

COUNTY OF SAN DIEGO
DEPARTMENT OF PUBLIC WORKS
AIRPORTS



REQUEST FOR PROPOSALS
TRUE NORTH RAMP
MANAGEMENT OF FUEL FACILITIES
AT MCCLELLAN-PALOMAR AIRPORT
CARLSBAD, CA 92011

DUE DATE FOR SUBMITTAL: AUGUST 31, 2015, 5:00 P.M.

REQUEST FOR PROPOSALS

TRUE NORTH RAMP MANAGEMENT OF FUEL FACILITIES AT MCCLELLAN-PALOMAR AIRPORT, CARLSBAD, CA

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Exhibit B - Proposer's Questionnaire

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Exhibit D - Operating Rules for Aircraft

GUIDELINES AND REQUIREMENTS
FOR PROPOSAL SUBMITTAL

The County of San Diego (“County”) owns and operates a tie-down ramp on the north side of McClellan-Palomar Airport (“CRQ”). The ramp is named **True North** and accommodates approximately 130 aircraft. There are currently tie-down leases issued for approximately 30 aircraft.

The County owns the fuel facility located on the True North tie-down ramp. The County is soliciting proposals from qualified parties for a lease to operate and manage the fuel facility.

Parties participating in this proposal process will provide details of their business plans and propose the economic terms for a lease under which they would operate the fuel facility. Due to the nature of the operation and security concerns, preference will be given to existing fuel providers or Operators that have provided similar services within the secure perimeter of an airport for at least three years.

This Request for Proposals (RFP) is for an operator to manage the fuel facility on the True North Ramp to provide service to tenants of the True North Ramp. The lease will be issued for a five (5)-year term, commencing on January 1, 2016, and may be terminated early upon a minimum of ninety (90) days’ advanced notice by either party. The lease will be awarded pursuant to Part VI, Section 2, of the Schedule of Rates and Charges and Use Control Policy for County of San Diego Airports, Ordinance No. 10331 and Govt. Code 25537; and, is subject to limitations placed on leases and renewals of leases by that authority.

Proposals will be evaluated based upon several criteria, including experience, proposed method of operation and management, customer service plans, and proposed per gallon payment to the County (in excess of fuel flowage fees as stated in the Schedule of Rates and Charges and Use Control Policy for County of San Diego Airports, which are currently \$0.04 per gallon. The current fuel flowage fees are being evaluated and are subject to change during the term of the lease).

Please thoroughly review the materials contained in this Submittal Package. This information will guide you in the preparation of your submittal.

LETTER OF INTEREST

This part of your submittal will be a narrative written on your letterhead. This narrative should contain the following elements.

Who You Are. Your letter of interest should identify who you are and present a description of your qualifications to operate and manage the fuel facility on the True North ramp at McClellan-Palomar Airport. If you represent a company or other organization, please describe the key individuals that will be involved in the project if you are ultimately selected to operate and

manage the fuel facility on the True North Ramp. Please include brief biographical statements for these key individuals.

Your Proposal. Your narrative should continue with additional information on your proposal to operate and manage the fuel facility on the True North Ramp at McClellan-Palomar Airport. You should include information on the products and services you intend to provide. Information regarding proposed fuel pricing must be included (Please see guidelines below). Please identify any other licenses or staff certification that will be required to operate this business at McClellan-Palomar Airport. Please include information on training, qualifications and pay scale for employees.

The following guidelines shall be acknowledged by Proposer in all submittals:

- 1) For safety reasons, no fuel trucks will be permitted to cross the runway.
- 2) Operator shall accept credit cards and the self-serve fuel facility shall be set up to process payment to Operator. Operator shall be responsible for all fees and costs associated with programming the fuel pumps and for all credit card or financial institution transaction costs to process fuel service payments, refunds or other transactions and shall direct all transactions to Operator's banking institution.
- 3) Operator shall have a canister of compressed air to allow aircraft operators to fill up tires, as needed.
- 4) Operator must keep full and complete records of sales. The records shall be sufficient to allow a complete audit of Operator's sales activity consistent with standard auditing practices in California.
- 5) Operator shall be responsible for all required daily testing and other periodic testing of the fuel facility and associated record keeping and reporting. Copies of such records shall be provided to operations/administration staff at McClellan-Palomar Airport on a bi-weekly basis. The first bi-weekly report shall be provided two weeks after the commencement date of the lease, and every two weeks thereafter.
- 6) Operator shall develop plans to prevent and address fuel spills, including training and containment materials. Spill kits must be kept on site.

