

REQUEST FOR PROPOSAL

FRENCH VALLEY AIRPORT



Aviation Related Land Development

French Valley Airport Murrieta, California

Prepared by:



County of Riverside
3403 10th St., Ste. 400
Riverside, CA 92501



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Attachments:

- Exhibit A – Airport Site Map
- Exhibit B – Property Aerial
- Exhibit C – Forms

- C1 – General Authorization and Financial References List
- C2 – Respondent Certification
- C3 – Non Collusion Affidavit

- Exhibit D – Fuel Standards
- Exhibit E - Rules and Regulations for County Airports



1. OVERVIEW

The Riverside County Economic Development Agency Aviation Division (“County”) is issuing a Request for Proposals (“RFP”) for a qualified and experienced operator/developer (“Respondent”) to provide a new and viable aviation related development at the French Valley Airport (F70) within Lot 3; an approximate 3 acre parcel located north of the terminal building, and as identified in Exhibit “A,” Airport Site Map. The proposed site is also identified on the attached Exhibit “B,” Property Aerial, and shows the existing airport infrastructure including: existing development, runway, taxiways, and apron. The site is most suitable for hangar development but can be proposed for the development of other aviation related purposes.

The French Valley Airport is a general aviation airport located in the unincorporated community of French Valley in southwest Riverside County. The Airport is well positioned within the Temecula Valley; which also includes the communities of Temecula, Murrieta and Wildomar. Temecula Valley is a vibrant and growing region in Riverside County, offering an array of events and local attractions such as: Temecula Valley Wine Country, Pechanga Resort and Casino, Temecula Valley Balloon & Wine Festival and the Temecula Valley International Film Festival.

The French Valley Airport averages approximately 90,000 operations per year and contains 261 acres within the airport aircraft operating area. The airport is equipped with one asphalt runway: Runway 18/36 at 6,000 feet long by 75 feet wide. Additional airport amenities include a combination of five limited and full service fixed based operators (FBO’s), with accompanying services, including, fueling, self-fueling, aircraft maintenance, tie-down areas and aircraft storage hangars for rent or sale.

The County’s objectives are to promote economic development and to further enhance the Airport and to facilitate a quality and viable aeronautical operation that will complement existing uses and service needs at the Airport and within this region. The selected Respondent will be expected to enter into a land lease with the County and shall develop improvements on the Airport for expanded aviation operations and services. All aviation businesses are subject to the County of Riverside’s Rules and Regulations for Operation of County Airports (County Ordinance 578), attached Exhibit E.

AIRPORT HISTORY

The French Valley Airport was built as a replacement site of the former Rancho California Airport (“RC Airport”), which served the general aviation needs of Temecula Valley from 1966 to 1989. RC Airport was located north of Rancho California Road between Diaz Road and Business Park Drive, and opened as a privately owned and operated airport until 1976 when it was closed.

The County of Riverside assumed sponsorship of the RC Airport, re-opened it for service, and immediately began relocation efforts. In 1985, the Riverside County Board of Supervisors approved a resolution for the designation of the now current French Valley Airport location, as the replacement site for the RC Airport. Later that year, the Federal Aviation Administration approved the French Valley Airport Layout plan and funded four grants that enabled the County to acquire the necessary land.

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Construction of the French Valley Airport commenced in October of 1987 and concluded in April of 1989. Through the years, the County has improved and expanded the infrastructure at the French Valley Airport. The Airport Improvement Program (“AIP”) has funded capital improvement projects at the Airport and coupled with private development projects, the Airport has enjoyed managed expansion and growth.

2. AIRPORT SPONSOR / AIRPORT OWNERSHIP

Airport Sponsor:

County of Riverside, Economic Development Agency, Aviation Division

The Airport sponsor is the public agency or tax-supported organization that is authorized to own and operate an airport, to obtain property interests, to obtain funds and to be legally, financially and otherwise able to meet all applicable requirements of the current laws and regulations.

Federally obligated airport sponsors are required to operate airports for the use and benefit of aeronautical users and to make those airports available to all types, kinds, and classes of aeronautical activities on both fair and reasonable terms and without unjust discrimination. Airport sponsors may adopt reasonable commercial minimum standards and/or airport rules and regulations.

