

# CITY OF CALDWELL

Treasure Valley Executive Airport at Caldwell (KEUL)  
Caldwell, Idaho

## Request For Proposal

for

### Redeveloping the Airport Parcel at 4601 Aviation Way

**Note to submitters:** *City of Caldwell (the City) reserves the right to reject any or all submissions, if in the City's judgement, selecting one or more of them is not in the best interest of the City of Caldwell.*

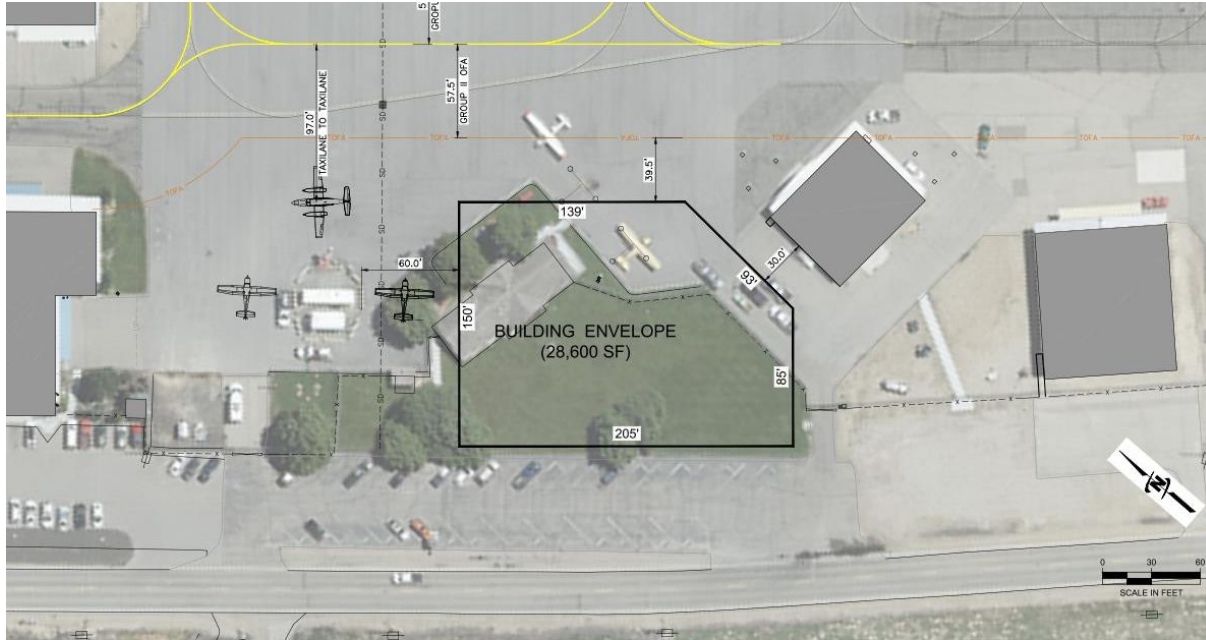
#### INTRODUCTION

The City of Caldwell, Idaho is situated in the central area of Canyon County, north of Lake Lowell and approximately 28 miles west of Boise, Idaho. The City has an estimated population of 56,541. The elevation of the City is 2,375 feet MSL. The Airport is listed at an elevation of 2,432 feet above sea level.

Treasure Valley Executive Airport at Caldwell is an FAA-obligated, public-use, General Aviation (GA) airport owned by the City and managed by the Public Works Department. As a Regional Reliever airport in the National Plan of Integrated Airport Systems, Treasure Valley Exec is in the top 10 GA airports in the United States for based aircraft and annual take-off and landing operations. A City-employed airport manager and assistant handle the day-to-day operations of the Airport. Administrative and financial oversight is given by the Caldwell City Council with guidance from an eight-member Airport Commission.

## ABOUT THE PARCEL

The parcel is located at 4601 Aviation Way and the area available for re-development is noted in the drawing below.



CALDWELL INDUSTRIAL AIRPORT  
CITY OF CALDWELL  
HANGAR LAYOUT OPTION

The parcel includes an old, single-story farmhouse building, sprinkled sod, apron asphalt, and several trees. The farmhouse building includes an airport café business and several small office spaces. The proposal selected for re-developing this parcel will include plans for a business-size hangar and a designated space for a café or restaurant operation within the available development area. The selected proposer will also have use of the existing, city-maintained, public parking area adjacent to the parcel.