Why You and Your Concept Would Benefit the McClellan-Palomar Airport. Please describe why you think your proposal would benefit McClellan-Palomar Airport. Please describe any unique advantages of your proposal.

Relevant Experience/Projects. Please describe your relevant past or current experience that qualifies you and/or your organization to succeed in operating and managing the fuel facility on the True North Ramp.

PROPOSER'S QUESTIONNAIRE

In addition to your narrative, please complete the Proposer's Questionnaire included as Exhibit B to this RFP. This is a very important part of your submittal for purposes of evaluating your qualifications. The first part of this questionnaire deals with personal information about you, and members of your organization. Please complete the appropriate sections that apply to you and your organization (i.e., sole proprietorship, partnership, corporation, or limited liability company). Please provide the business references requested. Please fill in the requested

financial data completely and attach the required forms or exhibits. In the sections dealing with your proposed method of operation and experience statement, you may refer to your narrative if the information requested has been provided there.

Your submission of a complete and detailed Proposer's Questionnaire will enable County Airports' staff to evaluate your qualifications in the best possible light. The County Airports' staff shall keep all personal and financial information submitted in connection with this RFP confidential, unless such disclosure is required by the California Public Records Act (Government Code Section 6250 et seq.).

This Request for Proposals does not commit the County to award a lease, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any qualified company outside of the RFP process, or to modify or cancel in part or in its entirety this RFP for any reason at County's sole discretion.

SITE DESCRIPTION, SUBMITTAL, AND SELECTION PROCESS

The County of San Diego owns and operates eight general aviation airports. One of them is McClellan-Palomar Airport, located in the City of Carlsbad, CA. McClellan-Palomar Airport is a gateway to and from San Diego's North County. It serves the general aviation community, corporate aircraft, and provides scheduled commercial air services. The fuel facility is located on the True North Ramp. Please see attached site location maps in Exhibit A to this RFP.

This airport is popular due to its proximity to business and recreation. Major corporations and world-class resorts are just minutes from McClellan-Palomar Airport. Many general aviation pilots enjoy keeping their aircraft at McClellan-Palomar Airport due to the convenient location as well as the precision landing aides offered at the Airport. The True North Ramp was built to accommodate general aviation aircraft with up to 38' wing spans and up to 12,500 lbs.

The County does not represent or warrant that any minimum number of aircraft will continue to use the True North Ramp for tie-down or guarantee a certain minimum level of fuel sales. Lessee shall assume all risk of loss for diminished or lost fuel sales for any reason, including without limitation, inability of the airport facilities because of accident, natural disaster, or other perils or events to continue to support aviation activities.

This RFP is for the operation and management of the fuel facility located on the True North Ramp. The RFP package includes a sample Fuel Facilities Management Lease (See Exhibit C). It is the Proposer's responsibility to determine if any permits or approvals are necessary for the operation of the proposed business. The operator of the facilities will be responsible for all fees, costs and taxes associated with the day-to-day operation, permitting and management of the facility and fees and taxes on the sale of fuel.

In addition, please note the insurance requirements in the lease which will be the responsibility of the selected proposer, if any. Operator will also be solely responsible for all modifications or improvements to the facilities, subject to County's consent, necessary to continue to operate them in accordance with all applicable laws, regulations and permit requirements. County does not warrant the facilities can be operated without modification or improvements.

Submitting a Proposal

Proposals will be submitted on the forms provided with this RFP. Each submittal **must** contain:

A Letter of Interest/Business Plan

A completed Proposer's Questionnaire

A completed Fuel Facilities Management Lease Economic Terms Form

A non-refundable Proposal Fee of \$50.00

Proposals are due by 5:00 p.m. on August 31, 2015, and must be delivered to:

COUNTY OF SAN DIEGO – AIRPORTS
1960 Joe Crosson Drive
El Cajon, CA 92020-1236
Attn: Anne Baldwin

Selection Process

County Airports' staff will review all proposals, conduct any necessary reference checks or follow-up inquiries, and may select a Proposer with which to negotiate the final terms of a Fuel Facilities Management Lease, or the County may reject all proposals.

The County may schedule and conduct an oral interview and receive presentations from the top-ranked (short-listed) Proposers, to determine the selected proposer and rank order of proposals. The oral presentations/interviews, should they be necessary, will be held during the week of September 7-11, 2015. Failure to appear for an interview may be grounds for disqualification from further consideration. The County reserves the right to award the lease without holding oral presentations/interviews, should the rating panel find this step unnecessary.

