

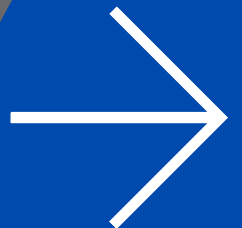
REQUEST FOR PROPOSALS **FULLERTON** *FLIGHT CENTER*



CITY OF FULLERTON PUBLIC WORKS
AIRPORT DIVISION

FEBRUARY 2025

**FULLERTON
MUNICIPAL
AIRPORT**



Request for Proposal Details

Fullerton Municipal Airport traces its roots in general aviation all the way back to 1913, when a barren field was used by barnstormers to give airplane rides. Officially recognized in 1928, the airport has hosted many firsts in aviation and was at one time, the 4th largest airport in the state. Considered a reliever airport for nearby John Wayne International, Fullerton Airport is a modern and efficient transportation center located in the middle of the Los Angeles basin.

The single runway accommodates approximately 80,000 flight operations per year and approximately 350 aircraft are based at the airport. The airport is home to various aviation businesses including flight schools, a Fixed Base Operator, flying clubs, and public safety operators such as the Anaheim Police Department, the California Highway Patrol, and the Orange County Fire Authority.

The airport restaurant was renovated and reopened as Wings Café in October 2015. Wings Café provides the airport users a central hub for catching up with friends or doing business, while the community gets a glimpse into the specialized operations of the airport. Airport Day is an annual event that draws thousands of people from the community to see aircraft static displays, vendors, food, and fun.



Background Information

The City of Fullerton invites proposals from qualified persons to enter into a long term lease at the newly renovated Fullerton Flight Center located at the Fullerton Municipal Airport. The facility is located at 4119 West Commonwealth Avenue, Fullerton, California, and included the following:

- 3,000 square foot aircraft maintenance hangar
 - 2,055 square-foot maintenance hanger floor space
 - 95 square-foot office space
 - 152 square-foot breakroom
 - 76 square-foot restroom
 - 622 square-foot mezzanine above office, breakroom, & restroom
- 1,482 square-foot office space
 - Three total offices located on the north side of the building with views of the patio and runway.
- 10 Single-Engine Airplane Tie-down space

Ample required parking for this facility is provided at no cost to the lessee; it is non-exclusive and is located immediately in front of and adjacent to the building. There are 2 gender neutral restrooms located within the facility that will be share with City staff and visitors. These restrooms will also be used by the Civil Air Patrol Squadron after hours and weekends. The facility provides unobstructed access and views of the runway, taxiways, and ramp areas of the airport. The historical use of this facility was for flight training, and its future use remains well suited to flight training and other aviation related business.

The overall intent of this RFP is to identify an aviation business or entity who will partner with the City of Fullerton and the Airport Manager to promote the airport to the flying public, surrounding businesses, and the community. The City of Fullerton will identify the most qualified and experienced proposers who will add value to the airport, one of which will enter into negotiations for a long-term lease agreement with the City. The recommended initial lease term is ten years with (2) 5-year options to extend the lease; up to twenty years total.



Background Information Cont.

Some of the proposed services to be provided at this facility could include but are not limited to any of the following: aviation maintenance or repair, servicing of aircraft, flight training, aircraft rental, aircraft storage and management, air taxi/charter; aircraft sales, avionics repair, aerial surveying/photography, pilot supplies or specialized aviation services. The operator will be expected to provide all personnel, labor, equipment, materials, tools, services, and special skills required to meet the requirements of the business.

Included in this Request for Proposal is the requirement to accomplish any office furnishings required to conduct business at the facility. A detailed list of proposed upgrades shall be included with any proposal. In order to accomplish these upgrades, a grace period not to exceed sixty (60) days or when a Certificate of Occupancy is granted, whichever ever occurs first will apply. This sixty (60)-day grace period begins on the first day of the month following lease execution and during this period, no lease payment will be due or collected unless a Certificate of Occupancy is granted prior to the end of the sixty (60)-day period, at which point, lease payment will be due on the first day of the month as included above

A **mandatory** Pre-Submittal Conference will be held at the site on March 6 at 11:00am. All persons intending to submit a proposal are required to attend this conference and inspect the facility. The purpose of this meeting is for proposers to inspect the facility and for City staff to present an overview of the RFP and answer any questions. City staff reserves the right not to answer any questions that are not applicable, not relevant, or not appropriate. All communication regarding this RFP should be directed to:



Mr. Brendan J. O'Reilly, C.A.E.

