REQUEST FOR PROPOSALS

For Available Office Space in the
San Carlos Airport Terminal Building

January 21, 2020

County of San Mateo Airports Division
620 Airport Way, Suite 10
San Carlos, CA 94070

REQUEST FOR PROPOSALS (RFP). The County of San Mateo (County) is seeking proposals from Aeronautical Service Providers for office space at the San Carlos Airport at 620 Airport Way, CA 94070. Aeronautical Service Providers must operate in accordance with the County Airports Minimum Standards and Regulations, as updated from time to time.

BACKGROUND. The San Carlos Airport is located approximately 20 miles south of downtown San Francisco. San Carlos Airport (Airport) is home to approximately 400 aircraft and 20 aviation related businesses. The Airport is an important transportation and business asset for the local community by offering aeronautical activities and by being a self-funded facility through user and business fees. The Airport provides flight training, business flights, charter and a variety of emergency and community services including air-ambulance, law enforcement patrols, military training and public benefit flights. Aviation is the top employer in the County and the Airport provides training for pilots, mechanics and other jobs that contribute to the success of the aviation/airline industry.

OFFICE SPACE. The available office space is located at the San Carlos Airport Terminal Building and is 835 square feet. The newly renovated office space has central heating (no air conditioning) and direct access to vehicle parking and the airfield. The office space shares accessible restrooms with the other terminal building tenants. The office space does not include aircraft parking or hangar space.
Request for Proposals (RFP)
For Office Space at the San Carlos Airport Terminal Building

<table>
<thead>
<tr>
<th><strong>Solicitation number</strong></th>
<th>DPW-20200121</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Number of contracts expected to be awarded</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>Hard copy proposals required</strong></td>
<td>Three (3) hard copies</td>
</tr>
<tr>
<td><strong>County mailing address</strong>&lt;br&gt;(for hard-copy communication &amp; proposal submissions)</td>
<td>County of San Mateo Airports&lt;br&gt;Attn: SQL Suite 1 RFP&lt;br&gt;620 Airport Way, Suite 10&lt;br&gt;San Carlos, CA 94070</td>
</tr>
<tr>
<td><strong>E-mail address for questions</strong></td>
<td><a href="mailto:airports@smcgov.org">airports@smcgov.org</a></td>
</tr>
<tr>
<td><strong>RFP released</strong></td>
<td>January 21, 2020</td>
</tr>
<tr>
<td><strong>Non-mandatory pre-proposal site visit date and time</strong></td>
<td>January 30, 2020 at 2:00 until 3:00 PM</td>
</tr>
<tr>
<td><strong>Pre-proposal tour location (non-mandatory)</strong></td>
<td>San Carlos Airport&lt;br&gt;620 Airport Way, Suite 1&lt;br&gt;San Carlos, CA 94070</td>
</tr>
<tr>
<td><strong>Deadline for questions</strong></td>
<td>February 6, 2020 at 5:00 PM</td>
</tr>
<tr>
<td><strong>Proposal due date and time</strong></td>
<td>February 18, 2020 at 5:00 PM</td>
</tr>
<tr>
<td><strong>Interviews (if conducted)</strong></td>
<td>March 2020</td>
</tr>
<tr>
<td><strong>Anticipated submission to County Board</strong></td>
<td>May 2020</td>
</tr>
<tr>
<td><strong>Anticipated contract award date</strong></td>
<td>May 2020</td>
</tr>
<tr>
<td><strong>Proposed Term</strong></td>
<td>5-years + 5-year extension option</td>
</tr>
<tr>
<td><strong>Rent</strong></td>
<td>$1,837.00 per month</td>
</tr>
<tr>
<td><strong>Utilities</strong></td>
<td>$208.75 per month</td>
</tr>
<tr>
<td><strong>CPI</strong></td>
<td>3% per Annum</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS

SECTION I – Instructions for Proposers

1. PRE-SUBMITTAL ACTIVITIES
2. PROPOSAL CONTENT REQUIREMENTS
3. PROPOSAL SUBMISSION
4. PROPOSER CERTIFICATIONS
5. WITHDRAWAL OF PROPOSALS
6. NO COMMITMENT
7. PROPOSER SELECTION
8. CONTRACT AWARD
9. PROTESTS
10. PUBLIC RECORDS

