

PDSC MEETING AGENDA

DATE: 3/13/2024
TIME: 3:30-5:00 PM
LOCATION: Zoom
RE: Planning and Development Subcommittee

PDSC Objectives:

- Support the implementation of the 2023-2024 Strategic Plan and the 2020 Airport Master Plan
- Provide ongoing support and input on specific plans and proposals for the development of Airport property
- Provide input on other business development efforts as appropriate

PDSC Agenda Items:

- 1) **Meeting Minutes – January 10, 2024 (5 min.)**
- 2) **Airport Development Requests for Proposals (75 min.)**
- 3) **Open Discussion (10 min.)**

Join Zoom Meeting

Wednesday, March 13, 2024 – 3:30 p.m.

<https://us06web.zoom.us/j/97011482750?pwd=V1pVVHdrMXZibzlyZ3RFanpRK2NIZz09>

Meeting ID: 970 1148 2750

Passcode: 465261

One tap mobile

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DATE: 1/10/2023
TIME: 3:31 – 4:51 p.m.
RE: Planning and Development Subcommittee Meeting (PDSC)
ATTENDEES: Tom Fleming, Diane Jones, Scott Schorling, Rick Turley, Troy Bliss, Aaron Ehle, Francis Robbins, Kate Morgan, Cameron Singh

Begin Meeting Record 1/10/2023

Agenda Item #1:

Meeting Minutes from December 6, 2023

- Board Member Jones suggested amendments to the minutes drafted from the December 6, 2023 meeting. All present Board Members voted unanimously to approve the minutes as amended.

Agenda Item #2:

Airport Governance Study

- Board Members discussed compiling a memo or other material to provide input to the Commission regarding this study, but first would like to have clarification on the Commission's role and what the rest of the process will look like with an expected timeline.
- Rick Turley shared a PowerPoint presentation from a researcher who completed his PhD dissertation on airport governance in August 2023 by analyzing airports and using criteria of economic viability. This study showed that having an autonomous structure contributed to the success of airports, with about 15% of the economic contribution being explained by the presence of a Single-Function Management Organization.
- Airport-wide organizational changes would ideally include more staff and resources. Structural changes which allow more autonomy from political turnover or bureaucratic processes would allow staff more time to focus on the Strategic Plan.
 - Turnover of airport staff and elected officials has reduced institutional knowledge and increased workloads for existing staff.
 - The City Managers of Fort Collins and Loveland jointly decided to hire a permanent Airport Director after the decision-making process for the Governance Study has been finalized.
 - Implementing an Airport District would provide the highest level of autonomy but would likely take the longest to implement as the first of its kind in Colorado.
- Questions to the Commission from the PDSC include:
 - What is the process for determining the outcome of this study?
 - How can the PDSC facilitate this process?

Agenda Item #3:

Airport Commission Survey

- Board Members reviewed the survey and suggested the following modifications:
 - On question 4 of the survey, remove “and extremely important to our community”.
 - Add an “explanation” section for each question.
 - Include a question gauging how the last eight years have gone.
- Board Members requested that the purpose of the survey be determined before distributing it and that the Director uses it as an opportunity to learn about the Commissioners by prompting individual discussions with each of them.

Agenda Item #4:

Open Discussion

- Board Member Fleming suggested that staff get involved in commuter train discussions to pursue having a stop at the airport and highlight FNL as a multi-modal transportation site.

End Meeting Record

DRAFT



NORTHERN COLORADO REGIONAL AIRPORT

4900 Earhart Rd • Loveland, Colorado 80538

(970) 962-2850 • FAX (970) 962-2855 • TDD (970) 962-2620

ITEM NUMBER: 2

MEETING DATE: March 13, 2024

PREPARED BY: Aaron Ehle, Airport Planning & Development Specialist

TITLE

Airport Development Requests for Proposals (RFPs)

RECOMMENDED PDSC ACTION

Provide feedback on the development of the RFPs

SUMMARY

At the February Airport Commission meeting, staff and the PDSC were directed to create RFPs for development on three sites at the Airport. For simplicity, we'll re-use the Site B and Site C reference names from the previous RFP.

