



REQUEST FOR INFORMATION (RFI)
CITIES OF LOVELAND AND FORT COLLINS
500 E. 3rd ST.
LOVELAND, COLORADO



NORTHERN COLORADO
REGIONAL AIRPORT

SOLICITATION NUMBER: 2021-32
DESCRIPTION: Northern Colorado Regional Airport Terminal Partnership Development Opportunity
RECORDING DATE: March 11, 2021

PROPOSAL INSTRUCTIONS

Responses to this RFI must be addressed to the City of Loveland Purchasing Division at:
bids@cityofloveland.org.

Your email shall state "**Response to Airport Terminal RFI**" in the subject line. *Please note that email responses to this request are limited to a maximum of 25 MB capacity. Your electronic file shall be one (1) .pdf file only; **NO ZIP FILES ALLOWED.** Electronic Submittals must be received at the e-mail provided above. Submittals sent to any other email address will NOT be forwarded or accepted.*

Responses will be accepted until 2:00 p.m. Mountain Time, Thursday, March 11, 2021, at which time they will be recorded.

All questions regarding this RFI must be in writing and sent to Aaron Ehle, Business Development Specialist for the Airport, at aaron.ehle@cityofloveland.org. Questions will be accepted until 5:00 p.m. Mountain Time, March 4, 2021.

All questions received by the question deadline stated above will be responded to via Addendum, which will be published at Rocky Mountain e-Purchasing System (www.bidnetdirect.com/colorado).

The Cities of Loveland and Fort Collins (the "Cities") are subject to section 24-72-201 *et seq.* of the Colorado Revised Statutes, the Colorado Open Records Act. If you object to the disclosure of any confidential or privileged information as such is defined in the Colorado Open Records Act, any such pages must be marked confidential and submitted as outlined below in the Submittal Instructions. If you fail to mark the documents confidential and fail to include the explanation, any objection to the release of any information will be deemed waived by the Cities.

Please note that your objection will be considered, but is not binding on the Cities. The Cities are required to make a determination under the Colorado Open Records Act, and may only withhold documents that are confidential under the law. If the Cities release documents marked as confidential in compliance with the Colorado Open Records Act, the Proposer waives any claims for liability or damages.

Responsibility for timely submittal and routing of responses, prior to recording, lies solely with the respondent. Responses received after the closing time specified may not be accepted at the Cities' sole discretion.

The Cities of Loveland and Fort Collins are committed to providing an equal opportunity for services, programs and activities and does not discriminate on the basis of disability, race, age, color, national origin, religion, sexual orientation or gender. For more information or for translation assistance, contact the City of Loveland's Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372. The Cities will make reasonable accommodations for Proposers in accordance with the Americans with Disabilities Act (ADA). For

more information on ADA or accommodations, contact the City of Loveland's ADA Coordinator at jason.smitherman@cityofloveland.org or 970-962-3319.

“Las Ciudades de Loveland y Fort Collins están comprometida a proporcionar igualdad de oportunidades para los servicios, programas y actividades y no discriminar en base a discapacidad, raza, edad, color, origen nacional, religión, orientación sexual o género. Para más información sobre la no discriminación o para asistencia en traducción, contacte al Coordinador Título VI de la Ciudad de Loveland al TitleSix@cityofloveland.org o al 970-962-2372. Las Ciudades realizará las acomodaciones razonables para los Proponedores de acuerdo con la Ley de Discapacidades para Americanos (ADA). Para más información sobre ADA o acomodaciones, contacte al Coordinador de ADA de la Ciudad de Loveland: jason.smitherman@cityofloveland.org o al 970-962-3319.

PURPOSE

The purpose of this Request for Information (RFI) is to obtain information regarding expressions of interest by qualified parties concerning development and partnership opportunities as part of the Airport Terminal Building Project at Northern Colorado Regional Airport located in Loveland, Colorado.

The issuance of this RFI **does not** constitute a commitment by the Cities to issue a Request for Proposals (RFP), award a contract, or pay any costs incurred by any firm in the preparation of a response to this RFI. The Cities reserve the right to engage in discussions with any of the respondents to this RFI to explore the viability of a development arrangement or partnership and/or to negotiate a potential memorandum of agreement and/or definitive agreement.

BACKGROUND

Since its opening in 1964, the Airport has evolved to accommodate the aviation demands of the Northern Colorado Region. The Airport is jointly owned and operated by the Cities of Fort Collins and Loveland. The Airport supports multiple based businesses and corporate flight departments, approximately 100,000 aviation departures and arrivals annually, and is responsible for approximately \$296 million in direct and induced annual economic impact.

Northern Colorado Regional Airport is located adjacent to Interstate 25 in Loveland, Colorado, approximately a one-hour drive north of Denver. In recent years, significant economic, retail, and commercial growth has occurred in the Northern Colorado region, particularly in areas along I-25 near the Airport. The area in proximity to the Airport is a growth center, supporting a mix of high quality commercial and residential community development.

The Airport is the only Federal Aviation Administration (FAA) and Transportation Security Administration (TSA) commercially certified facility between Denver and Cheyenne. It serves Larimer County and portions of Weld County and is centrally located among the cities of Fort Collins, Loveland, and Greeley. Approximately 600,000 people live within a half-hour drive of the Airport. The Airport is home to the innovative Remote Air Traffic Control Tower project, a first of its kind technologically advanced air traffic control tower system currently being tested by the FAA. The Airport is also home to many aviation businesses and pilot training programs. Aims Community College is a new airport operation that supports an FAA part 141 approved flight training curriculum.

