

REQUEST FOR INFORMATION



For Available Lease and Development for Aeronautical Use of the **North of Holly Parcel at San Carlos Airport**

County of San Mateo
Department of Public Works – Airports Division

April 12, 2023

REQUEST FOR INFORMATION (RFI). The County of San Mateo (“County”) is seeking information from potential Aeronautical Activity providers to develop the North of Holly Parcel (“Parcel”) at the San Carlos Airport. The Aeronautical Activity provider who develops the Parcel will have to operate in compliance with Federal Aviation Administration (FAA) guidelines, the County’s Minimum Standards, Rules and Regulations and other applicable Airport Policies, as updated from time to time. Aeronautical Activity providers utilizing zero emission, quiet, and innovative technology will align best with the County’s overall mission, vision, and values. Capitalized terms herein have the same meaning as in the Minimum Standards.

BACKGROUND. The San Carlos Airport (“Airport” or “SQL”) is located approximately 20 miles south of downtown San Francisco and is home to approximately 400 aircraft and 20 aviation-related businesses. The Airport is an important transportation and business asset for the local community because it offers Aeronautical Activities and is financially self-sufficient and funded by user and business fees. The Airport provides flight training, business flights, charter, and various 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 local aviation and airline industry.

OVERVIEW. The County has a parcel of land available at the Airport upon which facilities related to aviation may be developed. View the map (Attachment A) for additional site information. The land at issue is an approximately 16.5-acre parcel to the northwest of the Airport, located north of Holly Street and Highway 101 and south of Twin Dolphin Drive (APN 095220140). As depicted in Attachment A, a portion of the Parcel lies within the Runway Protection Zone (RPZ) for Runway 30 and in the immediate approach and departure paths for aircraft using the Airport. As also depicted in Attachment A, the Parcel is separated from the aeronautical portions of the Airport by a public road and because of its location, developing the Parcel to support additional traditional aeronautical uses presents a significant challenge.

The lack of access to the airfield may make developing the Parcel for traditional aeronautical purposes impractical, but the Parcel may present opportunities for non-traditional aeronautical support and activities, such as developing infrastructure to operate and support electric vertical take-off and landing vehicles (eVTOL).

The County is considering making this parcel available for non-aeronautical development, but requirements imposed by the FAA mandate that the County ensure that the property is not needed for an aeronautical function before dedicating it to a non-aeronautical use. Therefore, this RFI seeks expressions of interest from qualified parties, including companies, non-profits, partnerships, joint ventures, and individuals who desire to lease and develop this Parcel for aeronautical purposes (“Respondents”).

Submissions for non-aeronautical use of the Parcel will not be accepted.

Request for Information (RFI)
for Available Lease and Development
for Aeronautical Use of the
North of Holly Parcel at San Carlos Airport

Thank you for your interest in doing business with the County of San Mateo. **The county uses Public Purchase, an E-Procurement system, to host its formal bids, RFI's and RFP's.** To access solicitation documents or receive notifications, please register your company, at no charge, with our agency, County of San Mateo, under Region = California:

<https://www.publicpurchase.com/gems/sanmateo.ca/buyer/public/home>

Solicitation number	RFI# SQL_NOH_042023
RFI released	April 12, 2023
Deadline to request appointment for non-mandatory self-guided tour	April 19, 2023 at 4:00 PM <i>via email to airports@smcgov.org with a copy to jmanion@smcgov.org</i>
Non-mandatory self-guided tour	By appointment only
Deadline for questions	April 26, 2023 at 4:00 PM <i>via Public Purchase website (only)</i>
Deadline for submissions	May 17, 2023 at 4:00 PM <i>via Public Purchase website (only)</i>
Submission format	Electronic submission is required <i>Responses must be submitted as a single PDF document, include all the required items listed in this RFI, and be submitted via Public Purchase website (only)</i>
Interviews (if conducted)	May 29-June 1, 2023 <i>via Microsoft Teams</i>

Submissions for non-aeronautical use of the Parcel will not be accepted.