The decision on selection or rejection will be made by September 30, 2015, unless additional time is required. If additional time is required, the Proposers will be notified of the County's need for additional time.

Negotiation of Fuel Facilities Management Lease

If a proposal is selected through this RFP process, Airports' staff will execute a Fuel Facilities Management Lease with the selected Proposer based on the terms set forth in the sample Fuel Facilities Management Lease attached to this RFP (See Exhibit C).

FUEL FACILITIES MANAGEMENT LEASE ECONOMIC TERMS FORM

The Proposer should propose economic terms for an annual Fuel Facilities Management Lease. Proposer shall be responsible for operating the facility in accordance with all applicable laws, regulations and permit requirements; and, shall modify or retrofit the facilities to continue to ensure compliance with these requirements. The selected Proposer, if any, will be responsible for all fees, costs and taxes associated with the day-to-day operation and management of the facility and fees and taxes on the sale of fuel.

The final terms of the Fuel Facilities Management Lease will be negotiated between the selected Proposer, if any, and Airports' staff, subject to review and approval by the County of San Diego's Director of Airports.

Monthly Base Lease Fee Proposal:

Please propose a monthly base lease payment. The monthly base payment must meet or exceed Two Hundred Dollars (\$200).

Monthly Fee Proposed: \$ _____ Per Month

Additional Flowage Fee on Fuel and Lubricant Sales

In addition to the base fee described above, the Proposer may include an additional flowage fee, payable monthly on gallons of fuel sold. Payment will be in addition to base fee and fuel flowage fees as stated in the Schedule of Rates and Charges and Use Control Policy for County of San Diego Airports, currently \$.04 per gallon for fuel. (The current fuel flowage fees are being evaluated and subject to change during the term of the lease). The additional flowage fee per gallon must meet or exceed six cents (\$0.06).

Additional Flowage Fee: \$ _____ Per gallon of fuel

The total of the monthly fee and additional flowage fee shall in no event exceed \$10,000. If the total of the monthly fee and additional flowage fee exceeds \$10,000, the total amount owed for the month shall be \$10,000.

SUBMITTAL

Proposals must be submitted in a format substantially following the outline of this RFP. Proposals presented in any other format may be considered non-responsive and may be rejected. The proposal must be signed with the name and title of the person duly authorized to sign the offer. Proposals received after the hour and date specified below will not be considered. Late proposals will be returned to the Proposer unopened.

Each proposal is due on or before 5:00 p.m., August 31, 2015 and shall be delivered to:

**COUNTY OF SAN DIEGO – AIRPORTS
1960 Joe Crosson Drive
El Cajon, CA 92020-1236
Attn: Anne Baldwin**

The proposal documents submitted shall be addressed to the DEPARTMENT OF PUBLIC WORKS - AIRPORTS, ATTN: ANNE BALDWIN, enclosed in a sealed envelope bearing the RFP title (i.e., Request for Proposals, True North Ramp Management of Fuel Facilities), and the name and location of the place of business of the Proposer. It is the sole responsibility of the Proposer to see that the proposal is received on time.

Basis for Selection

The basis of selection of the successful proposer as a result of this RFP, if any, will conform to the "Evaluation Criteria" described on page 7. This Request for Proposals does not commit the County to award a lease, to pay any costs incurred in the preparation of proposals, or to procure or contract for services or supplies. The County reserves the right to accept or reject any and all proposals received as a result of the RFP, to negotiate with any qualified company outside of the RFP process, or to modify or cancel in part or in its entirety this RFP for any reason at County's sole discretion.

Recommendation for Award or Rejection of Proposals

The County of San Diego reserves the right to reject any and all proposals and to waive any formality in the proposals received. Airports staff will review all proposals and (i) select a successful proposer, or (ii) reject all proposals by September 30, 2015. Following selection of a successful proposer, if any, Airports' staff will negotiate a Fuel Facilities Management Lease with the successful proposer based on the Sample Fuel Facilities Management Lease attached to this RFP package.

Selection without Discussion

Proposers are cautioned that any selection hereunder may be effected without discussion. Each proposer should present its best offer to County Airports.

Withdrawal of Proposals

Any proposer may withdraw its proposal by written request at any time prior to the selection of the successful proposer by Airports' staff.