The selected proposer will be required to execute a land lease agreement with the City for the use of the parcel and (depending on planned usage) possibly apron area adjacent to the proposed new hangar. [As this RFP document is being written (July 2022) the City's hangar land lease rate is \$0.227 per square foot per year. The rate is subject to Caldwell city council adjustment each year. The rate for the subject land lease will very likely be higher than the current rate noted.]

Utilities serving the existing building include City water and sewer, Century Link, Idaho Power, and Intermountain Gas.

The site is 1.9 miles by road from Caldwell Fire Station 3.

## **SUBMISSION REQUIREMENTS**

Each proposal must address each of the following:

- 1) Project overview and general description narrative
- 2) Proposed timeline from date of award to date project to become fully operational. This will become part of the contract with the City.
- 3) Site preparation. Please describe how each will be accomplished:
  - a) Removal of existing building; [Existing building may be moved off-site at submitter's discretion]
  - b) Preservation of existing trees, if possible;
- 4) Proposed Construction. Describe each of the following:
  - a) Planned hangar building configuration with floorplan drawing;
  - b) Landside parking plan (any proposal respecting changes to the existing Parking Area);
  - c) Apron usage plan including any proposed changes to the existing apron;
  - d) Proposed restaurant area;
    - i) Prefer second floor location with airfield view, if practicable;
    - ii) Locations for appropriate restaurant/café signage;
    - iii) Prefer restaurant space accessible whether FBO is "open" or not;
    - iv) Preferred location with seating area facing apron/runway;
    - v) Preferred additional seating area outside on a deck facing runway;
  - e) Signage for both FBO and restaurant consistent with City sign ordinance;
  - f) FAA-spec, 7-foot fencing to connect new building to airport perimeter fence when building is completed;
  - g) FAA-spec walk-in gate with security features for after-hours apron access.
- 5) Planned Operations. Describe each of the following:
  - a) Proposed Fixed Base Operator (FBO) operator name;

- b) FBO service functions (specify which ones apply):
  - i) Aircraft maintenance
    - (1) A&P functions
    - (2) Avionics (Part 145?)
  - ii) Ramp service
  - iii) Flight Instruction (Part 91 or 141)
  - iv) Aircraft rental
  - v) Pilot services
  - vi) Office space(s) for rent
  - vii) Car rental
  - viii) Aircraft sales
  - ix) Charter services (Part 135)
  - x) Aircraft storage
  - xi) Other functions
- c) Willingness to permit the City to install city-provided, exterior security cameras and routing equipment for integration with city's video network. City may share some airport video feeds publicly.

FAA defined aeronautical use provisions will apply to all FBO and hangar operations. Proposals must be designed to adhere to all applicable rules and laws including Aeronautical Use provisions.

- 6) References – List experiences and references that support your ability to complete this project. If the FBO operator will be different than the proposer, provide references for the FBO operator.

#### **EVALUATION of SUBMISSIONS**

- 1) **Deadline:** Responses must be received no later than 3:00 PM MDT on Friday, September 30, 2022. It is the sole responsibility of each proposer to see that its submission is received by the date and time stated in this RFP. **No Oral, Facsimile or U.S. Mail Submittals Will Be Considered;**
- 2) Proposals must be submitted via PDF transported by email to:

**Rob Oates** <[roates@cityofcaldwell.org](mailto:roates@cityofcaldwell.org)>

**Subject line:** RFP KEUL Farmhouse Redevelopment

If a proposal is too large to be received by email, respondent shall supply a file transfer protocol (FTP), Drop Box, or similar transfer link via email with an explanation of how to access the response.

- 3) All City Commercial Building Code requirements apply;
- 4) Proposal review process:
  - a) Review committee members: Some or all airport commission members; airport manager; airport engineer;
  - b) Procedure: Following an up to thirty-day review period, the committee will schedule an in-person committee meeting to discuss and rank proposals.
  - c) Rating criteria:
    - i) How well did submission address SUBMISSION REQUIREMENTS (above);
    - ii) Reference check
    - iii) Proposed time schedule
  - d) At the City's option, interview one or more proposers.
  - e) Review Committee forward top 1 or 2 (if tied) proposals for Caldwell City Council consideration along with a complete ranking of the proposals received.
- 5) Caldwell City Council
  - a) Confirm or reject the Review Committee's Ranking of Respondents;
    - i) Confirmed – Direct Public Works Director, Airport Manager and City Attorney to complete development agreement to include demolition and construction periods, and a land lease agreement with highest ranked respondent – the completed contract will be presented to City Council for approval. Failure of the developer to meet the terms of the development or lease agreement will, at the City's option, result in contract termination
    - ii) Rejected – Provide rationale to Review Committee with guidance about next steps.
    - iii) If negotiation of a development or lease agreement with the top ranked proposer (as accepted by City Council) fails, negotiation will be taken up with the next ranked proposal and the next until an agreement is reached.

