



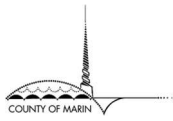
County of Marin
3501 Civic Center Drive
San Rafael, California 94903
415.473.7014

REQUEST FOR PROPOSALS

Fixed Base Operator Gross Field Airport

Release Date: June 2, 2025
Deadline for Questions: June 16, 2025, before 5:00 p.m. Pacific Standard Time
Proposal Due Date: July 28, 2025, before 5:00 p.m. Pacific Standard Time

June 2, 2025



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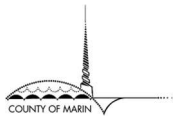
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1. NOTICE OF REQUEST FOR PROPOSALS

1.1. Purpose

The County of Marin, California (County) is requesting proposals from qualified and experienced entities (Proposer) interested in leasing land (Subject Property) at the Marin County (County) Airport at Gness Field (Airport) located outside the City of Novato for engaging in commercial aeronautical activities. More specifically, the County is seeking interest from parties interested in managing, operating, and marketing the fixed base operation (FBO) products, services, and facilities at the Airport.

1.2. Requirements

The ideal Proposer will have substantial qualifications and experience related specifically to the aeronautical activities proposed including the submittal of a detailed management, operational, marketing, and financial plan to support the activities. The County uses [Bid Express®](#) for the RFP and addendums, as well as the County's website: <https://www.marincounty.gov/contracting-opportunities>.

1.3. Expected Timeline

The anticipated schedule for this RFP process (which is subject to change) follows:

RFP Schedule	
Milestone	Date
Issue date of RFP	6/02/2025
Proposers' Request for Receiving Addendums	6/16/2025
Virtual Pre-Proposal Meeting	6/9/2025
Proposers' Question Submission Deadline	6/16/2025
County's Response Deadline for Answering Questions	6/30/2025
Proposal Submission Deadline	7/28/2025

2. OVERVIEW OF THE OPPORTUNITY

2.1. Introduction

The County is requesting proposals from qualified and experienced entities interested in leasing and developing the Subject Property at the Airport for the provision of FBO products, services, and facilities, as detailed herein.

2.2. Description of the Airport/FBO Property and Facilities

The FBO Property, located on the western side of the Airport (See Attachment 2 – *Layout of Leased Premises*),

FBO Premises

The Subject Property is known as “BEMAC Unit 1”. The premises are comprised of one hangar with an adjacent two-story office building and ramp/aircraft tiedown area. The hangar is a steel frame structure on a concrete pad covered in painted steel panels. The hangar has two 3-section sliding doors on both ends of the structure that measures approximately 80 feet wide and 24 feet in height. The hangar and office space are currently being operated by an FBO that provides aircraft fueling services (both Jet-A and 100LL avgas), line services, hangar space rental, and office space. The FBO also maintains and operates a self-service 100LL avgas facility.

The Subject Property is comprised of approximately 27,930 square feet of gross leasehold area broken down as follows:

Component	Size
Ramp / Tiedown Area	6,500 +/- sq. ft.
FBO Hangar	8,000 +/- sq. ft.
Office Area	4,440 +/- sq. ft.
Fuel Storage Facility	7,275 +/- sq. ft.
Self-Service Fuel Island	1,715 +/- sq. ft.

See Attachment 1 - *FBO Property* for pictures of the premises.

2.3. Minimum FBO Products, Services and Facilities

Following are the minimum required FBO products, services, and facilities to be provided by the successful respondent at the Airport.

- Retail aircraft fueling services (100LL and Jet A) and self-service fueling (100LL), openness to exploring alternative fuel options such as sustainable aviation fuel (SAF), unleaded aviation fuel, electric, and hydrogen and upgrades to the current self-serve facility;
- FBO shall provide a minimum of two aircraft fueling trucks, one (1) for 100LL avgas and one (1) for Jet-A fuel.
- Aircraft ground handling services (including parking guidance, towing, etc.);
- Crew and passenger services (including baggage handling, ground transportation arrangements, etc.);
- Crew and passenger amenities and facilities;
- Emergency service to disabled general aviation aircraft (i.e., towing/transporting disabled aircraft);
- Sale of miscellaneous retail pilot supplies;
- Aircraft maintenance, piston and jet (may be provided through a subcontractor).
- Aircraft charter services (may be provided through a subcontractor)

2.4. Minimum Hours of Operation

Following are the minimum hours of operation for the provision of FBO products, services, and facilities.

Fueling

- Truck refueling shall be made available for purchase a minimum of nine (9) hours per day, seven (7) days a week between October 1st and May 31st, excluding Christmas Day.
- Truck refueling shall be made available for purchase a minimum of ten (10) hours per day, seven days a week between June 1st and September 30th.
- Self-service fuel facility shall be available twenty-four (24) hours / seven (7) days a week except during servicing and maintenance activity.

Ground Handling, and Crew/Passenger Services

- 10 Hours per day, 7 Days a week
- Holidays and afterhours – On call with one hour response time

Aircraft Maintenance Services

- Eight hours a day for five days a week
- Holidays and afterhours – On call with two hour response time

2.5. Description of the FBO Vehicles and Equipment

All of the current FBO vehicles and equipment are leased by SkyShare FBO, the current FBO company. These may or may not be available for purchase by the successful Proposer. This will need to be arranged between SkyShare FBO and the successful Proposer.

2.6. Anticipated Lease Term

Lease term will be commensurate with the capital investment made by the Proposer on/to the Subject Property.

- The term will be negotiated with the County. However, the maximum term available is 10-year term (“Initial Term”) with two (2) five (5) year extensions (“Extended Term(s)”) dependent on the level of approved capital investment provided by the Proposer. It is the County’s intent to provide the opportunity for amortization of the proposed capital investment.

Consistent with existing County practices at the Airport, the improvements developed by the Proposer shall revert to the County upon expiration of the lease term. Lessee may request that the County grant a new lease agreement at the end of the term, however, any lease extension is at the sole and complete discretion of the County.

2.7. Anticipated Development

The successful Proposer shall make capital improvements to the Subject Property which shall be detailed in a Development Concept plan that shall be included in the proposal. The Development Concept plan shall clearly convey the proposed improvements and include renderings and site layout plan. All proposed improvements will be subject to necessary review and approval by the County and the Federal Aviation Administration (FAA), including but not limited to 14 CFR Part 77 - *Safe, Efficient Use, and Preservation of the Navigable Airspace*.

2.8. Anticipated Rents and Fees

Rents and fees shall be proposed on either a “square foot per year basis” (psf/yr), “percentage of revenue share” (%), and “per gallon” for the following:

- Dedicated FBO facility –To be provided by respondent on a psf/yr basis.
- Aviation Fuel Storage and Self-Service Facility (FBO Dedicated) – To be provided by respondent on a cents per gallon pumped basis.