TABLE OF CONTENTS

INSTRUCTIONS FOR RESPONDENTS..... 1

1. PRE-SUBMITTAL ACTIVITIES..... 1

2. RESPONSE CONTENT. 2

3. RESPONSE SUBMISSION 5

4. WITHDRAWAL OF RESPONSES..... 6

5. NO COMMITMENT 6

6. PUBLIC RECORDS..... 6

ATTACHMENT A – SITE PLAN

INSTRUCTIONS FOR RESPONDENTS

1. PRE-SUBMITTAL ACTIVITIES

- A. Questions
- i. Submit questions and/or notifications of apparent errors no later than 4:00 PM on Wednesday, April 26, 2023 via Public Purchase website:
<https://www.publicpurchase.com/gems/sanmateo.ca/buyer/public/home>
 - ii. Questions and comments received after the deadline may not be acknowledged.
 - iii. Responses to questions and/or comments received will be posted on the Public Purchase website on or before May 3, 2023.
- B. Non-Mandatory Self-Guided Tour
- i. Those planning to submit a response may request an appointment to view the Parcel.
 - ii. Deadline to request appointment for self-guided tour of the Parcel is 4:00 PM on Wednesday, April 19, 2023 via email to airports@smcgov.org with a copy to jmanion@smcgov.org.
 - iii. Questions regarding the parcel or the RFI will not be addressed during the Non-Mandatory Self-Guided Tour. For questions, please refer to section 1.A.
- C. Revisions to the Solicitation
- i. The County may cancel, revise, or reissue this solicitation, in whole or in part, for any reason.
 - ii. Revisions will be posted on the Public Purchase website:
<https://www.publicpurchase.com/gems/sanmateo.ca/buyer/public/home>
 - iii. If any addenda are issued, it will be the sole responsibility of the individual or party to retrieve them.
- D. Contact with County Employees - Respondents may not pay any consideration to any company or person to influence the County, nor engage in behavior that may be reasonably construed by the public as having the effect or intent of influencing the County.
- E. Qualifications for Response Submission - Respondents must be legally authorized to do business in the State of California.

2. RESPONSE CONTENT

Submittals for non-aeronautical use of the Parcel will not be accepted.

- A. Response Format
 - i. Cover letter – A two-page summary of the Respondents' suggested plan for developing the Parcel.
 - ii. Authorized contacts – Identify the name and title, email, and phone number of the contact person(s) authorized to represent the Respondents' organization.
 - iii. Table of Contents
 - iv. Statement of Qualifications and Experience – Summarize qualifications and experience with operating an aeronautical business. Consider addressing the following:
 - (a) The number of years providing the proposed Aeronautical Activity.
 - (b) The number of years working with government entities.

- B. Questions for Respondents - Respondents to this RFI are encouraged, but not required to address the following questions.
 - i. Parcel Development:
 - (a) What is the nature of your potential role in the development of the Parcel?
 - (b) What is your vision for the development and use of the Parcel? Details are encouraged.
 - (c) How does the development align with the County Airports 'Friendly Approach' Noise Management Program? Program details can be found at flysmcfriendly.com.
 - (d) What construction and improvements do you propose and what is your phasing plan?
 - (e) Describe how the development will benefit Airport users and residents living near the Airport.
 - (f) Are there any essential pre-requisite processes or information that you think the County should undertake or ascertain at this stage before initiating the procurement process?
 - (g) What best practices would you recommend the County follow for developing the Parcel?

- (h) Describe any necessary and ideal interaction and coordination between the developer and the County.
 - (i) What do you believe would be an ideal contracting structure for this project with respect to development, construction, and operation firms? What other project structures or options should the County consider?
 - (j) What, if any, additional County-funded infrastructure would be necessary for the Parcel to be attractive for aeronautical development?
 - (k) What is your estimated timeframe for the commencement of business operations?
 - (l) What type of operation and maintenance activities do you anticipate will be necessary to sustain the operation of your proposal?
- ii. Financial and Lease Questions
- (a) What types of partnerships or contracting arrangements, if any, might a developer contemplate for the funding or financing of this project?
 - (b) How long of a lease term would a developer require for this project?
- C. Potential Lease Terms for comment
- i. **Laws, Rules, and Regulations.** The developer will be required to construct any improvements, use, maintain, and occupy the Premises in compliance with all applicable laws, rules, and regulations, including all applicable Federal Aviation Administration (FAA) regulations. These include but are not limited to the applicable provisions of the Federal and State Occupational Safety and Health Act (OSHA), the Americans with Disabilities Act (ADA), and the Airport Rules and Regulations as amended from time to time. The developer will have to ensure, at its sole cost, that the premises complies with all applicable rules, regulations, and codes prior to commencing operations.
 - ii. **Permits.** The developer will be responsible for identifying and acquiring, at its own cost, all necessary plans, permits, alterations, and inspections of the space.
 - iii. **Environmental Compliance.** The developer will be responsible for compliance with all environmental laws, including the local and state environmental regulations, the National Environmental Protection Agency (NEPA,) and any associated requirements related to hangar project improvement design and development.
 - iv. **Utilities.** The developer will be responsible for securing and installing all utilities required for facility improvements.
 - v. **Term.** Negotiable.
 - vi. **Non-Discrimination.** The Lease shall include a non-discrimination clause, prohibiting the Proposer from discriminating against an employee or applicant for employment with respect to hiring, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is not legitimately related to the