Airport Manager

Fullerton Municipal Airport

4011 West Commonwealth Avenue

Fullerton, CA 92833

714-738-6323

brendano@cityoffullerton.com

Submission of Proposals



The general requirements and procedures are as follows:

Where: Sealed proposals will be received at the City of Fullerton, City Clerk's Office, 303 West Commonwealth Avenue, Fullerton, California 92831.

When: Proposals shall be received no later than 4:00 p.m., Monday, March 31, 2025.

How: Proposal must be in a sealed envelope identified on the outside as a "Fullerton Flight Center Proposal".

Format: Proposals shall be submitted in the format outlined below.

Proposal Organization & Format Requirements



Any proposal submitted must include the following:

Cover Letter – Letter shall include the name, address, telephone/fax, email address of the individual authorized to contractually bind the company or organization and/or contact person for communications pertaining to this proposal.

Executive Summary – A summary containing highlights of the proposal describing how the organization will ensure responsiveness to the RFP, the community, and the airport users.

Technical Response – A detailed description of the proposed business plan or concept describing services to be offered. Include any financing plan, assets and liabilities, key personnel, and any current permits, licenses, etc. related to the business or activities to be conducted. This should include an estimated schedule for commencement of business or activities, proposed rents and fees to be charged (see page 10), any construction or improvements to the facility, and any planned subleasing. Also include a detailed presentation of the operators experience in aviation and any relevant experience with public agencies.

Proposal Organization & Format Requirements Cont.

Financial Qualifications – Include copies of financial statements for the company/entity that is proposed to perform services in the resulting lease agreement for two years. Financial statements shall include a balance sheet and an income statement, including assets, liabilities, and net worth. Operator shall demonstrate that it can provide the required financing from either internally generated funds or commitments from external sources. In the event that funds are to be borrowed to finance any portion of the total investment, the proposal should include Letters of Intent from bank or other lending institution.

Proof of Insurability – Include a letter of commitment or certificate of insurance from an acceptable insurance company setting forth that insurance coverage will be available or in effect at the time of lease commencement. The City reserves the right to request proof of insurance at any time during the term of the lease.

Description of Entity Status – A statement of the operator's corporate status (or type of legal entity) and names of principal officers or key personnel.

Additional Information – Proposal may also contain information that demonstrates the role of the proposed organization within the Fullerton community:

The proponent has a clear understanding of the Fullerton Municipal Airport and its surrounding community.

How the proposed facility use will complement existing airport businesses and represent the highest and best use of the property.

Add value to the airport and surrounding community.

Explain how the proponent will allow after hours use of the facility for FUL based aviation organizations.

All building systems and/or components including plumbing below grade level, electrical service and fixtures, heating/ventilation and air conditioning (HVAC) will be maintained by City. Groundskeeping, janitorial, window cleaning, garbage service, rodent abatement, security, and utilities will be shared among City and lessee(s).

Selection Process

It is the City of Fullerton's sole desire to contract with qualified and experienced professionals who have the financial resources and professional expertise to deliver the highest quality services to the City and the community. An evaluation committee comprised of City staff members and/or surrounding airport employees will conduct an evaluation of the proposals. The City may also utilize the services of appropriate members of the Fullerton Airport Pilot Association, airport stakeholders, or City Council to assist in the evaluation process as deemed necessary.

The initial screening will be based on an objective review of all proposals received based on the objectives set forth in this RFP. Interviews may then be conducted and proposers will have the opportunity to discuss their proposals. Upon conclusion of this process, City staff will make a recommendation to the City Council regarding selection of the most qualified and responsible operator based on the evaluation.

The City will then enter into negotiations with the potential operator or operators. An agreement will not be binding or valid with the City unless it is executed by authorized representatives of the City of Fullerton and the Fullerton City Council.