- Fuel Flowage Fee – To be provided by respondent on a minimum of cents per gallon for 100LL and cents per gallon for Jet A basis.

A rent and fee structure shall be proposed under one, or a combination of, the following scenarios:

- “Per square foot per year basis” (psf/yr) for exclusive use areas (hangar, office, shop, etc.)
- Fee structure for preferential use or managed areas (e.g., apron)

The lease agreement shall be a “triple-net lease”. The County expects the future lessee will be responsible for all maintenance and repair, insurance, utilities, and taxes associated with the use and occupancy of exclusive use areas under a triple net lease arrangement. The Proposal shall clearly convey the proposed lease arrangement (e.g., modified gross, gross, etc.) for all preferential use or managed areas, including identifying the percentage of revenue retained by the County.

The County expects rent for exclusive use areas will be adjusted on a periodic basis (market adjustment every 5 years with Consumer Price Index adjustments annually in intervening years) throughout the Initial Term of the agreement and any extensions thereof. Additionally, the County expects fees for preferential use or managed areas will be adjusted on a periodic basis to reflect appropriate market conditions.

2.9. Rules and Regulations

Proposals are expected to comply with all applicable Legal Requirements including Airport Rules and Regulations, the Airport’s Minimum Standards, Federal, State, or local, rules, regulations, laws, ordinances, statutes, or orders as they relate to the Airport or activities thereon, including compliance with FAA, TSA, and Airport security standards, grant assurances, and Airport plans.

2.10. Anticipated Insurance Requirements

A letter of commitment or certificate of insurance (COI) from an acceptable (A.M. Best rating of A VIII [A:8]) insurance company setting forth the following types and amounts of insurance coverage, at a minimum, will be required at the time of commencement of the Agreement term: (The County must have the COI and all endorsements before the lease commences.)

Insurance	Amount
General Liability and Completed Products	\$2,000,000
Airport Premises Liability	\$2,000,000
Workers Compensation	Statutory Limits
Vehicle Liability	\$1,000,000
Pollution Liability	\$1,000,000
Hangar Keepers	\$2,000,000
Property Insurance	Replacement Value of owned or leasehold premises
Chemical Liability	Statutory
Non-Owned Aircraft Liability	As determined by the County
Environmental	\$1,000,000
Aircraft Liability	\$5,000,000

The County shall be named as Additional Insured, requires primary, non-contributing and waiver of subrogation coverage, and must have an indemnification agreement clause. The County reserves the right to request additional insurance coverages and amounts based on the proposed FBO products, services, and facilities. Additionally, the County reserves the right to adjust the minimum insurance requirements at any time throughout the term of the lease agreement based upon industry standards.

3. BACKGROUND INFORMATION

3.1. *Airport Sponsor*

The Airport is owned and operated by the County of Marin, California and governed by the County of Marin Board of Supervisors. It is the only public use airport in the County. The Airport was purchased and developed by the County in 1965.

3.2. *Airport Overview*

The Airport is located in an unincorporated area northeast of the City of Novato between U.S. Highway 101 and the Petaluma River. The areas immediately surrounding the Airport are mostly undeveloped wetlands. The Airport occupies 120 acres and consists of one (1) 3,300-foot-long by 75 feet wide runway designated 13/31. The runway is surrounded by a system of levees and ditches that protect the airport from flooding and channel drainage. A full-length parallel taxiway is located 75 feet to the west of the runway. A helicopter landing pad, measuring 60-foot x 60-foot, is located at the southeast corner of the airport property. Other facilities include aircraft parking apron tiedowns, aircraft hangars and associated buildings. See Attachment 4 - *Airport Layout Plan* for additional information regarding the Airport's facilities.

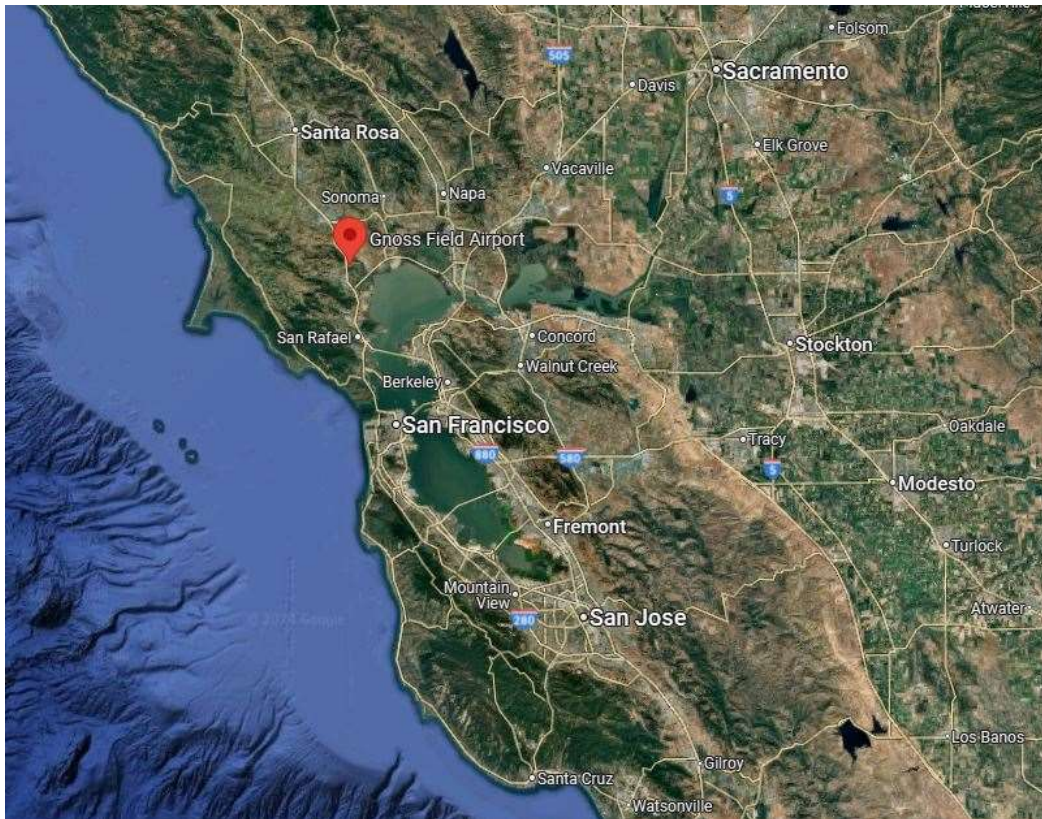
The Airport is designated a Reliever Airport by the Federal Aviation Administration (FAA) National Plan of Integrated Airport Systems (NIPIAS). Its primary role is to shift general aviation air traffic congestion away from commercial air carrier airports located in the greater San Francisco Bay area. Airport users include based aircraft owners/operators, transient pilots, corporate/business operators, flight training, and governmental agencies. Typical aircraft types include single- and multi-engine propeller aircraft, as well as small business jet aircraft. A commercial parachute operator is located at the Airport.