The Hemet-Ryan Airport is owned by the County of Riverside

The County of Riverside’s Economic Development Agency manages five airports through the County. These airports include:

- Blythe
- Chiriaco Summit
- Hemet-Ryan
- French Valley Airport
- Jacqueline Cochran Regional Airport

The Airport has the support of the County Board of Supervisors and is operated to enhance and promote the surrounding communities, economic development and long term development and investment in the County.

3. TIMELINE SUMMARY

Contact Person:	Liliana Valle – County Airport Manager E-mail: LValle@rivco.org Office: (951) 955-9418
How to Obtain RFP Document:	Via email from the person above or on line at County of Riverside web site. http://www.rivco.org/AboutEDA/ProposalsQuotations
Deadline for submitting Proposals:	July 13, 2019 @ 5:00 pm
Property Inspection	Arranged by appointment with County Airport Manager.
Submittal Address:	County of Riverside Economic Development Agency Attn: Aviation Division 3403 10 th Street, Suite 400 Riverside, CA 92501
Proposal Format:	See Sections 8-11

Note: The Riverside County Economic Development Agency reserves the right to cancel or modify this timeline at any time. Notices of such decisions or modifications will be located at:

<http://www.rivco.org/AboutEDA/ProposalsQuotations/tabid/467/Default.aspx>

4. RESPONDENT OPERATIONAL PLATFORM

Upon approval and execution of a Lease Agreement, relating to Aviation Related Development, the successful Respondent shall be responsible for all onsite and offsite costs and expenses associated with the development, construction, ownership, management and operation of the proposed project, including but not limited to, planning, design, entitlement, permit fees, utility charges and all other project costs.

a) Authorized Aeronautical Services

The Respondent shall provide one or more of the authorized commercial aeronautical services provided below:

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- Aircraft Hangar rentals and sales
- Air taxi/charter services
- Aircraft maintenance
- Flight training
- Aircraft rental and sales
- Aircraft ramp services (including towing, parking guidance, etc.)
- Aircraft Fueling
- Pilot Amenities & Facilities

**** The interested Respondent may propose an alternative model for aeronautical services, which could help to meet the County's goal to increase economic vitality on the Airport.***

b) Development Requirements

- The selected Respondent shall accept the property in an "AS IS, WHERE IS" condition, without any express or implied warranties or representations.
- The selected Respondent shall prepare a set of schematic and conceptual site plans, floor plans, and elevations for proposed projects, within the time frame approved by the County.
- The selected Respondent shall be responsible for obtaining any and all land use entitlement, zoning approvals and all necessary building, grading and construction permits required for the proposed project from the County and any other required governing agency.
- The selected Respondent shall be responsible for compliance with the California Environmental Quality Act (CEQA) and any associated requirements related to project design and development.
- The selected Respondent shall be responsible for compliance with the National Environmental Protection Agency (NEPA) and any associated requirements related to project design and development.
- The selected Respondent shall be responsible for payment of the applicable development mitigation fees and off-site facilities fees, including but not limited to: Transportation Uniform Mitigation Fee (TUMF), Development Impact Fee (DIF), Multi Species Habitat Conservation Plan (MSHCP), and any other development mitigation fees required by the County of Riverside and local, federal and state jurisdictions.
- The selected Respondent shall be responsible for submitting project plans to the County of Riverside Economic Development Agency, Aviation Division for review and approval before commencing construction and development within the time frame approved by the County.
- The selected Respondent shall be responsible for securing, installing, payment of fees, and all required approvals for any and all utilities required for project development.
- The selected Respondent shall be responsible to maintain the proposed operational site

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including but not limited to the Leased Premises, approaches thereto, and current and future improvements in good, safe and sanitary order, condition and repair.