- Site B – Triangle-shaped area between Lindbergh Dr, Lear Dr, and Earhart Rd.
- Site C – The northeast area of the Airport near the end of Rockwell Ave.
- Site D – The western area of the Airport.

Proposed discussion outline:

RFP Considerations/Questions

- How can we improve on the previous RFP?
 - Lessen financial burden on applicants
 - Require site plan, but not elevation drawings
 - Alternative to audited financial statements
 - Should performance bonds be required upon lease execution?
 - Provide thorough understanding of the process and expectations
 - Require detailed pro forma of rent
 - Provide clear understanding of how proposals will be evaluated and compared
- How do we use the RFPs to market the Airport?
 - Clearly identify the opportunity
 - Airport activity and growth potential
- How will shared infrastructure be funded?
 - Airport currently has limited capacity to participate

- Private sector will require significant lease incentives
 - Master development vs piecemeal
- Who is going to coordinate between developments
- What are the site-specific considerations?
 - Site B
 - Highest and best use opinion differences
 - Aeronautical vs. non-aeronautical
 - Entranceway aesthetics
 - Rocky Mountain Ave connection timing
 - Cessna Dr connection
 - Remainder triangle parcel uses
 - Site C
 - Aeronautical uses only?
 - Extensive grading required
 - Taxiway connection
 - Community restroom
 - 6/24 congestion
 - Site D (west side)
 - Access issues
 - Taxiway connection
- Evaluation Criteria
- Request for Information (RFI)/Request for Expressions of Interest (RFEI) alternative (Suggested by AMCG consultant)
 - This could be a better format since we haven't clearly defined what we want and where.
 - Lower barrier for respondents.
 - Require site plans and location preferences, but don't require full rent proposal
 - No expectation of award.
 - Broad inquiry to gather information and better understanding of interest/demand.
 - Might identify some opportunities that can be pursued immediately
 - Information can be used to create a more targeted RFP(s)
 - Identify master development opportunities

ATTACHMENTS

Draft RFP – Site C

- Maps and Figures to be updated
- This format will be used for all three RFPs, with each containing site-specific information and requirements)

REQUEST FOR PROPOSALS
AERONAUTICAL DEVELOPMENT OPPORTUNITY –
SITE C

RFP #2024-XX
PROPOSAL DUE DATE: XX



NORTHERN COLORADO
REGIONAL AIRPORT



XX, 2024

NOTICE TO PROPOSERS

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties for **Aeronautical Development Opportunity – Site C, RFP #2024-XX** at Northern Colorado Regional Airport (“Airport”). Proposals must be received electronically at bids@cityofloveland.org on or before **2:00 p.m.** (Mountain Time “MT”) on **XX, 2024**, at which time they will be recorded, but not publicly opened. There will be a virtual bid opening on Zoom using the following link:

<https://us06web.zoom.us/j/87360734226?pwd=bDdWbDE4TzJTYkRSNVhHNkp0SFNxQT09>

Meeting ID: 873 6073 4226

Passcode: 968706

or call in 1-346-248-7799

The RFP is available at www.bidnetdirect.com. If you are not registered with BidNet, please visit their website and select “Vendor Registration,” or call 800-835-4603. There is a free registration option available for inquiry.

No submissions will be considered which have not been received by the deadline set forth above, as determined by the City email server. The City is not responsible for delays occasioned by the internet, outages of service, the City email server, or any other electronic delay. The City email server scans all emails with attachments and delays the receipt of those emails up to 4 minutes, please plan your submission accordingly.

The City will hold a **pre-submittal meeting on XX at XX p.m.** at 4900 Earhart Rd, Loveland, Colorado 80538 to allow proposers an opportunity to ask questions prior to the submission of proposals. This meeting is not mandatory. Proposals may be submitted without being represented at the meeting.

Questions concerning the RFP shall be directed only to Aaron Ehle, Planning & Business Development Specialist for the Airport, at aaron.ehle@cityofloveland.org. Questions will be accepted until 12:00 p.m. Mountain Time, XX. 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).