The Airport is home to approximately 223 based aircraft (see Section 3.5 for more detailed information). Since there is no Air Traffic Control Tower, the County estimates approximately 50,000 total aircraft operations (i.e., an aircraft operation equals one aircraft takeoff or landing) occur annually.

Figure 1 – Airport Aerial Photograph



Figure 2 – Airport Geographic Location



3.3. Airport Profile and Infrastructure

Table 1 – Airport Profile

Item	Information
<i>Airport Name</i>	Gross Field Airport
<i>FAA Airport Identifier</i>	DVO
<i>County and State</i>	County of Marin, California
<i>Distance/Direction from CBD</i>	3 miles north of the City of Novato’s central business district
<i>Airport Sponsor (Type)</i>	County of Marin (County)
<i>Airport Governing Body</i>	Board of Supervisors
<i>Type of Airport Governing Body</i>	<input checked="" type="checkbox"/> Elected <input type="checkbox"/> Appointed
<i>Airport Operator (Type)</i>	County government
<i>Service Level (NPIAS)</i>	<input checked="" type="checkbox"/> General Aviation Reliever
<i>Airport Role (NPIAS)</i>	<input type="checkbox"/> Basic <input checked="" type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> National
<i>Airport Reference Code (ARC)</i>	AAC: <input type="checkbox"/> A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D <input type="checkbox"/> E ADG: <input type="checkbox"/> I <input checked="" type="checkbox"/> II(S) <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V
<i>Market Segments Served</i>	Industry <input type="checkbox"/> Air Carrier <input checked="" type="checkbox"/> Military <input checked="" type="checkbox"/> General Aviation General Aviation <input checked="" type="checkbox"/> Personal <input checked="" type="checkbox"/> Business <input type="checkbox"/> Commercial <input checked="" type="checkbox"/> Government
<i>Air Traffic Control Tower</i>	<input type="checkbox"/> FAA <input type="checkbox"/> Contract <input checked="" type="checkbox"/> None
<i>Acreege</i>	120 acres

Table 2 – Airport Infrastructure

Airport Infrastructure	Details
Runway 13/31	
Length/Width	3,303’ X 75’
Weight Bearing Capacity	S-26.0
Runway Pavement/Condition	Asphalt/good
Taxiway A (WBC and Width)	Fair/80’
Precision Approaches	None
Non-Precision Approaches	13: RNAV (GPS)
Other Navigation Aids	13: 2-light PAPI on right (3.50 degrees glide path) 31: 2-light PAPI on left (4.00 degrees glide path)
Runway Lighting	medium intensity
Heliport	
Helipad H1	60’ X 60’.
Surface	Concrete, in good condition
Lighting	None

3.4. Aircraft Operations

Airport does not have a tower but based on ADSB tracking, the County estimates 50,000 operations per year.

3.5. Based Aircraft

Table 3 illustrates the number of based aircraft at the Airport in 2025, as reported by the County.

Table 3 – General Aviation Based Aircraft (2025)

General Aviation Based Aircraft							
Single-Engine	Multi-Engine	Single Turbo	Multi Turbo	Jet	Helicopter	Light Sport	Total
197	8	4	3	6	2	3	223

3.6. Fuel Volumes

Figure 3 and Table 4 depict the general aviation fuel volumes (by type – jet fuel and avgas) at the Airport from Fiscal Year¹ (FY) 2018 to FY 2025, as reported by the current FBO services provider.

Figure 3 – General Aviation Fuel Volumes

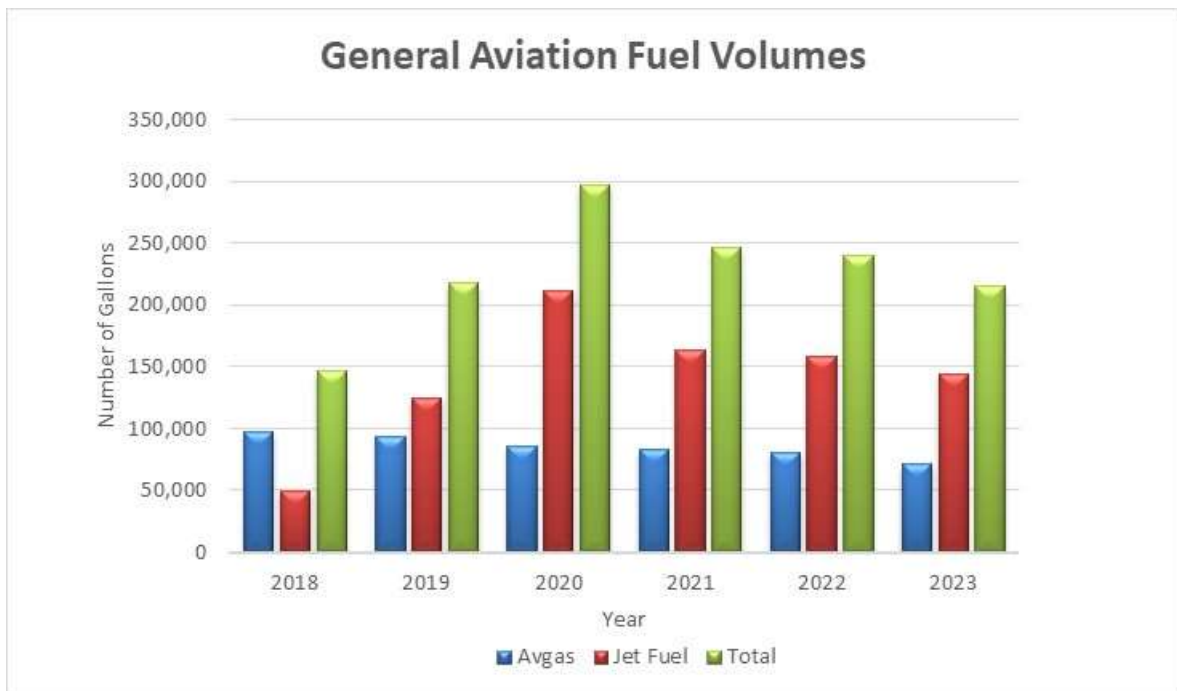


Table 4 – General Aviation Fuel Volumes

General Aviation Fuel Volumes				
Year	Avgas	Jet Fuel	Total	% Change
2018	97,241	49,156	146,397	N/A
2019	93,275	123,753	217,028	48.2%
2020	85,594	212,025	297,619	37.1%
2021	82,559	163,539	246,098	-17.3%
2022	80,975	158,931	239,906	-2.5%
2023	70,973	144,529	215,502	-10.2%

¹ The City fiscal year begins July 1st and ends June 30th.