- The selected Respondent shall submit copies of as-built plans for all proposed project improvements to the County of Riverside Economic Development Agency Aviation Division after each phase of construction has been completed.
- The selected Respondent shall coordinate construction of the proposed project with other development, construction or aviation activities taking place adjacent to the proposed project development. The selected Respondent shall be responsible for repairing or paying for the costs of repairing any damage that its activities may cause to any existing public and or private infrastructure.
- If any agency, division or department of any governmental entity with appropriate jurisdiction condemns the Premises or any part of the Premises as unsafe or not in conformity with any of the laws or regulations controlling their construction, occupation or use, or orders or requires any alteration, repair or reconstruction of the Premises the responsible party shall be the Lessee who at its sole cost and expense (and without any right of reimbursement from County) immediately effect all necessary alterations and repairs required for the Premises full and exact compliance.
- Lessee shall cause all improvements to be lien free, completed at Lessee's cost in a workmanlike manner and in compliance with all applicable law. County agrees when requested by Lessee to execute and deliver any applications, consents, or other instruments required to permit Lessee to complete such Lessee improvements or to obtain permits for the work.
- Any alterations, improvements or installation of fixtures to be undertaken by Lessee shall have the prior written consent of County. Such consent shall not be unreasonably withheld, conditioned or delayed by County.
- All alterations and improvements made, and fixtures installed, by Lessee shall remain Lessee property until termination of the Lease. Trade fixtures may be removed by Lessee at or prior to the expiration of the Lease; provided however, that such removal of trade fixtures does not cause injury or damage to the Leased Premises beyond normal wear and tear.
- The successful Respondent is encouraged to incorporate LEED design features to conserve energy and water resources.
- During construction, the successful Respondent shall incorporate principles of waste minimization and pollution prevention: reduce, reuse, and recycle as a standard operating practice, including programs for construction and demolition waste management and office paper and packaging recycling programs, as well as implement water.

c) Rates and Scheduled Increases – Guideline:

It is the Airport's intent that fees assessed by the Respondent be fair, reasonable and not unjustly discriminatory. As per the FAA Compliance Manual section 5190 B 9.2 the Airport must impose the same rates, fees, rentals, and other charges on similarly situated tenants (FBO's that use the airport and its facilities in the same or similar manner). Typical methods used to determine and maintain the lease rates at the Airport properties include scheduled property appraisals and periodic cost of living adjustments based on a national index.

d) Proposed Ground Rent per Acre Rate and Minimum Size

The prospective Respondent will lease Airport land and build their own facilities for operation of their aeronautical based business.

The French Valley Airport's proposed ground lease rental rate is the currently appraised value of **\$ 1,089 per acre per month**. This rental rate was determined by the County in consideration of a 2015 certified aviation appraisal of the Airport property. The base ground rent is subject to adjustments per the provisions below.

The proposed site is approximately 3 acres in size.

e) Scheduled Increases

Typical County lease rates include annual Consumer Price Index (CPI) rental rate adjustments; Beginning July 1, 2021 and every year thereafter, except for the year that rents are adjusted to fair market value, Lease rates will be adjusted by the percentage change in the Consumer Price Index, All Urban Consumers, in Riverside-San Bernardino-Ontario area.

f) Mark to Market adjustment

Beginning July 1, 2020 and every fifth (5th) year thereafter, the Base Rent shall be adjusted to the then-current fair market value of the Leased Premises based on appraisal. Said fair market value rental rate shall be for the land and County owned buildings leased. The valuation shall not include the value of Tenant owned structures placed on the Leased Premises by the Tenant but shall include valuation of County owned structures existing on the Leased Premises. In no event will application of this paragraph result in a monthly rental amount lower than the highest previous monthly rental amount.

g) Fuel Flowage Fees:

Fuel flowage fees are applicable per Resolution 2008-362. The current fee per gallon of fuel sold is \$0.12 as per attached Exhibit D. Fuel flowage fees are subject to Board of Supervisor's approved or modified fuel flow fee structure.

5. GENERAL STANDARDS AND GUIDELINES

The Respondent must take into account Federal Aviation Administration (FAA) standards as they relate to Airport Operations. The Lease will articulate that the Respondent shall comply with the

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requirements of all local, state, and federal statutes, regulations, rules ordinances, orders now in force or which may be hereafter be in force, pertaining to the Leased Premises. The Lease compliance shall include conditions precedent to the expenditure or reimbursement to County of Federal funds for the development of French Valley Airport.

6. INSURANCE REQUIREMENTS

A letter of commitment or certificate of insurance from an acceptable (A.M. Best rating of A VIII (A:8)) insurance company setting forth that insurance coverage, at a minimum in the following types and amounts, will be available at the time of commencement of the Agreement term.