Equal Opportunity Employer

The City of Loveland is 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 on non-discrimination or for translation assistance, contact the City’s Title VI Coordinator at TitleSix@cityofloveland.org or 970-962-2372. The City 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’s ADA Coordinator at jason.smitherman@cityofloveland.org or 970-962-3319.

“La Ciudad de Loveland está 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 al TitleSix@cityofloveland.org o al 970-962-2372. La Ciudad 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: jason.smitherman@cityofloveland.org o al 970-962-3319.

COLORADO OPEN RECORDS ACT NOTIFICATION

The City of Loveland is 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 City.

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

I. INVITATION

The Cities of Loveland and Fort Collins (hereafter the “Cities”) are soliciting proposals from qualified parties to lease property for the construction and operation of new aircraft hangars and/or aeronautical business facilities at Northern Colorado Regional Airport (“Airport”), located in Loveland, Colorado. The Cities are offering a parcel of land to be leased in accordance with the Airport’s Standard Airport Lease Agreement (“Lease”), which is attached as a separate document, and all other provisions of this Request for Proposals (“RFP”), and to be developed for in alignment with the Airport and Cities policies and guiding documents, which can be accessed at: <https://www.flynoco.com/airport-commission/guiding-documents/>.

RFP Timeline

RFP Issue Date	March 28, 2024
Non-Mandatory Pre-Submittal Meeting	April 11, 2024
Questions Deadline	April 18, 2024
Final Addendum Posted	April 19, 2024
RFP Response Due Date	May 2, 2024
Interviews/Negotiations	May 6 – June 3, 2024 (approximate, subject to change)
Notification of Award Decision	June 6 (approximate, subject to change)

II. AIRPORT BACKGROUND

Since its opening in 1964, Northern Colorado Regional Airport has evolved to accommodate the aviation demands of the Northern Colorado Region. Owned and operated by the Cities of Fort Collins and Loveland, it supports a diverse mix of general aviation and commercial aviation users. The Airport generates approximately \$296 million annually in economic impact according to a Colorado Department of Transportation Division of Aeronautics study <https://www.codot.gov/programs/aeronautics/studies-plans-reports/2020ceis/2020ceisreports/northern-co-regional-loveland-fnl.pdf>.

Situated adjacent to Interstate 25 in Loveland, Colorado, approximately an hour's drive north of Denver, the Airport has witnessed remarkable population and economic growth in recent decades. Today, it stands as a focal point amid a dynamic mix of industrial, commercial, and residential development. It serves Larimer County and portions of Weld County and is centrally located among the cities of Fort Collins, Loveland, and Greeley, with more than 850,000 people living within 30 miles.

Figure 1 - Airport Vicinity Map

With approximately 225 aircraft hangars and 300 based aircraft, the Airport is home to many private-sector developments and businesses that support a wide array of aeronautical activities. Air traffic control services are provided 7 days a week from 8:00 a.m. to 6:00 p.m. The 8,500-foot-long, 100-foot-wide runway supports more than 115,000 aircraft operations per year.

The Airport is one of 14 commercial service airports in the state of Colorado. For much of its history, the Airport has supported commercial air service; most recently with Allegiant Airlines from 2003-2012 and Avelo Airlines from 2021-2022. Currently, there is no scheduled service at the Airport. The Airport also supports ground transportation services to Denver International Airport, provided by Landline in partnership with United Airlines and Groome Transportation.