3.7. Commercial Operators

SkyShare is the current provider of FBO products, services, and facilities, including fueling (jet and avgas), aircraft ground handling services, aircraft parking (hangar and tiedown), and aircraft maintenance. SkyShare currently operates on a month-to-month lease.

Table 5 identifies additional providers of commercial and non-commercial aeronautical activities.

Table 5 – Providers of Commercial and Non-Commercial Aeronautical Activities

Commercial Operator	Category	Services Provided
SkyShare FBO	FBO	Aviation fuel Aircraft ground handling Aircraft parking (ramp or tiedown) Hangars Hangar leasing / sales Passenger terminal and lounge Aircraft charters Aircraft cleaning / washing / detailing Aircraft sales / leasing / brokerage Catering
Scanlon Aviation	SASO	Oxygen service Flight training Aircraft rental Aerial tours / aerial sightseeing Aircraft maintenance Aircraft management
TJ Aircraft Sales	SASO	Aircraft Sales
SkyRanch	SASO	Upholstery
Golden Gate Skydive	SASO	Skydiving
John Ward Flight Training	SASO	Flight training
Direct Avionics	SASO	Avionics Service and Repair
Independent Maintenance Operator	SASO	Aircraft maintenance

4. PROPOSER INSTRUCTIONS

4.1. Introduction

Proposer is responsible for undertaking such investigation as necessary to formulate the basis of its proposal and determine Proposer's ability to comply with this RFP.

4.2. Investigation of Conditions and Circumstances

The submission of a proposal shall be considered conclusive evidence that the Proposer: (i) is thoroughly familiar with all terms, conditions, and provisions set forth in the RFP and all related materials, (ii) is fully qualified, experienced, and competent to successfully occupy and use the Subject Property and engage in the proposed activities at the Airport and completely understands, and will fully comply with all the requirements associated with doing so, (iii) has thoroughly, investigated all aspects of the opportunity and all related conditions or circumstances and has not relied on any information or other material conveyed in this RFP or otherwise provided by the County, and (iv) fully understands the conditions and/or circumstances that exist in the aviation industry, the community, and in the marketplace at and around the Airport.

The final agreement between the future Lessee/Operator and the County will incorporate the successful Proposer's proposal submitted in response to this RFP and all related materials including all attachments, exhibits, etc.

The Lessee will be leasing the improvements in an "as is" condition without representations or warranties from the County for engaging in any activity or for use by any type, category, or class of aircraft. Proposers shall conduct their own independent investigation and due diligence to make their own assessments, judgments, and decisions regarding this opportunity.

4.3. Pre-Proposal Meeting

Interested parties are required to attend a virtual pre-proposal meeting to review the Subject Property and ask questions.

Proposers shall participate in a virtual preproposal meeting scheduled as part of the RFP process. These meeting will take place on June 9, 2025 at 2:00pm (PDT) and could last approximately 1-2 hours long. RSVP via email to Jorge Molina at PROCUREMENT@marincounty.gov. It is the responsibility of the proposers to attend a preproposal conference and perform a detailed investigation before submitting a complete and responsive proposal. It is recommended that proposers bring a copy of the RFP document to the preproposal conference, as copies will not be available.

The County reserves the right to provide answers to any questions during the pre-proposal meeting and to provide those answers to any and all interested parties.

4.4. Preparation of Proposals

Proposals must be complete, accurate, and free from ambiguity or irregularities of any kind. All Proposers must complete the Airport Operating Application/Permit and include the completed application as part of the proposal. The completed application form must be signed by the Proposer or an authorized representative of the Proposer; otherwise, the Proposer may be disqualified and/or the proposal may be rejected by the County. In case of conflict between words and numerals, the words, unless obviously incorrect, shall govern. Proposer is cautioned to verify and confirm all aspects of its proposal prior to submittal. Negligence or omission on the part of the Proposer or any party preparing any portion of the proposal has no right to withdraw or amend the proposal after the Proposal Submission Deadline.

No claim for adjustment of any of the provisions of the draft Minimum Standards shall be honored after the proposal has been submitted by the Proposer on the grounds that the Proposer was not fully informed and/or did not fully understand this document or any other documents or any related data, information, and other material.

The County shall not, under any circumstances, be responsible for any costs or expenses associated with the proposal submitted including, research, investigation, development, preparation, duplication, production, collation, packaging, delivery, transmittal, or presentation of the proposal or any other related information and other material. All costs and expenses incurred by the Proposer in connection with the proposal submitted shall be the sole responsibility of the Proposer.

4.5. Proposer Request for Receiving Addendums

Notification of Proposers’ interest in receiving addendums to this RFP shall be submitted in writing to Jorge Molina, via email to PROCUREMENT@marincounty.gov, prior to 5:00 p.m. Pacific on June 16, 2025 (Proposer’s Request for Receiving Addendums Deadline). Proposers are encouraged to submit requests as early as possible in the process.

4.6. Questions

Any questions, comments, or requests concerning this RFP (and any of the attachments to this RFP) must be submitted in writing to Jorge Molina, via email to PROCUREMENT@marincounty.gov, prior to 5:00 p.m. Pacific on June 16, 2025 (Proposer’s Question Submission Deadline). Proposers are strongly encouraged to submit questions, comments, or requests as early as possible in the process. The County’s responses to questions, comments, or requests will be provided in the form of a written addendum to the RFP. Any addendum issued by the County will be provided via e-mail to all entities who have completed a request for receiving addendums.

Oral communications from the County or its representatives shall not be binding on the County and shall in no way modify any provision of the RFP document. Only written responses in the form of a written addendum to the RFP issued by the County shall be binding on the County.

All addenda must be acknowledged by Proposers in the proposal Cover Letter.

4.7. Anticipated Schedule

The anticipated schedule for this RFP process (which is subject to change) follows:

RFP Schedule	
Milestone	Date
Issue date of RFP	6/02/2025
Proposers’ Request for Receiving Addendums	6/16/2025
Virtual Pre-Proposal Meeting	6/9/2025
Proposers’ Question Submission Deadline	6/16/2025
County’s Response Deadline for Answering Questions	6/30/2025
Proposal Submission Deadline	7/28/2025

4.8. Delivery of Proposals

One digital copy of the proposal and any additional supporting information must be submitted electronically (in a PDF format) to Jorge Molina in the Procurement Division at PROCUREMENT@marincounty.gov prior to 5:00 p.m. Pacific on July 28, 2025 (Proposal Submission Deadline) with a subject line stating “**Proposal – FBO at Gness Field Airport.**” Email submissions must be confirmed by returned email. If you do not obtain a “Received” e-mail and/or do not follow-up, staff is not required to consider your submission. Facsimiles will not be accepted.

