

CITY OF CALDWELL

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

Request For Proposal

for

Developing the Airport Parcel NW of Hubler Terminal

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 Exec 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.

As this RFP document is being readied for distribution, the City of Caldwell has received notification from the FAA that our airport has been accepted as a candidate for the Federal Aviation Administration Contract Tower (FCT) Program. Many steps remain, but the City of Caldwell is on a path toward having an operational air traffic control tower at our airport in the next few years.

ABOUT THE PARCEL

The parcel is located adjacent to the Hubler Terminal (4814 E. Linden St., Caldwell, Idaho) and the development area is noted in the drawing below. The parcels to be developed are shown in red and blue.

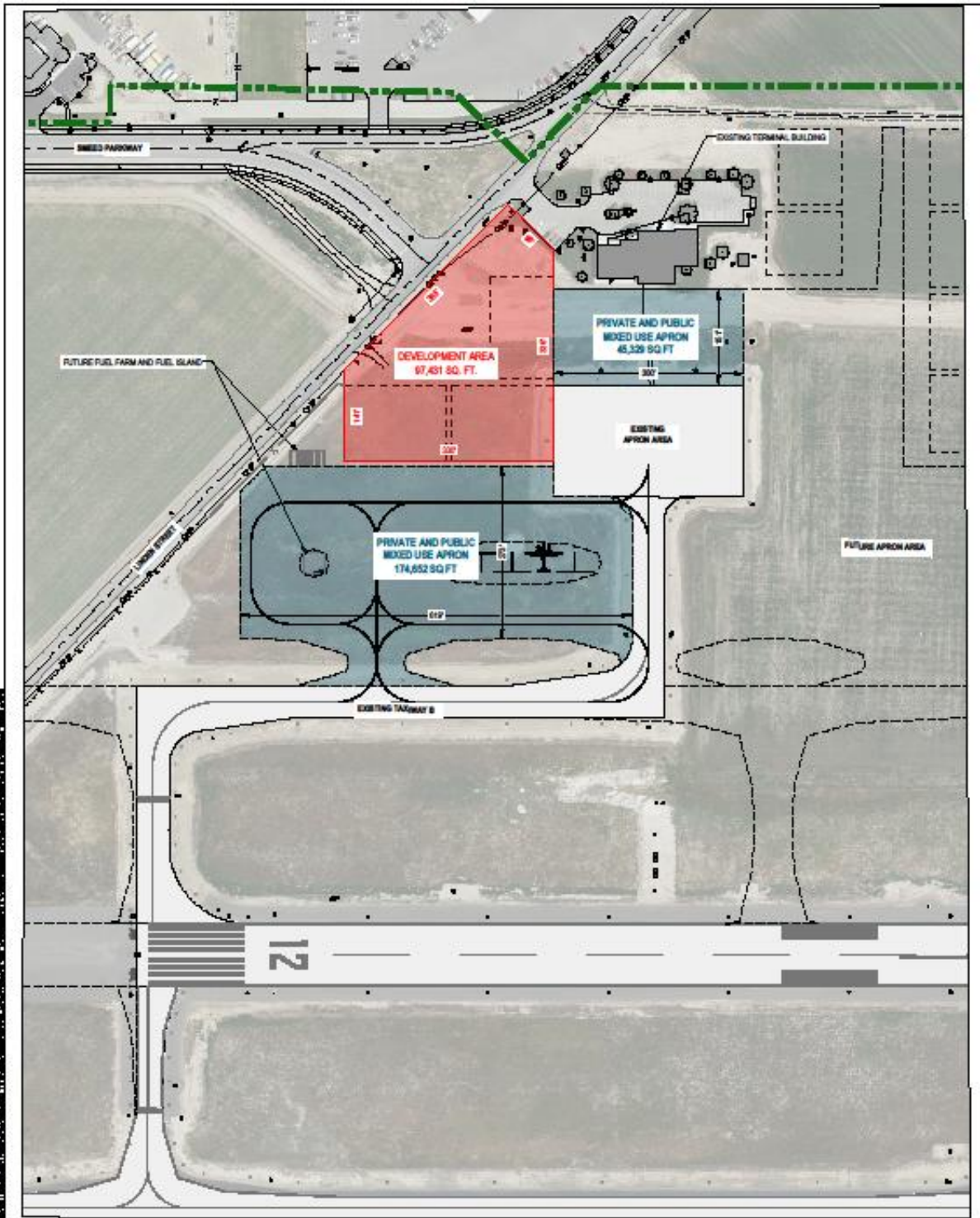
The parcel includes undeveloped land that was once cultivated as part of a farm including a former irrigation lateral meander.