Table 3-11: Summary of Aviation Activity Forecasts, 2018-2038

Aviation Activity	2018	2023	2028	2033	2038
OPERATIONS					
Commercial Service	50 ¹	590	692	812	954
General Aviation	94,650 ²	108,504	118,452	129,313	141,170
Single Engine Piston	63,298 ³	72,372	79,008	86,252	94,160
Multi-Engine Piston	28,470 ³	32,009	34,351	36,854	39,528
Turboprop	285 ³	597	948	1,358	1,835
Business Jet	2,847 ³	3,526	4,146	4,849	5,647
Military	200 ²	200	200	200	200
TOTAL OPERATIONS	94,900²	109,294	119,344	130,325	142,324
Local Operations	35,208 ²	43,280	50,244	58,125	67,034
Itinerant Operations	59,692 ²	66,013	69,100	72,200	75,289
PASSENGER ENPLANEMENTS					
Enplanements	3,388²	48,431	56,829	66,684	78,248
BASED AIRCRAFT BY TYPE					
Single Engine Piston	216 ¹	230	241	253	265
Multi-Engine Piston	16 ¹	16	16	16	16
Glider/Ultra-Light	2 ¹	3	4	5	6
Business Jet	9 ¹	11	13	15	17
Helicopter	13 ¹	15	17	19	21
Total Based Aircraft	256⁴	275	291	308	325

SOURCE: Mead & Hunt, 2018.

NOTES:

1. FAA 2018 APO Terminal Area Forecast Detail Report for FNL
2. Base year data source: FAA Form 5010.
3. Percentages of GA operations by aircraft by type were extrapolated using the percentages identified in the 2007 Fort Collins-Loveland Airport Master Plan.
4. National Based Aircraft Inventory

Figure 2 – Aviation Activity Forecasts from 2020 Northern Colorado Regional Airport Master Plan
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

Construction of a new \$25 million, 20,000 square foot multimodal passenger terminal is anticipated to be complete in the fall of 2024. This facility promises to significantly enhance the Airport's capacity and passenger experience.

III. SITE LOCATION

The Cities are accepting development proposals for Site C, consisting of vacant land north of runway 6/24, west of Rockwell Ave – Approximately 578,812 square feet.

In addition to this site, the Cities are accepting proposals for two other sites – Site B and Site D. RFP information for these sites can be found at XX.

Figure XX – Vicinity Map

IV. EXISTING CONDITIONS

Site C: This site consists of undeveloped grassland.

Figure XX - Site C Aerial Image

Figure XX – Site C Utilities

V. DESIGN CRITERIA

Figure XX – Site C Airport Layout Plan from 2020 Northern Colorado Regional Airport Master Plan
<https://www.flynoco.com/airport-commission/guiding-documents/master-plan/>

1. The minimum leasehold area for proposals within site C is 20,000 square feet.
2. The Airport Layout Plan depicts undefined aeronautical development in this area. Hangar configurations may include T-hangar(s), box hangar(s), and/or open-air aircraft shelters. Layouts shall make efficient use of the available parcel.
3. Hangar buildings and/or aircraft shelters shall be modern, high quality, steel structures equipped with interior and exterior lighting, electrical services, and other amenities as required by the most recent Airport Minimum Standards <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>.
4. Per 2021 International Building Code, which has been adopted by the City of Loveland, hangars shall have restrooms or unrestricted access to a shared restroom within 500 feet https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=TIT15BUCO.
5. The successful Proposer(s) shall construct pavement connector(s) to the Airport's adjoining taxiways/runways.
6. During construction and upon completion, the project shall ensure integrity of the Airport security fence and boundary to prevent unauthorized persons from entering the AOA.
7. All development shall conform to requirements contained in the currently adopted Loveland Municipal Code https://library.municode.com/co/loveland/codes/code_of_ordinances?nodeId=LOCOMUCO.
8. Prior to construction, the successful Proposer(s) must submit a Form 7460 and receive a Determination of No Hazard from FAA Obstruction Evaluation/Airport Airspace Analysis in accordance with 14 CFR 77.9. This requirement is to ensure the construction does not create an obstruction to air navigation, operationally impact the airport, or cause interference with any radio navigational aids <https://oeaaa.faa.gov>.