Proposers should anticipate the time required for email submissions to be received. As such, the proposal shall be submitted as early as possible to ensure receipt prior to 5:00 p.m. Pacific on July 28, 2025 (Proposal Submission Deadline). The County is not responsible for delays in transmission or technical issues related to the submission of a proposal.

Proposers' internal networks may have limits on the size attachments for sending emails. Therefore, it is incumbent on the Proposer to ensure the proposal can be transmitted by the Proposers' network and accepted by the County network. If attachments exceed these limitations, the County will accept proposals in multiple emails, provided all applicable emails (and attachments) are received prior to 5:00 p.m. Pacific on July 28, 2025 (Proposal Submission Deadline). Under this circumstance, respondent shall note in the description of the email that the proposal will be provided in multiple parts and include the total number of components and which component, of the total, the attachment represents.

Any proposal and all additional supporting information received after the Proposal Submission Deadline, regardless of the reason for the delay, will not be accepted and will be returned to the Proposer. Proposals must conform to the requirements stipulated in the RFP. By submitting a proposal, Proposer agrees the proposal represents genuine interest in the opportunity at the Airport. Further, Proposer agrees that all materials submitted by Proposer in response to this RFP will become the property of the County and shall not be returned to the Proposer. The County shall have the right to copy, disclose, publicize, and dispose of the proposal and all other material. In addition, the County shall be free to use as its own ideas, concepts, recommendations, techniques, or plans provided by the Proposer without obligation for compensation or liability of any kind.

The County is subject to the open record requirements of California law and all materials submitted by Proposer to the County are subject to disclosure. All information given as part of any proposal will remain confidential only to the extent permitted by law and expressly agreed by the County in writing. Proposer specifically waives any claims against the County related to the disclosure of the proposal and any material submitted if made under a public records request.

The County will not disclose any part of any proposal before announcing a recommendation for award and the County will not disclose any part of any proposal before announcing an award, on the grounds that there is a substantial public interest in not disclosing submittals during the evaluation process. After the announcement of a recommended award, all proposals received in response to this RFP will be subject to public disclosure. If the Proposer believes there are portions of the proposal which are exempt from disclosure under the California Open Records Law, respondent must identify as such and state the specific provision in the California Code which provides exemption as well as the factual basis for claiming the exemption.

4.9. Withdrawal of Proposal

Unless the Proposer makes a request for withdrawal in writing and the request is received by the County prior to the Proposal Submission Deadline, proposals may not be withdrawn for a period of 180 calendar days.

4.10. Prohibition Against Lobbying

Neither Proposer nor its representatives shall lobby, either on an individual or collective basis, either directly or indirectly, the County, its Supervisors, employees, or advisors, or any federal, state, or local elected or public officials or staff members regarding this RFP or the Proposer's anticipated or actual proposal. Neither Proposer nor its representatives shall contact the County, its Council, employees, or advisors, or any federal, state, or local elected or public officials or staff members or take any action to influence the outcome of the process. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, will result in disqualification of the Proposer and/or rejection of the proposal.

4.11. Contact with the County and Others

Except for submitting written questions concerning this RFP to Jorge Molina, which is specifically authorized by the County in this RFP, Proposers shall not contact the County, its Supervisors, employees, or advisors, or any federal, state, or local elected or public officials or staff members regarding this RFP. Violation of this provision, by or on behalf of a Proposer, intentionally or unintentionally, shall be cause for disqualification of the Proposer and/or rejection of the proposal.

4.12. Discrimination

In its evaluation of proposals, the County shall not discriminate on the grounds of race, color, national origin, religion, sex (including pregnancy and gender identity), genetic information, age, disability, or sexual orientation.

4.13. Disqualification of Proposal and/or Rejection of Proposal

A Proposer may be disqualified and/or a proposal may be rejected by the County for any of the following reasons:

1. Submission of proposal after the Proposal Submission Deadline;
2. Submission of more than one (1) proposal by any entity under the same or a different name;
3. Collusion among Proposers;
4. Existence of any unresolved claim between the Proposer and the County;
5. Proposer (or the proposed operation) does not fully meet the qualifications, requirements, or standards including, but not limited to, the Minimum Standards established by the County;
6. Proposer provides inaccurate, misleading, or false information or other material or misrepresents any material fact;
7. Proposer fails to make full disclosure;
8. Proposer (or an officer, director, agent, representative, shareholder, or employee of the Proposer) has a record of violating federal, state, or local regulatory measures including, but not limited to those established by the FAA, the State of California, the County, or any other airport owner/operator;
9. Proposer (or an officer, director, agent, representative, shareholder, or employee of the Proposer) has defaulted in the performance of any agreement at the Airport or at any other airport;
10. Proposer fails to demonstrate that it possesses adequate financial resources or that it can conduct the proposed activity;
11. Proposer (or an officer or director of the Proposer) has been convicted of a felony or a crime involving theft, fraud, or dishonesty;
12. Proposer's interests and/or the proposed activity, use, or improvement is inconsistent with the Airport Master Plan's goals or objectives, the Airport Layout Plan (ALP), the best interests of the County, or any airport assurance or other obligation;
13. The Subject Property leasehold is not appropriate or not adequate for the proposed activity;
14. Violation of Section 4.11. of this RFP;
15. The acceptance of the proposal will require that the County expend funds or supply labor or materials in connection with the proposed activities or improvements that the County is unwilling or unable to spend or will result in a financial loss or hardship to the County;

16. Proposer cannot demonstrate its ability to obtain insurance as required by the County for the proposed activity and/or improvements;
17. Proposer seeks terms and conditions which are inconsistent with the RFP and/or the policies and practices of the County; and/or
18. The proposed activity, use, or improvement will (i) result in congestion of aircraft, vehicles, or equipment; (ii) result in undue interference with aircraft operations or the operations of others; (iii) prevent free access and egress to existing areas; or (iv) deprive others of the full and unrestricted use of their leased premises.

4.14. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	
Content	Points
Qualifications and Experience	25
Management Plan	15
Operational Plan	25
Marketing Plan	15
Financial Plan	10
Development Plan	10
<i>Total Possible Points</i>	100

4.15. Evaluation Committee

An Evaluation Committee will review and evaluate qualified proposals received based on the Evaluation Criteria identified in this RFP. After completing the evaluation process, the Evaluation Committee will recommend to the County the Proposer that best meets the requirements of the County, as determined by the County in its sole discretion. At its sole discretion, the County may accept and/or reject the Evaluation Committee’s recommendation.