The County reserves the right to request additional insurance coverages and amounts through the final lease agreement negotiated between the County and the selected Respondent. An estimate of the typical insurance required for tenants at the French Valley Airport is as follows:

Airport General Liability	\$3,000,000.
Workers Compensation	Statutory limits
Vehicle Liability	\$1,000,000.
Aircraft Hull and Liability Insurance	\$1,000,000
Fuel Providers- Pollution Liability Insurance	\$2,000,000
All Risk Property Insurance	\$1,000,000
Hangar Keepers	\$1,000,000
Insurance is required for all Sublessees, Contractors and Fuel Suppliers	As applicable

7. SUBMITTAL INSTRUCTIONS

Proposals shall be submitted in writing to the following address only:

County of Riverside
Economic Development Agency – Aviation Division
3403 10th Street, Suite 400
Riverside, CA 92501

The County will receive Proposals until 5:00pm on July 13, 2019
Prospective Respondents should submit one (1) original and three (3) copies of the written proposal, each clearly marked as such. The Proposal shall be submitted in a sealed envelope package and clearly marked.

The County will not accept fax, telephone or telegraphic information. Postmarks will not be accepted. The deadline is absolute and any Proposal received after the due date and time will not be accepted or considered.

8. PROPOSAL ORGANIZATION AND FORMAT

In order to expedite and to maintain consistency in the evaluation process, each Proposal shall be organized in accordance with this section. Proposals that do not follow the specific format outlined below, or that fail to provide the required documentation may receive lower scores, or be disqualified if found to be non-responsive. In the event of any conflict between any of the Proposal documents,

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resolution of such conflicts shall be at the County's sole and subjective discretion. Proposals shall, at a minimum, include the following information.

- **Cover Letter**

Include a cover letter identifying the Respondent and company/entity status and the proposal package being submitted. Include other important general information deemed significant enough to be highlighted. The letter shall provide the name, address, telephone number and e-mail address of the individual authorized to contractually bind the company/entity.

- **Executive Summary**

Include a summary containing highlight of the proposal approach, describing how the operation would be organized and how the Respondent will ensure responsiveness to County and FAA requirements as well as airport user needs.

- **Business Entity Description**

Provide a statement of the Respondent's corporate status, type of legal entity and the names of its principal officers including Chief Executive Officer and Chief Financial Officer or Treasurer and include percentage interest if applicable. If the Respondent is a corporation, provide a certification from the Secretary of State indicating the complete legal name of the corporation and the date of incorporation. Respondents should also provide a brief history of the entity (corporation, partnership, etc.), and a detailed description of its experience in providing aviation related services.

- **Contact Information**

Name, title, address, and telephone number of the Respondent's designated contact person for communication pertaining to this proposal.

- **Business Plan**

Please include:

- Services proposed to be offered
- Respondent's proposed business plan
- Your minimum operating standards
- A list of all of your employees that includes positions and titles
- A list of the key personnel assignments and responsibilities
- A copy of current permits and/or licenses
- An estimated time for commencement of business operations
- The proposed rents and fees to be paid
- Any construction or improvements proposed
- The existing and/or proposed marketing plan
- Any subleasing plan
- Lease term and options proposed
- A list of all vehicles in your fleet
- A full and detailed presentation of your experience
- Specific description of any relevant experience with public agencies.

- **Financial Data**

In a separate attached envelope include copies of current financial statements for the company/entity that is to perform the services outlined in the resulting Lease Agreement for the most recent two years. Financial statement should include a balance sheet and an income and expense statement including profit and loss statement with net worth present and pro-forma business

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projections for the future. It is understood that the financing of the services and equipment will be the sole responsibility of the Respondent. The Respondent is expected to demonstrate that it can provide the required financing from either (1) internally generated funds, or (2) commitments from external sources. In the event funds are to be borrowed to finance a portion of the total investment, the Proposal should include Letters of Intent from a bank or other lending institution. Please provide amount of initial capital investment. All requested financial data and proof of financing should be of national origin. Use form included in Exhibit C for credit references for the respondent and participants.