VI. PERMITTED USES

1. The Lease shall permit the successful Proposer(s) to use the leased premises solely for the construction and operation of an aircraft hangar facility and/or commercial aeronautical business. The successful Proposer(s) may use the leased premises for the purpose of managing, storing, maintaining, and operating the Proposer(s) own aircraft and/or other aircraft.
2. The successful Proposer(s) will have a non-exclusive right to provide commercial aviation services in a manner consistent with and as described in the most recent Airport Rules and Regulations https://www.flynoco.com/wp-content/uploads/2016/01/rules-regs-final-draft_6-22-06.pdf, and Minimum Standards <https://www.flynoco.com/wp-content/uploads/2020/03/Minimum-Standards-8-22-18.pdf>. Commercial aviation businesses must apply and receive an Airport Business License <https://www.flynoco.com/wp-content/uploads/2020/03/Business-License-Application.pdf>.
3. The successful Proposer(s) may sublease or license use of the hangar to third parties for aviation purposes. Any sublease, sale, or transfer of the Lease shall require approval by the Airport Director or Northern Colorado Regional Airport Commission (NCRAC), as applicable.
4. The successful Proposer(s) shall insert and enforce the following provisions in any agreement, contract, lease, or other arrangement under which a right or privilege at the Airport is granted to any person, firm, or corporation to conduct or engage in any aeronautical activity for furnishing services to the public at the airport:
 - a. To furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and;
 - b. To charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.
5. The successful Proposer(s) shall be responsible for and shall pay for maintenance and repair of the land, structures, utilities, and facilities located upon the premises during the term of the subject Lease. The successful Proposer(s) shall be responsible for all grass cutting, landscaping, weeding, and routine cleaning of the leased premises.

VII. IMPROVEMENTS TO BE CONSTRUCTED BY SELECTED PROPOSER(S)

1. Upon approval and execution of an Agreement with Commission, the selected Proposers(s) will be responsible for all planning, development, and costs associated with due diligence, development, construction, improvements, management and operation of the proposed property, including but not limited to, planning, designing, entitlement, environmental compliance, permit fees, utility charges, and all other project costs associated with the operation of the parcel improvements as described within a formal Agreement and as summarized below.
2. The selected Proposer(s) shall be responsible for constructing the improvements in accordance with plans and specifications prepared by a professional architectural engineering firm, which shall be reviewed and approved in accordance with the site plan by City of Loveland Development Services. All necessary building and other permits must be obtained from the City of Loveland.
3. The selected Proposer(s) shall furnish to the Cities, prior to the start of the work, a Performance Bond equal to 100% of the total construction cost, to guarantee completion of the approved construction.
4. All improvements, including the proposed hangar facilities, constructed on Airport property shall be subject to conditions, restrictions, reservations, and prior approvals for the following purposes:

- a. To encourage and leverage private investment in the Airport and create economic benefit for the Airport, Cities, and region;
- b. To enhance aesthetic value through consistent, attractive, and compatible development;
- c. To ensure proper, desirable use, and appropriate development and improvement of each site within the Airport;
- d. To ensure and maintain proper setbacks from streets, runways, taxiways, and aprons, and adequate, safe spaces between structures;
- e. To ensure the safety and security of the Airport operation and the operations of Airport Tenants.

VIII. LEASE TERMS

1. The Lease is offered with a 25-year term (“Initial Term”) with three 5-year extensions (“Extended Term(s)”). At the conclusion of the Extended Terms, ownership of all improvements shall revert to the Cities. If Lessee desires to continue occupying the Leased Premises after the expiration of all three Extended Terms, Lessee may request that the Cities grant a new lease agreement.
2. The 2024 lease rate for unimproved property (limited or no nearby infrastructure/utilities) is \$0.353 per square foot annually. The 2024 lease rate for improved property (adequate access to nearby infrastructure/utilities) is \$0.501 per square foot annually.