4.16. Interviews

Proposers may be required to interview (by telephone, web-based meeting software, and/or in-person) with the Evaluation Committee with date, time, and location to be determined. An interview and/or provision of additional information or other materials shall not be construed as an acceptance of Proposer’s proposal.

4.17. Additional or Supplemental Information

Proposers may be required to provide additional or supplemental information or other material to the County. The County has the right to conduct such investigations as the County considers appropriate with respect to the qualifications, experience, competencies, capacities, abilities, or reputation of the Proposer or the information or other material provided by the Proposer. The County has the right to consider, in its evaluation and selection process, additional information or other material obtained from the Proposer or obtained by the County through its own independent investigation.

4.18. Selection and Negotiation

Upon approval by the County, the selected Proposer(s) shall receive notice of intent to award a lease agreement and negotiations will be initiated by the County. The County may discontinue negotiations with any Proposer and/or withdraw any proposed agreement at any time before the agreement has been executed by both parties.

All Proposers will be notified in writing if selected or rejected for negotiation.

4.19. Award of Lease

Following agreeable negotiations, the agreement will be executed and returned to the selected Proposer(s) by the County. The agreement will only be binding when executed by both parties. In the event of a conflict between the agreement and the RFP or the Proposer's proposal, the agreement shall control or prevail. The County reserves the right to terminate negotiations at any time without liability, except for the return of the proposal deposit without interest to the Proposer, any time before the agreement has been executed by both parties.

4.20. Failure to Execute Agreement

If the selected Proposer refuses or fails to execute the agreement, the proposal deposit submitted by the selected Proposer and any interest that may have been earned shall become the property of the County as liquidated damages. Proposers understand and acknowledge that the County will incur costs and damages as a result of the selected Proposer's refusal or failure to execute the agreement and that such costs and damages are difficult to determine. Upon such refusal or failure to execute the agreement, the County may accept the proposal of any other Proposer or withdraw the RFP and not proceed with this procurement.

4.21. Failure to Meet and/or Perform Related Obligations

If the selected Proposer fails to meet and/or perform related obligations in a diligent and timely manner, the County may: (i) withdraw the notice of intent to award the agreement to the selected Proposer and issue a notice of intent to award the agreement to another Proposer, (ii) reject all proposals (i.e., not award the agreement to any Proposer), or (iii) take such other action as the County deems appropriate.

5. PROPOSAL CONTENT

Proposals must be organized so that each element (identified in this section) is addressed in the order indicated. Proposers must answer all questions completely and accurately and furnish all required information and materials – failure to do so may result in disqualification of the Proposer and/or rejection of the proposal.

Proposals must be typewritten on 8½” by 11” paper using Times New Roman font and a minimum 11-point type size. Proposals, excluding the Airport Operating Application/Form, are limited to 35 pages.

5.1. *Cover Letter*

The Cover Letter must identify the legal name and business trade name (if different from the legal name) of the proposing entity or entities as well as the Proposer’s primary office location and contact information. The Proposal shall be signed by a representative authorized to make commitments and/or enter into agreements on behalf of the Proposer along with the representative’s contact information. The Cover Letter shall include acknowledgement of all addenda.

5.2. *Executive Summary*

The Executive Summary must summarize the key elements of the proposal in a clear and concise manner including, but not necessarily limited to, the following:

- Qualifications and experience of the Proposer as it relates specifically to the aeronautical activities proposed including a summary of the products, services, and facilities currently being provided by the Proposer at other airports.
- Proposer's understanding of the objectives of the County as it relates specifically to the opportunity and the products, services, and facilities proposed to be provided at the Airport.
- Summary of the compensation (rents, fees, and other charges) proposed to be paid to the County.
- If applicable, a summary of the capital investment in the Subject Property and other improvements to be made (including justification of need) as well as the cost of proposed improvements, amortization period, source of funding, and the schedule for development and completion.
- Overview of the aircraft, vehicles, and equipment to be deployed at the Airport.
- Anticipated timeframe for initiating operation.
- Statement explaining why the Proposer is the best selection.

5.3. *Qualifications and Experience*

The Qualifications and Experience section will provide a thorough description of the Proposer’s qualifications and experience to engage in the commercial aeronautical activities proposed at the Airport, including, but not limited to:

- Number of years engaged in the planning, development, operation, management, and/or marketing of commercial aeronautical activities.
- Bio for each member of the management team including industry experience (with resumes included as an attachment to the Proposal).
- Identification of all airport property (by type and location of the property – airport, city, and state – and the history of the property) leased by the Proposer.
- Identification of all aviation businesses (by name and location of the business – airport, city, and state – and the type and history of the business) owned and/or operated by the Proposer.
- Provide the names of up to five airports (and contact information) where the Proposer has leased airport property and engaged in commercial aeronautical activities within the last five years.

Additionally, Proposers shall provide three business references, three customer references, and two financial references (including contact telephone number and email for each).

5.4. Management Plan

The proposal must address the following:

- Statements of Proposer’s mission, vision, and values.
- Chart depicting the Proposer’s organizational structure.
- Description of the roles and responsibilities of the Proposer’s principals and on-site general manager.
- Anticipated staffing levels and hours of operation.
- Description of the training and quality assurance programs to be implemented.
- Approach and timeframe initiating operation and approach for use of exclusive areas.

5.5. Operational Plan

The proposal must address the following:

- Description of the proposed products and services including type, range, level, and quality as well as hours of operation.
- Overview of the cost estimates for the vehicles, equipment, and aircraft to be deployed at the Airport.
- Description of the policies and procedures to ensure the anticipated products and services will be provided in a safe, secure, efficient, prompt, and professional manner.
- Evidence of all licenses, permits, and operating certificates required by any governmental agency.
- Proposed types and limits of insurance to be obtained specifically related to the opportunity.
- Evidence of any established or anticipated industry standard Safety Management System (SMS).
- Security plan.

5.6. Marketing Plan

The proposal must address the following:

- A description of the Proposer’s target markets including size, composition, trends, and future outlook as well as an analysis of the demand and capacity at the Airport for the activities proposed.
- Marketing strategies utilized to reach the target market.
- Description of the Proposer’s pricing strategies for all products, services, and facilities.
- Overview of the Proposer’s experience championing issues that have resulted in growth and development of aviation businesses and airport activity.
- Proposed marketing budget.
- Overall value to the aviation community.

If available, provide letter(s) of support from existing or prospective customers for the Proposer’s operation at the Airport.

5.7. Financial Plan

The proposal must address the following:

- Statement of financial capacity from a qualified financial institution or other source easily verified by the County that identifies the sources and the funds available to provide working capital to initiate the proposed activities and make any proposed capital investment.
- Three-year historical income (profit and loss) statement.