Indicate if the Respondent has been involved in any litigation or other disputes that have the potential to result in a financial settlement or judgment having a material adverse effect on the respondent's ability to complete the plan of operation. Indicate whether or not the Respondent has ever filed for bankruptcy or had operations foreclosed upon.

This financial information shall remain confidential to EDA staff only for the purposes of determining the financial viability of the respondent.

9. RESPONDENT QUALIFICATION

Describe the Respondent's experience in operating similar aviation services. Include experience in business and aviation fields and any specialized certificates or licenses held.

10. REQUIRED FORMS

The following forms must be completed in full and submitted with the proposal:

1. **General Authorization and Financial References List**, which authorize County to access financial information pertinent to the respondent's proposal;
2. **Respondent Certification**, which certifies that the Respondent has certain specific capabilities and that the proposal accurately represents those capabilities.
3. **Non-Collusion Affidavit**

The forms are attached hereto as Exhibit C1-C3.

11. PRE-PROPOSAL MEETING

A pre-proposal meeting to discuss the proposal process can be scheduled on an as-needed basis. Please contact Michelle Moore at 951-955-9722 or mlmoore@rivco.org to schedule a meeting.

12. DEADLINE

All responses to this RFP are to be submitted to the Economic Development Agency, Aviation Division, 3403 10th Street, Suite 400, Riverside, CA 92501, to the attention of Liliana Valle and must be received by County **no later than 5:00 PM Monday, July 13, 2019.**

13. SELECTION CRITERIA

The County intends to select a Respondent on a “Best Value” basis. As such the County will consider factors other than just the cost in making the award decision. In evaluating the proposal under the current criteria the combined experience and resources of all principals, as well as the business and development plan will be fully considered. County will evaluate all requested information submitted.

The written proposals will be evaluated and scored based upon the following proposal criteria:

EVALUATION SCORING:

		Scoring	Factor Description
1	Qualifications (Experience and knowledge)	25	Aviation Development Experience, Management, and Capacity shall be reviewed and evaluated. Any previous experience will be evaluated as it reflects the Proposer’s demonstrated ability to successfully complete and maintain a similar project.
2	Services Proposed and Business Plan	20	The overall quality and depth of any proposed services to be offered to the French Valley Airport and general aviation customers will be evaluated pursuant to the Airport Minimum Standards and the needs of the local aviation and airport business customers.
3	Development & Investment in Airport	20	Business and Development plans will be evaluated to determine the project’s positive long term impact on the French Valley Airport, general aviation, and the neighboring communities.
4	Fee Schedule	15	Proposed rates, fees and concessions shall be viewed as to be fair and reasonable and consistent within the aviation industry and standards.
5	Financial Ability and Credit Worthiness	20	Evidence of Respondent’s financial capacity to deliver the proposed project improvements and business plans will be evaluated as demonstrated by current availability of capital and by past financial performance. County will evaluate, financial statement, assets, credit history and business performance.
		100	

The evaluation committee consisting of the Aviation Division’s management and EDA department associates will rank the proposals and submit their recommendation to County management (Assistant County Executive Officer ECD). After reviewing the recommendations of the selection team, County management will make a selection of the best proposal and reject all offers as unsatisfactory. The County will then begin negotiations with the selected Respondent which will be subject to mutual agreement of the necessary agreements and then subject to approval by the Board of Supervisors of Riverside County.

Evaluation Method shall include:

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- a) **Initial Evaluation**
Each Proposal received shall first be evaluated for responsiveness (meets the minimum requirements).
- b) **Evaluation**
The County anticipates that it may select a minimum of a four-person committee to evaluate each of the responsive “hard copy” proposals submitted in response to this RFP. Please note that no Respondent shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a Respondent does become aware of the identity of such person(s), he/she shall not make any attempt to contact or discuss with such person anything related to this RFP. The designated contact person is the only person at the County the Respondent shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such Respondent to be eliminated from consideration of this proposal process. The evaluation committee shall evaluate the responsive proposals submitted and award points according to the Evaluation Scoring chart above.
- c) **Potential “Best and Final” Negotiations.**
The County reserves the right to conduct a “Best and Final” negotiation at their sole discretion. Such “Best and Final” negotiation, may include oral interviews with firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the County in a timely manner.