Lower lease rates may be considered based on the following factors:

- a. Total area of leasehold
 - b. Exceptional levels of private investment
 - c. Catalyst projects that are likely to attract additional activity/development
 - d. Construction of public improvements by developer
 - e. Auxiliary Airport revenues from businesses associated with the development
3. The lease rate will include annual adjustments based on Consumer Price Index for all Urban Consumers (CPI-U) U, All Items, for Denver-Aurora-Lakewood, CO as published by the Bureau of Labor Statistics of the United States Department of Labor, 1982-84 base = 100.
 4. The actual leasehold parcel shall be determined from the successful Proposer(s) approved site plan and shall include all exclusive-use space necessary to operate the facility. The leasehold parcel shall include hangar building(s), automobile parking areas, landscaped buffers and/or setbacks, aircraft parking aprons, and any exclusive-use taxilane(s) including the Taxilane Object Free Area described in FAA Advisory Circular 150/5300-13A Section 404 https://www.faa.gov/documentLibrary/media/Advisory_Circular/150-5300-13A-chg1-interactive-201612.pdf.
 5. The successful Proposer(s) shall be responsible for, and shall pay for all maintenance and repair of the land, structures, utilities, and facilities located upon the leasehold parcel during the term of the subject Lease. The successful Proposer(s) shall be responsible for all grass cutting, landscaping, and routine cleaning of the leased premises.

IX. PROPOSAL REQUIREMENTS

Please submit your response 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 the Proposer(s), address, telephone number, name of contact person, and the title of the RFP.
- b. Provide a description of the submitting Proposer(s)' current legal status (i.e., Corporation, Partnership, Sole Proprietor, Joint Venture, etc.).
- c. Expression of interest in leasing Airport property for the development of aircraft hangars and related facilities.
- d. Identification of the type of development that the Proposer(s) has 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 Airport and its users.
- e. Letter must be signed by an individual who is authorized to certify, on behalf of the Proposer(s), that all statements in the submittal are true and correct. The letter must indicate the title or position that the individual holds and must include the federal tax I.D.number of all firms associated with the submittal.

2. Development Proposal Details (see VI. Design Criteria for requirements)

- a. Project Narrative: A written description of the uses and activities associated with the planned facilities, including number and type of aircraft, frequency of aircraft operations, and business activities.
- b. Leasehold Area: A description/exhibit of proposed leasehold area: Written description and/or diagram identifying the extent of the proposed leasehold area, including dimensions and total area.
- c. Rent: A comprehensive pro forma detailing projected rent payments to the Airport. The pro forma should be presented in a clear and organized format, preferably in a spreadsheet or financial modeling software, and should include the following details:
 - i. Annual rent payments for each year of the lease
 - ii. Methodology used for calculating rent payments, including any assumptions or variables considered.
 - iii. Explanation of any escalations or adjustments applied to the rent payments over time.
- d. Site Plan: Site plan drawn to scale showing existing and planned final contour grades, the location of all improvements, including structures, aprons, taxilanes, walks, patios, driveways, parking, fences and walls, utilities, and the location of all improvements that may occur in future phases. All site data and dimensions shall be included.
- e. Investment: A projected cost estimate for the construction of the proposed improvements.
- f. Development Plan and Schedule: A detailed design and construction schedule for the proposed development including any anticipated phasing considerations.

3. Additional Information

- a. A profile of the individual/organization and description of legal structure, principal officers, and organizational structure. Submitting individuals/organizations should identify and distinguish between their own experience and qualifications and that of any parent entity, predecessor, and/or wholly owned or partially owned subsidiary.
- b. Resumes of key personnel and principals.
- c. A letter from a bank or other lending institution indicating that the entity has pre-approved funding for the project. If the project is being funded without a loan, Proposer(s) must provide a letter from a financial institution confirming that sufficient liquid capital is available to fund the project as proposed.
- d. Experience financing, constructing, managing, and/or operating aircraft hangars or other aeronautical facilities within 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 entities with whom the Proposer(s) have development, management, operation, or public-private-partnership experience within the last ten years, including contact name(s), address(es), telephone number(s), and industry/facility/project type.
- ii. An explanation of Proposer(s) experience in working with public entities, including cooperative efforts, philosophy, and results.
- iii. Other information that could be helpful to the Cities in their evaluation of the qualifications and experience of the Proposer(s). Items could include:
 1. Additional information about relevant project experience and past project results.
 2. Concept(s) for potential development and funding opportunities.
 3. Concept(s) for potential contractual management/operations and lease/agreement term frameworks.
 4. Other concepts or creative implementations that could benefit the Airport and its users and serve the Cities' desired short and long-term objectives.