SECTION II – Qualifications, Experience, and Evaluation Criteria

11. MINIMUM QUALIFICATIONS
12. ORGANIZATIONAL CAPACITY AND EXPERIENCE
13. REFERENCES

SECTION III – Insurance

14. EVIDENCE OF INSURANCE

ATTACHMENT 1 – SITE PLAN
SECTION I - INSTRUCTIONS FOR PROPOSERS

1. PRE-SUBMITTAL ACTIVITIES

A. Questions
   o Submit questions and/or notifications of apparent errors no later than 5:00 PM on February 6, 2020 to:
     Email: airports@smcgov.org
     Subject: SQL Suite 1 RFP
   o Questions and comments received after the deadline may not be acknowledged.

B. Non-Mandatory Tour
   o Those planning to submit a proposal are encouraged to attend a non-mandatory office space tour of 620 Airport Way, Suite 1, San Carlos, CA 94070 on January 30, 2020 between 2:00 PM until 3:00 PM.
   o Additional tours or viewing of the office space will not be provided.

C. Request for changes
   o If requesting changes to a part of this solicitation, identify the specific words or phrases and the sections and paragraphs in which they occur. State the reason for each request and provide alternative suggested language.
   o Failure to submit requests by the deadline is a waiver of any exception. The County’s consideration of a suggestion does not imply acceptance.
   o If enough proposals are received with no requested changes, the County may reject those requesting changes.

D. Revisions to the Solicitation
   o The County may cancel, revise, or reissue this solicitation, in whole or in part, for any reason.
   o Revisions will be posted as addendums on the Airport website. If any addendums are issued, it will be the sole responsibility of the individual or party to retrieve them.

E. Contact with County Employees
   Violation of the following prohibitions may result in a proposer being found non-responsible, barred from participating in this or future procurements, and becoming subject to other legal penalties:
   o As of the issuance date of this RFP and continuing until it is canceled, or award is made, no proposer or person acting on behalf of a proposer may discuss the RFP with any employee of the County, other than as outlined in the evaluation process.
   o Proposers may not pay any consideration to any company or person to influence the award of a contract by the County, nor engage in behavior
that may be reasonably construed by the public as having the effect or intent of influencing the award of a contract.

2. **PROPOSAL CONTENT REQUIREMENTS**

A. Proposal Format
   - Cover letter – No longer than one page.
   - Authorized contacts – Identify the name and title, email and phone for the contact person(s) authorized to represent the proposer’s organization.
   - Table of Contents
   - Statement of Qualifications and Experience – Summarize qualifications and experience with emphasis on operating a similar size/type aeronautical business.
     - Describe administrative, financial and physical capacity to operate the proposed business.
     - Include abbreviated resumes of key individuals that will provide the services required to operate the proposed business.
   - Financial Capacity – Proposer should consider including financial statements, annual financial reports, credit scores and other reports/documents to demonstrate multi-year financial capacity.
     - Proposer must indicate in writing if they have filed for protection under bankruptcy, insolvency or other debt relief law within the past seven (7) years.
   - Business/Marketing Plan – Business and marketing plan must consider the local and pilot communities.

B. Proposal Details
   - Proposals shall contain no more than ten (10) single sided pages.
     - The Transmittal Letter, Resumes, and any attached Financial Statements or Reports will not be counted as part of the ten (10) pages.
   - The Successful Proposer shall include the following, at a minimum:
     - Aeronautical services to be provided
     - Planned use(s) for the available office space
     - Marketing plan including airport/local community
     - Experienced staff in compliance with Airport Minimum Standards
     - Hours of operation in compliance with Airport Minimum Standards

C. Required Compliances
   - Operating in compliance with County Airports Minimum Standards, as amended from time to time, is required.
o Operating in compliance with County Airports Regulations, as amended from time to time, is required.

o Compliance with Local, County, State, and Federal laws - The Successful Proposer will be responsible for obtaining all permits, licenses, and other requirements to comply with Local, County, State, and Federal laws including applicable provisions of the Federal and State Occupational Safety and Health Act (OSHA), Americans with Disabilities Act (ADA), and applicable environmental requirements.