Actual building sizes and positions are up to the proposer. Landside vehicle parking, signage, and access to Linden Street must meet city code requirements. The apron and other shared asphalt surfaces depicted in blue are less flexible and should be proposed as depicted in that they need to integrate with additional planned hangar/asphalt development to the northwest and southeast.

The selected proposer will be required to execute a land lease agreement with the City for the use of the parcel(s) and (depending on planned usage) possibly apron area adjacent to the new hangar(s). [As this RFP document is being written (August 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 land lease rate charged by the city will very likely increase, for this and other parcels.]

Utilities passing the site include City water and sewer, Century Link, Idaho Power, and Intermountain Gas.

The site is 0.8 miles by road from Caldwell Fire Station 3.



**TREASURE VALLEY EXECUTIVE AIRPORT AT CALDWELL
CALDWELL, IDAHO
NORTH DEVELOPMENT AREAS**

SUBMISSION REQUIREMENTS Each proposal must address each of the following:

- 1) Project overview and general description narrative and how it fits into Treasure Valley Executive Airport at Caldwell's current [Airport Master Plan 2022](https://www.cityofcaldwell.org/departments/airport/documents-resources) <https://www.cityofcaldwell.org/departments/airport/documents-resources>. Note that the planner's drawings (like Airport Master Plan Exhibit 5B on page 5-11) are representative of the sort of executive hangar buildings expected in that area, but do not direct particular building types or sizes. Proposals may vary from the planner's concept provided that business-sized hangars are sited nearest the Hubler Terminal.
- 2) Proposed timeline from date of award to date project to become fully operational. Include phasing plan, if appropriate. This will become part of the contract with the City.
- 3) This is not a public works project and therefore does not require a public works license. As with any other construction project, however, a public works licensed sub would be needed to work in the public right-of-way.
- 4) Site preparation – Infrastructure Plan.
- 5) Proposed Construction. Describe each of the following:
 - a) Planned building configuration(s) with floorplan drawings;
 - b) Landside parking plan, consistent with City building code;
 - c) Connection(s) to Linden Street;
 - d) Security fence – FAA-spec, 7-foot fencing with 3-wire 'topper' and underground intrusion barrier, between buildings and connecting to airport perimeter fence, if present, adjacent to the development area(s);
 - e) Apron usage plan;
 - f) Signage, if any, consistent with City sign ordinance.
- 6) Planned Operations. Describe each of the following that apply:
 - a) Is the proposal for aircraft storage, a Fixed Base Operator (FBO), or another aeronautical activity?
 - b) If FBO, Operator Name;
 - c) If FBO, which of the following functions would apply:
 - i) Aircraft maintenance
 - (1) A&P functions
 - (2) Avionics (Part 145?)
 - ii) Ramp service
 - iii) Fuel sales
 - iv) Flight Instruction (Part 91 or 141)
 - v) Aircraft rental
 - vi) Pilot services

- vii) Office space(s) for rent
 - viii) Car rental
 - ix) Aircraft sales
 - x) Charter services (Part 135)
 - xi) Aircraft storage
 - xii) Other functions not listed?
- d) Please indicate your willingness to permit the City to install city-provided, exterior security cameras and routing equipment for integration with city's video network.

Proposals must be designed to adhere to all applicable rules and laws including FAA-defined Aeronautical Use provisions.

- 7) References – List experiences and references that support your ability to complete this project. If the proposal is for an FBO and the FBO operator will be different from the proposer, provide references for the prospective FBO operator.

EVALUATION of SUBMISSIONS

Deadline: Responses must be received no later than 3:00 PM MDT on Friday, October 28, 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;**

- 1) Proposals must be submitted via PDF transported by email to:

Rob Oates <roates@cityofcaldwell.org>

Subject line: RFP KEUL NW Triangle Development

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

- 2) All City Commercial Building Code requirements apply;
- 3) 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 proposal REQUIREMENTS (above);
 - ii) Reference check
 - iii) Proposed time schedule
 - d) Review Committee forward top 1 or 2 (if tied) proposals for Caldwell City Council consideration along with a complete ranking of the proposals received.
 - f) At the City's option, interview one or more proposers.
- 4) Caldwell City Council
- a) Confirm or reject the Review Committee's Ranking of Respondents;
 - i) Confirmed – Direct Airport Manager and City Attorney to complete development agreement to include site preparation, infrastructure construction and hangar construction period, and a land lease agreement phasing with highest ranked respondent – the Completed Contract will be approved by the City Council. 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.

Proposer is responsible for engineering, design, geotechnical considerations, etc. associated with their proposal. City will not participate in any development related costs.

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.

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

Airside asphalt including apron areas, connectors, and any taxiway or taxi lanes must be designed and subsequently constructed using current FAA Advisory Circular on AIRPORT DESIGN.

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, **October 14, 2022** via email to: 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