X. PROPOSAL INSTRUCTIONS AND CONDITIONS

1. All proposals must be received at bids@cityofloveland.org before the date and time specified in the notice section above. Any proposal arriving after the deadline will not be considered. Submittals sent to any other email address will NOT be forwarded or accepted. The electronic date and time on the email will determine if the proposal was received before the prescribed time. Responsibility for timely submittal and routing of proposals prior to recording lies solely with the Proposer.
2. Please put the name of the RFP in the subject line of the email and name the attached proposal: Name of RFP-company name.
3. Email responses to this request are limited to a maximum of 25 MB capacity. Your proposal shall be one (1) single PDF file and not more than twenty (20) pages in length; **NO ZIP FILES ALLOWED.**
4. All prospective Proposers shall comply with the requirements, conditions, and specifications contained within this RFP. Failure to do so may result in rejection of the proposal.
5. A representative of the proposing company who has contractual authority must sign the proposal. Only one proposal will be accepted from any one company serving as a prime Proposer. Sub-Proposers to the prime Proposer may be included in the proposal of more than one firm.
6. All costs incurred to prepare and submit the proposal shall be the Proposer's responsibility and will not be reimbursed by the City.
7. In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted at <http://www.bidnetdirect.com/colorado>. The schedule above lists the deadline for submission of questions and the expected date of responses from the Cities. It shall be the responsibility of the Proposers to monitor <http://www.bidnetdirect.com/colorado> for any such postings.
8. The Cities reserve the right to reject any or all proposals and waive any informalities therein and to accept or reject any portion of the proposal if deemed to be in the best interest of the Cities to do so.

9. The issuance of this RFP does not constitute a commitment by the Cities to award a contract. The Cities reserve the right to engage in discussions with any of the respondents to this RFP attain additional information and/or to negotiate a definitive contract.
10. Proposers shall not contact anyone other than Aaron Ehle at aaron.ehle@cityofloveland.org regarding the RFP during the solicitation and selection process. Proposers who communicate with other City staff members, elected officials, or Airport Commission members regarding the RFP during the solicitation and selection process shall automatically be disqualified from consideration.

XI. EVALUATION CRITERIA

The Cities, utilizing a Selection Committee, will review and evaluate all proposals. Incomplete proposal(s) will not be considered. The Selection Committee will evaluate each proposal according to the criteria established below and will analyze information obtained from the RFP package, references, and other sources as appropriate. The Cities may request presentations or interviews with any or all of the Proposer(s). After final scoring, recommendations for an award will be made to the Northern Colorado Airport Commission, which intends to offer lease agreement(s) that are in the best interest of the Airport.

1. **Experience and Detail (20 points)**
The Proposer has demonstrated the capacity and support required to successfully complete the project as proposed. The Proposer has experience with successfully completing previous similar projects. The proposal indicates how capable the submitting individual/organization is. There is enough information to indicate that the proposal will be successful.
2. **Financial Viability (20 points)**
The Proposer has the necessary financial resources and/or ability to obtain funding to achieve the desired outcome. The proposal includes cost-related information as required. The level of investment meets or exceeds what is typical of similar projects. The potential financial impacts associated with Airport's involvement in site preparation/infrastructure improvements are well understood and reasonable. Airport revenue associated with the lease is clearly outlined and supportive of the Airport's ability to remain financially self-sustaining.
3. **Project Management and Timelines (20 points)**
The Proposal outlines a clear project management approach. Timelines and milestones are realistic, achievable, and aligned with the overall project objectives.
4. **Alignment with Airport Guiding Documents (20 points)**
The proposal provides enough information to determine if the guiding documents were referenced when creating the proposal. The proposal furthers the vision and mission of the Airport. The design and operation of proposed facilities aligns with the Master Plan, Strategic Plan, and Minimum Standards of the Airport.