- Identification of rents, fees, and other charges proposed to be paid to the County.
- Proof of insurance or evidence of ability to obtain required insurance.

(This material may be submitted under separate cover marked as Confidential Information and will remain confidential to the extent allowed by law.)

5.8. *Development Plan*

The proposal must address the following:

- Preliminary site plan and floor plan which may include a rendering of the proposed improvements.
- Description of and preliminary specifications for the proposed improvements by major component.
- Cost estimate of proposed improvements by major component, source of funds, and the contribution expected, if any, from the County or others.
- Schedule for design, site preparation (demolition), development, and completion of the proposed improvements by major component.
- Evidence of the ability to obtain a bond from a bonding company or irrevocable letter of credit from a federally regulated bank that guarantees the timely, full, and faithful performance of the Proposer's construction obligations in the amount equal to the cost of the proposed improvements.
- Identification of the proposed amortization period for the proposed improvements.

5.9. *Additional Information*

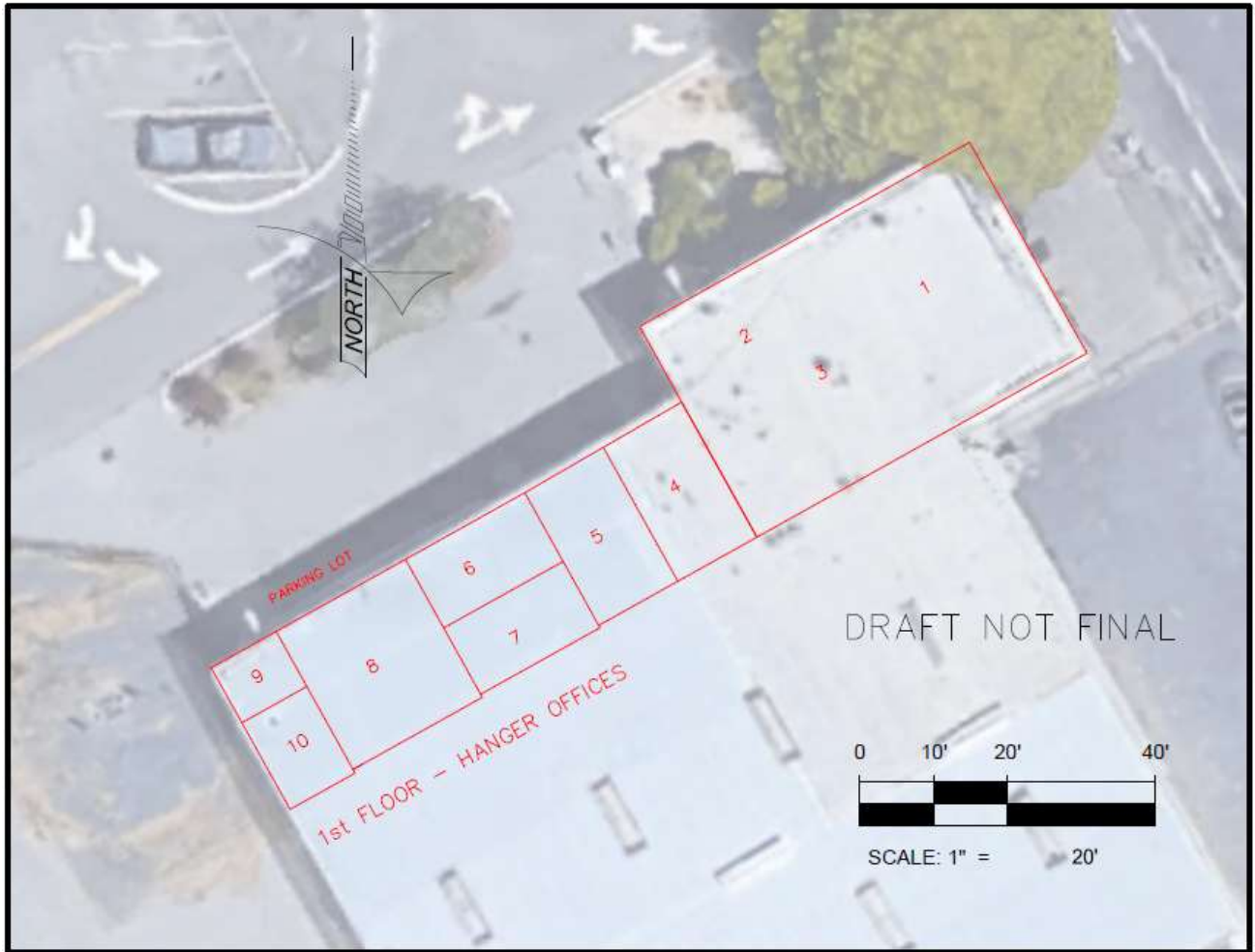
Proposer may include additional information considered useful in helping the County evaluate the qualifications and experience of the Proposer.