Selection Criteria:

- **The business background, experience, and reputation of the proponent, including the proponent's prior experience in the operation of aviation business. (20 Points)**
- **The proponent's conceptual plan and list of any improvements, including any cosmetic improvements, signage, or other accommodations; and any proposed on-going maintenance. (20 Points)**
- **The financial ability of the proposed operator to provide services described. Please provide profit and loss statements for last two years. (20 Points)**
- **Marketing strategies for promoting the airport and the business to both the local and aviation communities. (15 Points)**
- **Proposed rent to be paid to the City. (20 Points)**
- **Local Fullerton based business incentive. (5 Points)**

Selection Process Cont

The determination of the “best responsible party” will not be based on any one specific factor, but rather the proposal that demonstrates the best value and partnership as well as anticipated operational success. The City of Fullerton reserves the right to reject any and all proposals. The City of Fullerton will cooperate in any requests for permissions or approvals required, but all permissions and approvals are the responsibility of the proponent. All applicable local, state, and federal permits and/or approvals required shall be the responsibility of the project proponent.

Grounds for Disqualification

All prospective operators are expected to conduct themselves with the utmost integrity and responsibility throughout the process. Any prospective operator who violates these expectations, as determined in the sole discretion of the City, will be subject to disqualification. Grounds for disqualification include:

1. Contact regarding this procurement with any City official or employee, other than the contact person designated in this request, from time of issuance of this request until consideration and approval of a lease agreement.
2. Evidence of collusion, directly or indirectly, among prospective operators in regard to the amount, or the terms and conditions of this request and the prospective lease agreement.
3. Influencing or attempting to influence any City staff member or member of the evaluation team throughout the solicitation process.
4. Evidence of submitting incorrect or inaccurate information, misrepresentation, or failing to disclose facts during the evaluation or negotiation process.
5. Existence of any past or present lawsuit, claim, or dispute between the prospective operator and the City.
6. Evidence of the prospective operators inability to successfully complete the responsibilities and obligations of their proposal.
7. The operators default under any City agreement or termination of a previous agreement.
8. Any sublessee must be approved by the Airport Manager.

Additional Information

Any proposal may be withdrawn at any time prior to the time fixed for the opening of proposals in the RFP, by filing out a request, executed in writing by the proponent or his/her duly authorized representative, with the City of Fullerton.

The City of Fullerton reserves the right to request supplemental information from any proponent any time between the dates of the opening of proposals and any proposal approval. In its review of proposals, the City of Fullerton reserves the right to meet with proponents to review, discuss, analyze, and clarify their proposals.

The initial proposals will be conducted by City of Fullerton staff to ensure the responsiveness to the RFP.

