4) The number, type, and basing of aircraft proposed to be provided (as applicable) and/or a detailed description of all equipment and facilities;
- (5) The number of persons proposed to be employed (including the names and qualifications of each person if known), whether the employees will be Airport-based (full-time, part-time and seasonal) or transient, and the certifications required, if any, for each Person to provide a proposed aeronautical activity;
- (6) The hours of proposed operation;
- (7) The types and limits of insurance coverage to be maintained;
- (8) A plan for compliance with the Authority's management, environmental and land-use requirements, policies, and goals.

In addition, Proposers are invited, but not required, to provide the following information.

- (9) Any anticipated problems presented by the development of FBO facilities at the Airport, as well as any specific suggestions for avoiding these problems.

- (10) Any specific or proprietary quality assurance/quality control measures that Proposer proposes to implement in design, construction or operation.
- (11) Any other information that the Proposer deems relevant, especially information that would distinguish the Proposer from its competitors.
- (12) If the proposal is for only hangars or only an FBO, how the Proposer will coordinate its development and operation with another user on the site.

D. Appendices

While brevity is appreciated, the Proposer may include any or all of the requested information in one or more appendices. Each appendix should be clearly labeled for easy reference.

E. Submission Instructions

All Proposals must be received by the Authority on 1/31/2024, no later than 6:00pm MDT.

Proposals not submitted in the manner described herein will be considered nonresponsive and subject to rejection. Proposals submitted after the specified due date and time in this RFP will be rejected as late and will not be accepted.

Proposals must be submitted as (a) as a single PDF-format document (with each section bookmarked) to either **SUN_GARFP23@iflysun.com** or as a thumb drive/removable disk **AND** (b) 5 hard bound copies with tabbed dividers labeled by section.

Proposers shall submit hard bound copies of their Proposals to the following address:

Friedman Memorial Airport
Becca Lynn
1616 Airport Circle
Hailey, ID 83333

6. Evaluation and Selection Process

A. Pre-Submittal Conference and Site Visit

The Authority will hold a **mandatory** pre-submittal conference on **10/26/2023 at 9:00am**. The presentation will be approximately 90 minutes with a site tour to follow. **RSVPs for pre-submittal conference due by 10/19/2023 to SUN_GARFP23@iflysun.com.**

The conference will be held at:

Blaine County Community Campus
1050 Fox Acres Road
Hailey, Idaho 83333
Minnie Moore Room

At the conference, Authority staff will be available to discuss the opportunity and will respond to questions regarding the RFP documents and the process. A site visit will be held immediately following the conference. **Attendance at the pre-submittal conference is mandatory.**

B. Evaluation Process

An evaluation committee established by the Authority Board will evaluate the proposals in accordance with the evaluation criteria identified below. The panel may consist of members of the Board or others appointed by the Board.

Evaluation of proposals will be based primarily on the submission but the Authority reserves the right to conduct its own investigation of any or all Proposers and the content of any or all proposals. Information from such investigation will be considered as part of the evaluation.

Each proposal will be assessed against the following evaluation criteria.

Item	Criteria	Weighting Factor	Raw Score	Weighted Overall Score
1	Extent to which proposer commits to development that fits within the design aesthetic that characterizes the Wood River Valley and the natural environment; commits to incorporate sustainable construction and structures, be LEED compliant, reduce carbon footprint, utilize solar generation, and consider other sustainable practices as feasible.	6	(0-5)	(Max 30)

2	Quality, thoroughness and practicality of financial proposal; extent to which Authority financial contribution is contemplated.	6	(0-5)	(Max 30)
3	Proposer's financial responsibility and capability to construct the improvements and to initiate operations.	5	(0-5)	(Max 25)
4	Proposal demonstrates Proposer's commitment to the Valley's and Airport's community values including plans to comply with the voluntary noise abatement policies and procedures, and general contributions to the community: design of facilities is consistent with esthetic of the Airport.	5	(0-5)	(Max 25)
5	Consistency of proposed facilities and operations with the Airport's Minimum Standards and Rules and Regulations (as amended) and other Authority/City/County requirements.	4	(0-5)	(Max 20)
6	Proposer's key personnel experience with design, finance, construction, operation, maintenance and repair of commercial aeronautical facilities.	3	(0-5)	(Max 15)
Raw Scoring: 5 – Outstanding 4 – Very Good 3 – Satisfactory 2 – Barely Acceptable 1 – Inadequate 0 – Unacceptable		Score:		Max 145

The Authority reserves the right not to award a lease if it determines, in its sole discretion, that no Proposer meets the requirements of this RFP.

C. Interview

Those Proposers who are judged by the Authority to have provided the best overall proposals may be invited to make a presentation to the Authority and respond to questions about their proposal. The Authority reserves the right to forego the interview process if it determines that one of the Proposers clearly affords the Authority the best combination of qualifications and

business arrangement/value. If, at the discretion of the Authority, interviews are held, they are expected to be held within thirty (30) days of the RFP submittal due date. Each Proposer will structure their presentation as follows:

- Summary and overview of Proposer’s development plan and services to be provided to the general aviation market at the Airport (25 minutes)
- Questions and answers from the Authority’s evaluation committee (75 minutes)
- Proposer’s concluding statement (10 minutes)

D. Anticipated Schedule

Stated below is the anticipated general benchmark schedule for this procurement process. However, the Authority reserves the right to modify, change, or amend these dates and to change or suspend the process at its sole discretion. The dates are merely target dates provided as a planning tool to allow Proposers a general understanding of the overall project schedule objectives.