The Airport is home to many private sector developments that support aviation activities and businesses. It has also provided support for scheduled flights provided by Allegiant Airlines and Continental/United Express between the years of 1990-2012. The airport currently supports charter air carrier activities to support area University sports teams and occasional public charters. More information on the potential for airline service can be found in the airline passenger demand analysis link below.

OPPORTUNITY

The Airport and the Cities of Fort Collins and Loveland are open to consideration of a variety of options, creative approaches, and partnership configurations to best leverage its upcoming investment in the terminal project. These could include third-party partnership roles, such as equity/ownership positions, development, management/operations, naming rights/sponsorship, and/or use agreements.

The Cities are requesting expressions of preliminary interest to assist in planning associated with this project. This request does not in any way obligate or commit respondents to participate in any project with the Cities.

Interested parties are highly encouraged to submit expressions of interest and other relevant information pursuant to this RFI. RFI submittal information received may be instrumental in the Airport's planning of partnership opportunities and development. Based on the responses to this RFI, the Cities may issue an RFP. The Cities also reserve the right to engage in discussions with any of the respondents to this RFI to explore the viability of a development arrangement or partnership and/or to negotiate a potential memorandum of agreement and/or definitive agreement.

SCOPE

Within the past year, a development Master Plan for the Airport was completed that focuses on short-term capital projects, including a new terminal building. The Master Plan recommends a 30,000 square foot facility to support forecasted future air carrier operations.

The Airport has recently received a \$16.87 million federal grant as part of the CARES Act, which has been prioritized by the Cities for the design and construction of a new terminal facility. In 2020, the Airport began a \$2.8 million project to extend the existing aircraft parking apron and construct a new taxiway to support the future terminal facilities. The aircraft parking apron project is expected to be completed by the end of 2021.

Documents summarizing recent planning efforts and conclusions can be located at:

- 2020 Master Plan Document
<https://www.flynoco.com/construction-development/master-plan/>
- Airline Passenger Demand Analysis
https://www.flynoco.com/wp-content/uploads/2020/11/AppendixC_MP2018.pdf
- Passenger Terminal Site Analysis
<https://terminal.flynoco.com/wp-content/uploads/2021/01/Passenger-Terminal-Site-Analysis-February-2018.pdf>
- For more information on the Northern Colorado Regional Airport Terminal Project, visit www.terminal.flynoco.com

RESPONSE SUBMITTALS

Please submit your response (preferably via email as identified on the first page of this RFI), addressing, at a minimum, each of the following items, in the order outlined below. Your PDF shall be one (1) single file only.

- 1) Letter of Interest
 - a. Include the name of submitting firm/team, address, telephone number, name of contact person and the title of the RFI.
 - b. Provide a description of the submitting firms/entities current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).
 - c. Expression of interest in the development or partnership opportunities, as previously outlined in this RFI. These could include third-party partnership roles, such as equity/ownership positions, development, management/operations, naming rights/sponsorship, and/or use agreements.

- d. Identification of the type of development and/or partnership opportunities that the responding firm/team could have the capability to deliver, along with additional information that assists in highlighting and clarifying potential possible concepts, structures, funding, and creative approaches that could benefit the overall project and the Cities' investments in the project. The respondent is not committed to any specific partnership strategy or role. Please provide as much detail on areas of interest and potential partnership structures/strategies as possible.
- e. Letter must be signed by an individual who is authorized to certify, on behalf of the submitting firm/team, that all statements in the submittal are true and correct. The letter must indicate the title or position that the individual holds in the firm and must include the federal tax I.D. number of all firms associated with the submittal.

2) Additional Information (not required, but encouraged)

- a. A profile of your organization(s) and description of its legal structure, principal officers, and organizational structure. Submitting firms/teams should identify and distinguish between its own experience and qualifications and that of any parent entity, predecessor, and/or wholly owned or partially owned subsidiary of the submitting firm.
- b. A copy of any organization profile, sales brochure, or other documentary information pertaining to your organization.
- c. Resumes of key personnel and principals of the organization.
- d. Audited and certified financial statements for your organization's last ten years of operation, or other similar statement or information indicating financial capacity and capability.
- e. History of facility development, management, sponsorship, and/or public-private partnership (P3) experience over the last ten years, with an emphasis on similar projects. Information provided should include a description of services provided, examples of successful strategies, with particular attention to:
 - i. Professional references from other government or similar entities with whom the submitting firm/team has development, management, and/or P3 experience within the last ten years, including contact name(s), address(es), telephone number(s), and industry/facility/project type.
 - ii. An explanation of your entity's experience in working with public entities, including cooperative efforts, philosophy, and results.
 - iii. Other information that submitting firms/teams believe could be helpful to the Cities in their planning and evaluation of the qualifications and suitability of candidate firms/teams. Any information, proposed concepts, or terms provided pursuant to this RFI will not be binding and will be for reference only. Items could include:
 - 1. Additional information about relevant project experience and past project examples and the benefits of their frameworks.
 - 2. Concept(s) for potential development and funding opportunities and agreement and term frameworks.
 - 3. Concept(s) for potential contractual management/operations and lease/agreement term frameworks.
 - 4. Concept(s) relating to promotion, tenant, and programmatic opportunities.
 - 5. Other concepts or creative implementations that could benefit the Airport terminal project and serve the Cities' desired short and long-term objectives.