## **ADDITIONAL TERMS AND CONDITIONS**

No respondent to this RFP shall offer any gratuities, favors or anything of monetary value to any official or employee or agent of the City for the purpose of influencing consideration of this RFP.

City has no responsibility for any expenses incurred by a Developer in the course of responding and/or presenting this or subsequent proposals.

City may terminate the RFP process at any time, for any reason.

City also reserves the right to reject any RFP response at any time, or to terminate any negotiations implied in this RFP or initiated subsequent to it. City may accept such proposal as it deems to be in the public interest, it may proceed with further selection processes, or it may reject any or all submissions.

City will determine, from the information submitted in the responses, reference checks and oral interviews, if held, the most appropriate proposal to meet the stated duties as evaluated under the criteria set forth herein. The Caldwell City Council will make the final selection and/or ranking.

While every effort will be made to ensure the accuracy of information in this RFP, the City of Caldwell, nor any other public participant or partner, civic group or individual, nor any of their elected officials, officers, agents, employees or consultants, shall be responsible for the accuracy of any information provided to any person as part of this RFP process. All Developers are encouraged to independently verify the accuracy of any information provided. The use of any of this information in the preparation of a response to this request is at the sole risk of the Developer.

All FAA rules and regulations applicable to RFPs and/or lease agreements are applicable to this RFP. By submitting a response to this RFP, an individual or entity acknowledges that the airport is obliged to abide by certain FAA rules, regulations, and policies and acknowledges that, if selected, such individual or entity will be obliged to abide by the same and take all necessary steps to avoid any violation thereof.

Environmental review and FAA airspace clearance are required prior to any construction.

## **CONFIDENTIALITY AND PUBLIC RECORDS LAWS**

This RFP is a public process. Therefore, information and materials collected under the RFP are public records. The information that is received by the City may be subject to disclosure under the Idaho Public Records Act, Title 74, chapter 1. With the potential exception of some credit data, proprietary information or trade secrets (identified as such by the Developer in the response), it is anticipated that submissions to this RFP will contain little or no material that is exempt from disclosure under the Idaho Public Records Act. Any questions regarding the applicability of the Public Records Law should be addressed by your own legal counsel PRIOR TO SUBMISSION. City is not able to provide any opinion or guidance on whether or not any information or materials submitted in response to this RFP would be considered exempt from disclosure under Idaho's Public Records Act. Any proprietary or otherwise sensitive information contained in or with any proposals may be subject to potential disclosure.

Accordingly, Developers should take the following steps with respect to any information believed to be exempt from disclosure or confidential. Developer shall segregate any proprietary information or trade secrets and provide an explanation as to why such information should not be deemed a public record, citing the applicable portion of the Idaho Public Records Act. On any items submitted with the RFP that the Developer believes are exempt from disclosure under the Idaho Public Records Act, clearly mark the upper right corner of each page of any such document or material with the word "Exempt". This alone does not mean the document is in fact exempt from disclosure, but the City will evaluate any request for exemption and keep the information confidential if permitted by Idaho law.

City's disclosure of documents, or any portion of a document, submitted and marked as exempt from disclosure under the Idaho Public Records Act may depend upon official or judicial determinations, made pursuant to the Idaho Public Records Act. Developers, by replying to this RFP, agree to release and hold City harmless

from any and all liability for disclosing any material or documents included in any proposals submitted to the City.

## **QUESTIONS AND CLARIFICATIONS**

If you have questions regarding this RFP, please submit them by Friday, **September 16, 2022** via email to: [roates@cityofcaldwell.org](mailto:roates@cityofcaldwell.org). City will endeavor to answer all questions submitted. The City will also post questions received and answers on the airport's web page: <http://caldwellairport.com> on the "Documents & Resources" page under "RFP". Proposers should check often for any updates.

END of RFP