9/14/2023	RFP Issued
10/26/2023	Mandatory Pre-Submittal Conference and Site Visit
11/9/2023	Deadline for Submitting Questions
11/21/2023	Responses to Questions
1/31/2024	Submittal Deadline
~03/8/2024	Short-listed Proposers Selected
~3/18/2024	Interviews
~7/2/2024	Final Selection

1. Process for Submitting Questions

The Authority will accept only written questions about the RFP process. All questions/correspondence shall be e-mailed to the address below. Answers to any questions posed in writing to the Authority no later than **11/9/2023** will be provided in writing to attendees at the pre-submittal conference and will also be on the Authority website. The Authority will respond informally to any questions asked at the pre-submittal conference but will provide formal written responses on the Authority website to the extent that any responses are relevant to the preparation of proposals. Failure to direct all questions/inquiries through the procurement contact identified in this RFP may result in disqualification.

Becca Lynn – Procurement Contact
SUN_GARFP23@iflysun.com

No questions will be accepted after 11/9/2023. The Authority will post responses to written questions as indicated above. The Authority will endeavor to post responses as soon as possible but will post responses to all questions received by the deadline, no later than **11/21/2023**.

2. Other Communications

Proposer(s) who conduct or arrange for any communication not provided for in this RFP with any Authority officials, employees, **agents, consultants, or contractors**, or with any member of the evaluation committee, may be disqualified.

7. General Information

A. Authority's Reservation of Rights

Issuance of this RFP and receipt of proposals does not commit the Authority to select any Proposer for a short-list or to enter into any lease. The Authority reserves the right to accept or reject any and all responses received for its convenience or if in the best interest of the Authority. The Authority also reserves the right to waive any informality or irregularity in any submittal.

Any and all agreements arising out of a proposal submitted hereunder (including any negotiations that follow) shall not be binding on the Authority unless duly approved and executed by the Authority Board, in accordance with applicable laws.

B. Representation of Due Diligence

The submission of a proposal shall be deemed a representation and certification by the Proposer that it has investigated all relevant conditions, facts, circumstances, procedures, requirements and aspects associated with this RFP and that Proposer has read and understood the RFP, attended the mandatory pre-submittal conference, and participated in the site tour of the Airport.

Each Proposer is responsible for a thorough review of the RFP to ensure possession of all necessary documents. All RFP and related documents may be downloaded from the Authority website.

Upon submittal of a proposal, it will be presumed that the Proposer has read and is familiar with all of the RFP documents. After receipt of a proposal, the Authority will not entertain any request for modification of the proposal and no claim for adjustment of any provisions of the RFP shall be honored, regardless of any claim by a Proposer that it was not fully informed as to any fact or condition.

C. Protest Procedures

If any Proposer objects to the final selection and award, such proposer shall respond in writing to the Authority within seven (7) calendar days of the date of the transmittal of the notice of award setting forth in such response the setting forth the express reason or reasons that the award decision of the Board is in error. Thereafter, prior to finalizing any agreement with the prevailing proposer, the Board shall review its decision and determine whether to affirm the prior

award, choose to reassess the proposals, or choose to commence a new RFP process setting forth the reason or reasons therefore. After completion of the review process, the Authority may proceed as it deems to be in the best public interest.

D. Confidentiality

All submission materials will be held in confidence by Authority until the evaluation and selection process is completed by the evaluation committee. All submission material are subject to disclosure pursuant to the Freedom of Information Act 5. U.S.C. §552 and Idaho Code §74-102. Any material a proposer wishes to be withheld from disclosure as a trade secret should be clearly marked as such.

E. Indemnity and Costs

The Proposer agrees to defend, indemnify and hold harmless the Authority and its Board, the County and the City, and their respective officers, officials, directors, employees, agents, and volunteers for any claims of copyright, patent or trademark infringement arising out of, caused directly or indirectly by the acts or omissions of the Proposer in relation to this RFP and the proposal.

Each party responding to this RFP shall bear all of its own costs and expenses, direct and indirect, associated with or related to any action taken in response to this RFP and the Authority shall not be responsible in any manner for such costs and expenses. Proposals and any materials submitted therewith shall become the property of the Authority upon receipt. The Authority shall have the right to copy, reproduce, or otherwise dispose of such documents in any way that the Authority selects. The Authority shall be free to use as its own, without payment or any kind of liability, any idea, scheme, concept, technique, suggestion, layout, or plan received in response to this RFP, including any future RFP process, if conducted.

F. Insurance Requirement

Within fourteen calendar days of the award of the ultimate lease to the successful Proposer, said Proposer shall secure the types and amounts of insurance set forth in the lease agreement. However, Proposers do not need to provide proof of insurance with their proposals.

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