o Utilities - The Successful Proposer shall be responsible for their portion of utilities and janitorial services for common areas of the Terminal Building as determined by County.

o Indemnification - The Successful Proposer agrees to defend and indemnify the Airport against all losses, expenses and damages from violation of any of the above laws, regulations, ordinances, codes and rules.

o Documentation and Reports - Required at lease execution by the Successful Proposer, unless directed otherwise by the Airport Manager, or designee. Such documentation shall include, but not be limited to:
  ▪ A current Certificate of Insurance as required by the Airport Lease.
  ▪ A current business license and any other applicable license required by the Airport Lease.

o Site improvements – Modifications to leased premises (if any) must be approved in writing by the County and all necessary permits obtained from the County.
  ▪ Proof of insurance coverage is required prior to the beginning of any approved modifications.

3. PROPOSAL SUBMISSION
   A. Proposal Submission Instructions
      o Three (3) hard copy RFP submissions
      o Responses to this RFP must be submitted no later than 5:00 PM on February 18, 2020 to:
        County of San Mateo Airports
        Attn: Suite 1 RFP
        620 Airport Way, Suite 10
        San Carlos, CA 94070
      o Proposals will be time-stamped upon receipt. Submit three (3) copies of the RFP to the address noted above, and:
        ▪ Include the proposer name, the RFP title and number.
- Submit via mail, courier, or hand-delivery only.
- In bold lettering, mark the submission SQL Suite 1 RFP.
- The Airport is not responsible for lost or undeliverable mail.

B. Errors in Proposals
   o The County will not be liable for any errors in proposals. Proposals may be rejected as unresponsive if they are incomplete, are missing pages or information, or cannot be opened for any reason. The County may waive minor irregularities, but such waiver will not modify any remaining RFP requirements.

4. PROPOSER CERTIFICATIONS
   By submitting a proposal, each proposer certifies under penalty of perjury that:
   o Its submission is not the result of collusion or any other activity that would tend to directly or indirectly influence the selection process; and
   o Proposer is able or will be able to comply with all requirements of this solicitation at the time of contract award; and
   o Neither proposer, its employees, nor any affiliated firm providing the requested goods and services has prepared plans, specifications, terms or requirements for this solicitation, or has any other actual or potential conflict of interest; and
   o Proposer is aware of the provisions of Section 1090 et seq. and Section 87100 et seq. of the California Government Code relating to conflict of interest of public officers and employees and is unaware of any financial or economic interest of any County officer or employee relating to this solicitation.

5. WITHDRAWAL OF PROPOSALS
   Proposals may be withdrawn, modified, or replaced at any time prior to the Due Date and Time. After that time, whether a new solicitation is issued for the same subject matter, withdrawal of a proposal may preclude the proposer from participating in the procurement as a proposer or subcontractor, except that an original equipment manufacturer may participate indirectly through a reseller.

6. NO COMMITMENT
   Neither submission of a proposal nor the County’s receipt of proposal materials confers any right to the proposer nor any obligation on the County. This RFP does not commit the County to award a contract, nor will the County defray any costs incurred in preparing proposals or participating in any presentations or negotiations.

RFP# DPW-20200121
7. **PROPOSER SELECTION**

A. At any time in the evaluation process, the County may request clarifications from proposers.

B. Determination of Responsiveness - A responsive proposal conforms to the instructions set forth in this solicitation and any modifications to it. Non-responsive proposals will be rejected. The County, in its sole discretion, may waive non-consequential deviations if the deviations cannot have provided an advantage over other proposers.

C. Proposal Evaluation
   o The County will evaluate responsive proposals based on the criteria specified in the solicitation. The County may then recommend one or more top-ranked proposers for final negotiation of contract terms or for oral presentations and demonstrations, following which those proposers may be allowed to amend their proposals.
   o After evaluating presentations and amended proposals, the County may recommend one or more top-ranked proposers for final negotiation of contract terms.