6. ATTACHMENTS

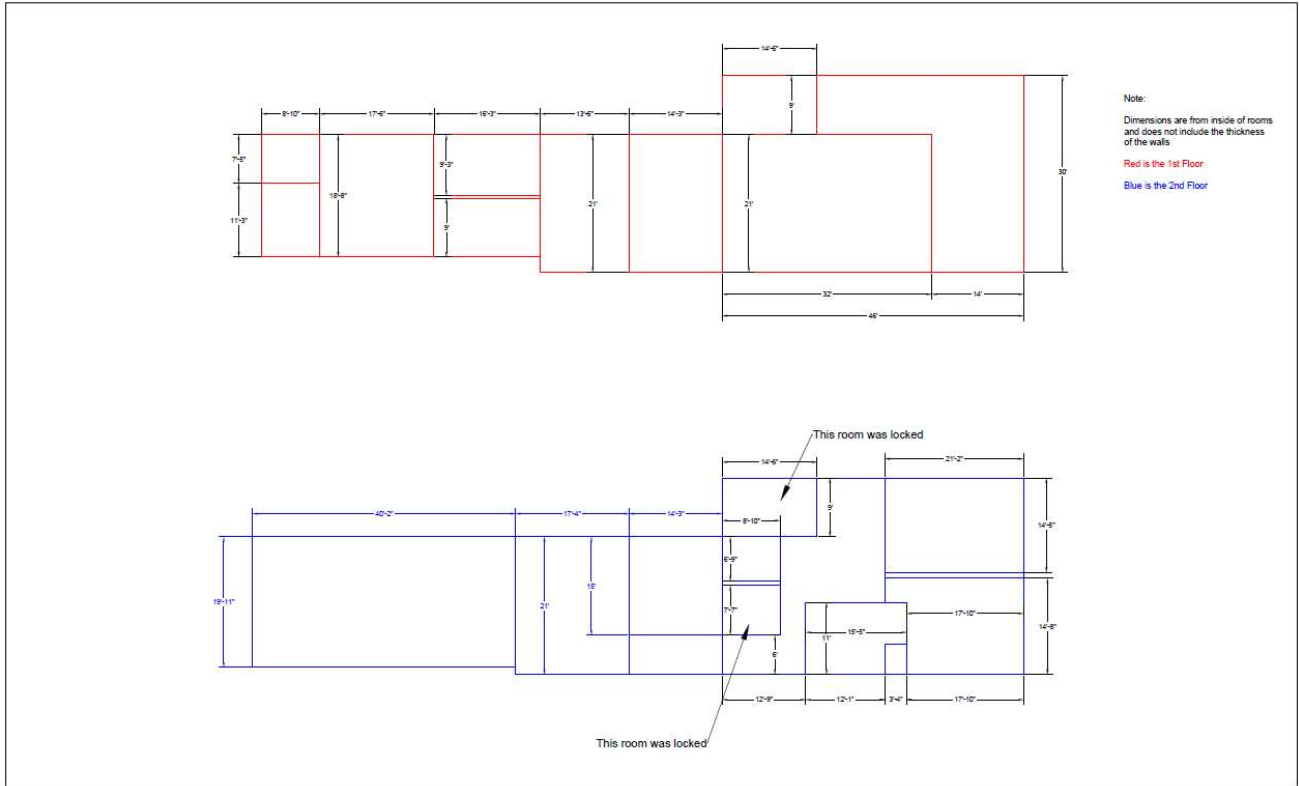
➤ ATTACHMENT 1 – FBO PROPERTY



➤ ATTACHMENT 2 – LAYOUT OF LEASED PREMISES





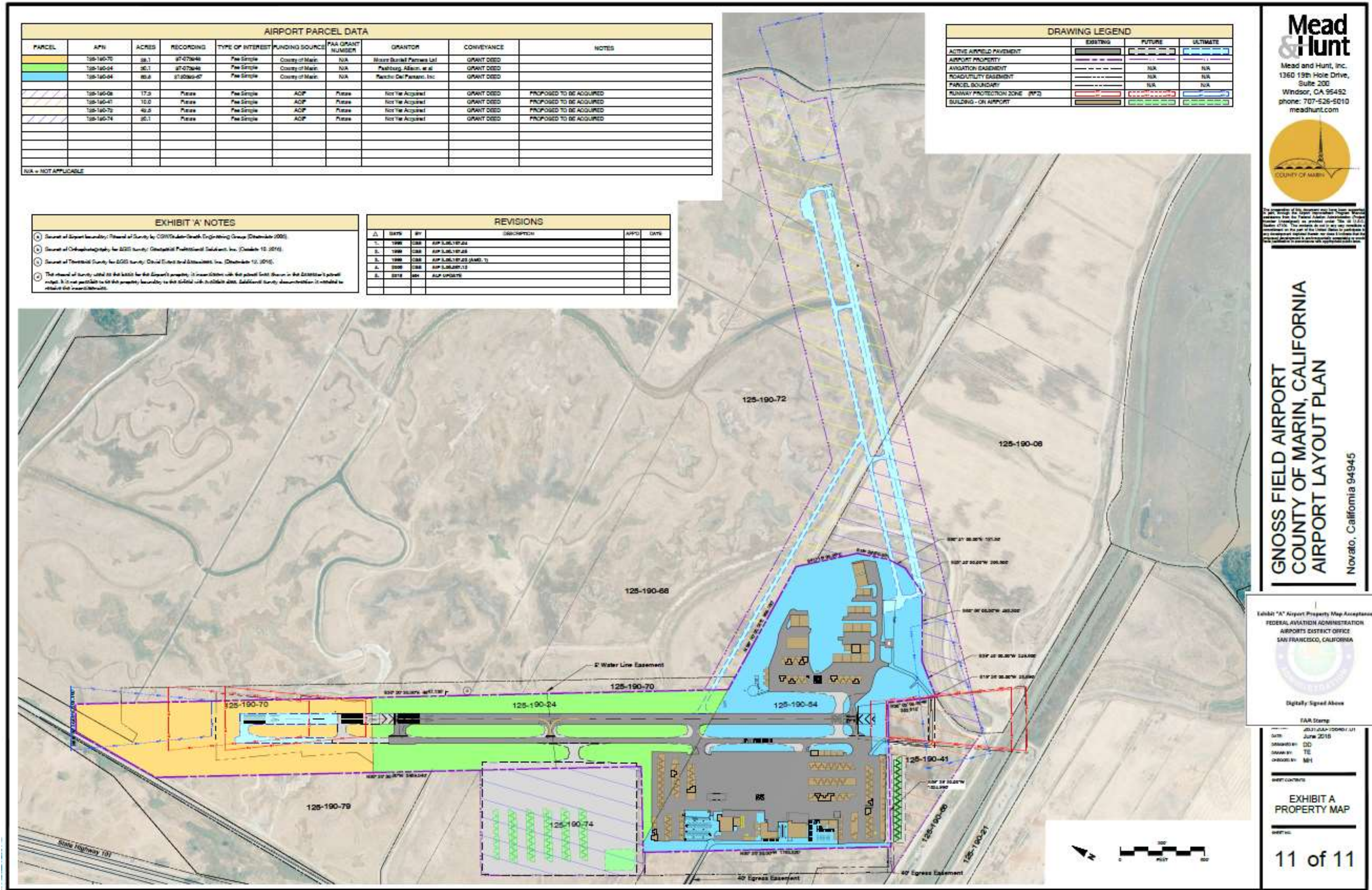


➤ ATTACHMENT 3 – AVIATION FUEL STORAGE AND SELF SERVICE FACILITY





➤ ATTACHMENT 4 – AIRPORT LAYOUT PLAN



Mead & Hunt
 Mead and Hunt, Inc.
 1360 19th Hole Drive,
 Suite 200
 Windsor, CA 95492
 phone: 707-526-5010
 meadhunt.com

COUNTY OF MARIN

**GROSS FIELD AIRPORT
 COUNTY OF MARIN, CALIFORNIA
 AIRPORT LAYOUT PLAN**
 Novato, California 94945

Exhibit "A" Airport Property Map Acceptance
 FEDERAL AVIATION ADMINISTRATION
 AIRPORTS DISTRICT OFFICE
 SAN FRANCISCO, CALIFORNIA

Digitally Signed Above

FAR Stamp
 0011-0001-0001-01
 DATE: June 2018
 DRAWN BY: DD
 CHECKED BY: TE
 CHECKED BY: MH

EXHIBIT A
 PROPERTY MAP

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