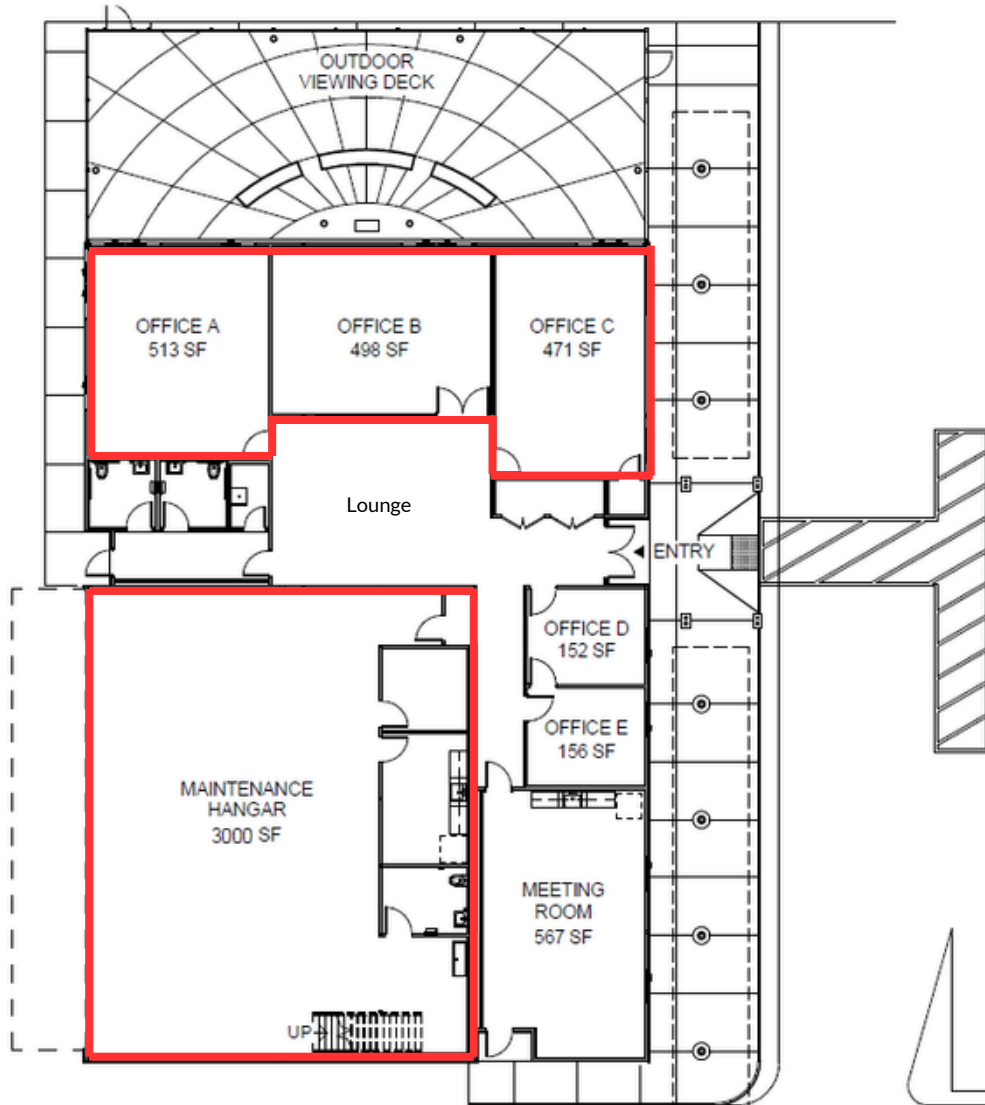
The City of Fullerton City Council, at its discretion, may execute an agreement with any of the proponents whom the Council determines to be the best responsible proponent.

Any agreement involving construction on airport property will require furnishing a bond for the cost of construction and liability insurance, acceptable to the City of Fullerton Risk Manager, naming the City of Fullerton as an additional insured.

The City of Fullerton reserves the right to amend this RFP as the City deems to be in the public interest prior to the opening of proposals. Notice of such amendments shall be given to each prospective proponent who previously furnished their name and address (or that of their authorized representative) to the City of Fullerton by either mailing a copy of such notice not later than the seventh (7th) calendar day prior to the date set for the proposal opening or personal delivery of a copy of such notice not later than twenty-four (24) hours prior to the date and time set for the proposal opening. Any such change shall also be announced immediately prior to the proposal closing, March 31, 2025, at 4:00 p.m., and this shall be the only notice to be given to any proponent who may have failed to furnish their name and address to the City of Fullerton as required above.

The successful operator agrees that there shall be no discrimination against, or segregation of, any person, on account of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, national origin, marital status or family status in connection with or related to the performance of City of Fullerton contracts. The City of Fullerton will not pay a commission to any real estate broker or agent in connection with this agreement.

Floor Plan



PROPOSED FLOOR PLAN



NORTH



- Available for lease: Maintenance Hangar (Including Office Space, Break Room, Restroom, and Mezzanine), 10 Tie Down Spaces (Not Shown), Office A, Office B, and Office C.
- City staff located in Offices D and E.
- Common areas include: Meeting Room, Lobby, Restrooms, and Outdoor Patio.

Proposed Rent Table

Available	Description	\$ Rent/unit	Rent Total
1,482 Square-Feet	Office Spaces A,B,C		
3,000 Square-Feet	Maintenance Hangar (including Office F, Breakroom, Toilet, & Mezzanine)		
10 Spaces	Tie Down Spaces	\$150/Each	
Total Rent/Month:			

- The proponent shall provide proposed rent to be paid to the City, in the format shown above.
- Leave blank if you are not proposing to rent out the space.
- Tie Down Spaces have an established rate of \$150 each, subject to future rate increases as approved by City Council.
- Tenant will be responsible for any possessory interest tax due to the Tax Assessor.