D. Determination of Responsibility
   o The County will determine the responsibility of any proposer under consideration for award, taking into consideration matters such as the proposer’s integrity, compliance with public policy and laws, past performance, fiscal responsibility, trustworthiness, financial and technical resources, capacity, and experience to satisfactorily carry out its responsibilities. The County will notify any proposer found non-responsible and allow the finding to be contested.
8. **CONTRACT AWARD**
   A. Notice of Intent to Award - Once a decision has been made to award a lease to one or more proposers, the County will notify the remaining proposers of their non-selection. The posting may be inclusion of the recommendation to award as an agenda item on the Board of Supervisors schedule.

   B. Award Procedure - Contract negotiations are neither an offer nor a guarantee that a contract will be executed. Award, if made, will be to the responsive, responsible proposer offering the overall best value to the County for the services and goods described in this solicitation. Any agreement reached will be memorialized in a formal agreement.

   C. Commencement of Performance - After all parties have signed the Agreement, the County will notify the proposer and performance may proceed. Prior to County execution of the Agreement, no County employee may authorize work. Any work performed prior to that time may be uncompensated.

9. **PROTESTS**
   Protests that do not comply with the protest procedures outlined below will be rejected.

   A. Protest Eligibility, Format, and Address
      - Protests or objections may be filed regarding the procurement process, the content of the solicitation or any addenda, or contract award.
      - The County will only review protests submitted by an interested party, defined as an actual or prospective proposer whose direct economic interest could be affected by the County’s conduct of the solicitation. Subcontractors do not qualify as interested parties.
      - Submit protests by e-mail or hard copy to: airports@smcgov.org or Manager, County of San Mateo Airports, Attn: SQL Suite 1 RFP, 620 Airport Way, Suite 10, San Carlos, CA 94070

   B. Protest Deadlines - Submit protests with any supplemental materials or before the Deadline for Questions included in this RFP. The date of filing is the date the County receives the protest, unless received after 5:00 PM, or on other than a Business Day, in which case the date of filing will be the next Business Day. Failure to file by the Deadline for Questions constitutes a waiver of any protest on those grounds. Supplemental materials filed after the relevant deadline may be rejected by the County.
      - If relating to the content of the solicitation or to an addendum, file within five business days after the date the County releases the solicitation or addendum.
      - If relating to any notice of non-responsiveness or non-responsibility, file within five business days after the County issues such notice.
If relating to intent to award, file within five business days after the County issues notice of Intent to Award. No protests will be accepted once actual award has been made.

C. Protest Contents - Letters of protest must include all the following elements:
   o Detailed grounds for the protest, fully supported with technical data, test results, documentary evidence, names of witnesses, and other pertinent information related to the subject being protested; and
   o The law, rule, regulation, ordinance, provision or policy upon which the protest is based, with an explanation of the violation.
   o Protests that simply disagree with decisions of the Evaluation Committee will be rejected.

D. Reply to Protest - The County will send a written response to the protestor and to any other party named in the protest.

E. No Stay of Procurement Action during Protest - Nothing in these protest requirements will prevent the County from proceeding with negotiations or awarding a purchase order or contract while a protest is pending.

10. PUBLIC RECORDS
    A. General
       o All proposals, protests, and information submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review.
       o Any contract arising from this RFP will be a public record.
       o Submission of any materials in response to this RFP constitutes:
         ▪ Consent to the County’s release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
         ▪ Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a proposer’s right to privacy, disclosed trade secrets, or caused any damage by allowing the proposal or materials to be inspected; and
         ▪ Agreement to indemnify and hold harmless the County for release of such information under the Public Records Act; and
         ▪ Acknowledgement that the County will not assert any privileges that may exist on behalf of the person or entity submitting the materials.
    B. Confidential Information
       o The County is not seeking proprietary information and will not assert any privileges that may exist on behalf of the proposer. Proposers are
responsible for asserting any applicable privileges or reasons why a document should not be produced in response to a public record request.

○ If submitting information protected from disclosure as a trade secret or any other basis, identify each page of such material subject to protection as “CONFIDENTIAL”. If requested material has been designated as confidential, the County will attempt to inform the proposer of the public records request in a timely manner to permit assertion of any applicable privileges.