Determination of Selection to Begin Negotiations:

The evaluation committee will provide an evaluation and scoring recommendation to be summarized and forwarded to the County Assistant Director of Aviation and Assistant County Executive Officer ECD, for review and final selection determination.

Negotiation and Contracting Procedure:

If a Respondent is selected pursuant to the RFP, the following detailed procedures will be followed:

By completing, executing and submitting the Respondent Certification C-2, attached hereto and incorporated by this reference, the Respondent is agreeing to abide by all terms and conditions pertaining to this RFP as issued by the County.

All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a Respondent entity will be excluded from participation on the evaluation committee.

By responding to the RFP and submitting a proposal, the selected Respondent acknowledges and agrees that the Respondent and the County may only execute agreements prepared by the County and which are approved as to form by County Counsel.

Any agreement negotiated by the County and Respondent is subject to approval by the Board of Supervisors for the County of Riverside in their sole and absolute discretion.

14. DISCLAIMERS AND RESERVATION OF RIGHTS

- a. **Right to Reject, Waive, or Terminate the RFP.** The County reserves the right to reject any or all proposals, to waive any informality in the RFP process and/or to terminate the RFP process at any time and in the County's sole and absolute discretion. In no event shall County have any liability for terminating this RFP. The Proposer assumes all risk, cost and responsibility for all expenses associated with pursuing the preparation and submittal of its proposal and including any and all traveling and subcontractor expenses.
- b. **Right to Not Award.** The County reserves the absolute and subjective right not to award a contract pursuant to this RFP.
- c. **Right to Determine Time and Location.** The County reserves the right to determine the days, hours, locations that the successful Respondent shall provide the services called for through this RFP.
- d. **Right to Determine Financial Responsibility and Viability.** The County reserves the right to require Respondent to provide further information regarding financial responsibility and viability or such other information as the County determines is necessary to ascertain whether a proposal is in fact the most responsive and responsible proposal submitted.
- e. **Right to Add Terms and Conditions.** The County reserves the right to add terms and conditions to the RFP and any necessary Agreements.
- f. **Right to Retain Written Proposals.** The County reserves the right to retain all written proposals submitted to County by all Proposers in response to this RFP. The County may permit the withdrawal of proposals when requested in writing by the Respondent and such request is approved in writing by the Airport Manager in their sole and absolute discretion.
- g. **Right to Negotiate Fees.** The County reserves the right to negotiate the fees proposed by the successful Respondent.
- h. **Right to Reject Any Proposal.** The County reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- i. **No Obligation to Compensate.** The County shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFP, including travel and use of contractors or subcontractors.
- j. **Right to Prohibit.** The County shall reserve the right to at any time during the RFP or contract negotiating process to prohibit any further participation by a Respondent or to reject any proposal submitted that does not conform to any of the requirements detailed herein. By submitting a proposal, each prospective Respondent is agreeing to abide by all terms and conditions listed within this document.

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- k. **Public Disclosure of Proposal Documents.** To the extent required by law, documents submitted in connection with this RFP may be subject to disclosure pursuant to the California Public Records Act.
- l. **Right to Terminate Negotiations.** The County reserves the right to terminate negotiations at any time during the RFP process or in the negotiation of any necessary agreements. County in its sole and absolute discretion and for any reason or purpose may terminate this process by providing notice in writing to a selected Respondent of such termination of negotiations. The County shall have no obligation to compensate a selected Respondent for any and all costs incurred by the Respondent.

The information presented in this RFP is the best available to the County. No representation is made as to its completeness or accuracy. It is expected that the Respondent will perform any required investigations regarding their proposal, at their own cost and risk.

Any Respondent that is selected will be expected to conduct its own due diligence regarding these matters prior to commencement of its operation and at its own cost, risk and expense. The County makes no representation or warranties with respect to any of these matters.

15. INFORMATION SOURCES

Should there be any questions regarding the RFP you are encouraged to contact the Aviation Division:

Jose Ruiz at (951) 955-5746 or email jruiz@rivco.org ; or
Vicki Powszok at (951) 600-7297 or email vpowszok@rivco.org

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