○ Failure to seek a court order protecting information from disclosure within ten days of the County’s notice of a request to the proposer will be deemed agreement to disclosure of the information and the proposer agrees to indemnify and hold the County harmless for release of such information.

○ Requests to treat an entire proposal as confidential will be rejected and deemed agreement to County disclosure of the entire proposal and the proposer agrees to indemnify and hold the County harmless for release of any information requested.

○ Trade secrets will only be considered confidential if claimed to be a trade secret when submitted to the County, marked as confidential, and compliant with Government Code Section 6254.7.

SECTION II – QUALIFICATIONS AND EXPERIENCE

11. MINIMUM QUALIFICATIONS
   A. Required Qualifications - Proposals will be accepted only from those meeting the following qualifications at the time of proposal submission:
      ○ Experienced staff in compliance with County Airport Minimum Standards
      ○ Hours of operation in compliance with County Airport Minimum Standards
      ○ The proposer is legally authorized to do business in the State of California

12. ORGANIZATIONAL CAPACITY AND EXPERIENCE
   A. Proposers shall provide the following:
      ○ Organizational Capacity
        ▪ Organizational chart including areas of responsibility for key personnel
        ▪ Resumé for the organization’s dedicated, full-time manager
        ▪ All applicable licenses and license numbers relevant to the project, the names of the holders of those licenses and the names of the agencies issuing the licenses
Experience
- The number of years providing the aeronautical services being proposed
- The number of years working with and/or providing services to government entities

13. REFERENCES
Provide at least three references that speak to the Proposer's experience and ability to provide the services being proposed. For each reference, include name, organization, phone number, and e-mail address. Ensure that contact information is current. If the County cannot reach the reference because of incorrect or out-of-date information, the reference will be deemed not to have been provided.
SECTION III - INSURANCE

14. Provide evidence of insurance for each of the following applicable categories, per the County Airports Minimum Standards:

*Note: The County need not be named as additional insured for Proposal submittal. The successful Proposer will provide additional insured documentation prior to contract execution.*

<table>
<thead>
<tr>
<th>Type of Business</th>
<th>Insurance</th>
<th>Minimum Requirement(s)</th>
</tr>
</thead>
</table>
| All Businesses                                        | General Liability                | • The General Liability coverage shall include operations while on an airport and be set at a minimum of $1,000,000 per occurrence  
• The County of San Mateo shall be named as an Additional Insured  
• Primary and non-contributory  
• The policy shall not be cancelled or non-renewed unless the County has received 30 days prior written notice (10-day prior notice in the event of cancellation for nonpayment of premium is acceptable). Written notice shall be sent to: County of San Mateo Airports, 620 Airport Way, Suite 10, San Carlos, CA 94070 |
| Businesses that Take Control of Customers Aircraft    | Hangar Keepers                    | • Hangar-Keepers coverage in the minimum of $100,000 each aircraft and $300,000 each occurrence or coverage sufficient to replace aircraft and contents stored in hangar, whichever is greater |
| Businesses that Provide Repair or Maintenance Services, Fuel Service or Sales | Products and Completed Operations | • Products and Completed Operations coverage in the minimums of $1,000,000 each occurrence |
| Businesses that Operate Vehicles on the Airport       | Commercial Automobile Liability   | • Commercial Automobile Liability coverage for all Owned, Non-Owned and Hired automobiles in the minimums of $1,000,000 each accident for bodily injury and property damage |
| Businesses that Operate Aircraft                      | Aircraft Liability               | • Aircraft Liability coverage in the minimum amount of $1,000,000 Combined Single Limit (CSL) Bodily Injury and Property Damage with a minimum sub-limit of $100,000 each person. Policy shall include coverage for Owned, Non-Owned or Leased aircraft |
| Businesses that have Employees                        | Worker’s Compensation             | • Must meet minimum level set by the State |
| Businesses whose Premises Contains Known Environmental Contaminants | Environmental Liability Insurance | • Coverage shall be appropriate for type and level of environmental contaminant |
Attachment 1 – Site Plan
San Carlos Airport Terminal Building
Suite 1 (835 sq. ft)

Terminal Building – Suite 1 (not to scale)

Suite 1 – Interior, facing landside

Suite 1 – Interior, facing airside