individual's ability to perform the duties of a particular job or position. Further, the Lease Agreement shall contain all applicable required FAA provisions and require Proposer to comply with such provisions, as they may be amended from time to time, including those related to non-discrimination. A copy of these required provisions may be found at:

https://www.faa.gov/sites/faa.gov/files/2022-11/combined-federal-contract-provisions-2022-11-17_0.docx

- vii. **Subordination.** The provisions of the Lease will in no way abrogate any rights vested in the United States of America relative to the airport as such rights exist between the United States of America and the County of San Mateo.

- viii. **Indemnification.** The developer will have to agree to relieve, indemnify, protect and hold harmless, County, its officers, agents, employees, and servants from all claims, suits, or actions of every name, kind, and description resulting from the operation, maintenance, use, or occupation of the Premises and defects on the property in which the County has no control; the acts or omissions of developer, its officers, agents, employees, servants, invitees or permittees; or the failure of developer, its officers, agents, employees, servants, invitees or permittees, to observe or abide by any of the terms, covenants and conditions of this Lease or any applicable federal, state, county or municipal law, rule, or regulation, brought for, or on account of, any of the following:
 - (a) injuries to or death of any person, including Contractor or its employees, officers, or agents;
 - (b) damage to any property of any kind whatsoever and to whomsoever belonging; or
 - (c) any other loss or cost, including but not limited to that caused by the concurrent active or passive negligence of County and/or its officers, agents, employees, or servants. However, developer's duty to indemnify and save harmless under this Section shall not apply to injuries or damage for which County has been found in a court of competent jurisdiction to be solely liable by reason of its own negligence or willful misconduct.

The duty of developer to relieve, indemnify, protect and hold harmless, as set forth hereinabove, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

- ix. **Insurance.** The developer will be responsible for meeting the County's Minimum Insurance Requirements which can be found in the Airport Minimum Standards at the following URL or at any time upon request:

www.smcgov.org/publicworks/airport-forms-and-documents

D. Required Compliances

- i. If the County issues an RFP for developing the Parcel and subsequently chooses to award a contract, the developer should understand that the successful bidder would be required to:
 - (a) Comply with FAA regulations that impact development on land parcels adjacent to or at runway ends including, the Code of Federal Regulations (CFR) 14 Part 77 "Safe, Efficient Use, and Preservation of The Navigable Airspace" and FAA Order 8260.3D "United States Standards for Terminal Instrument Procedures (TERPS)." Any development shall be consistent with criteria and standards set by FAA rules and regulations.
 - (b) Comply with all applicable local, County, state, and Federal laws, rules and regulations.

3. RESPONSE SUBMISSION

Submittals for non-aeronautical use of the Parcel will not be accepted.

A. Response Submission Instructions

- i. One electronic RFI submission, submitted via Public Purchase website only. Hard copies will not be accepted.
- ii. Responses to this RFI must be submitted no later than 4:00 PM on Wednesday, May 17, 2023 via Public Purchase website:
<https://www.publicpurchase.com/gems/sanmateo.ca/buyer/public/home>
- iii. Please include:
 - (a) Respondent name
 - (b) RFI title and number
- iv. The Airport is not responsible for submission errors.

B. Errors in Responses

- i. The County will not be liable for any errors in responses.

4. WITHDRAWAL OF RESPONSES

Responses may be withdrawn, modified, or replaced at any time prior to the Due Date and Time.

5. NO COMMITMENT

- A. This RFI is issued solely for information and planning purposes – it neither constitutes a request for proposals nor is a promise to issue an RFP or any solicitation in the future. No warranties or representations of any kind are made by the County, including a representation or warranty as to the suitability of the Property for any particular purpose. Respondents are cautioned that they are expected to coordinate with the County and undertake their own due diligence with respect to the property.
- B. Following this RFI, the County may elect to (a) make the property available for development without issuance of a formal RFP; (b) issue a formal RFP; (c) find that marketplace interest makes aeronautical development impractical and may proceed with alternative development of the Parcel.
- C. The County will not defray any costs incurred in preparing responses or participating in any presentations related to this RFI.

6. PUBLIC RECORDS

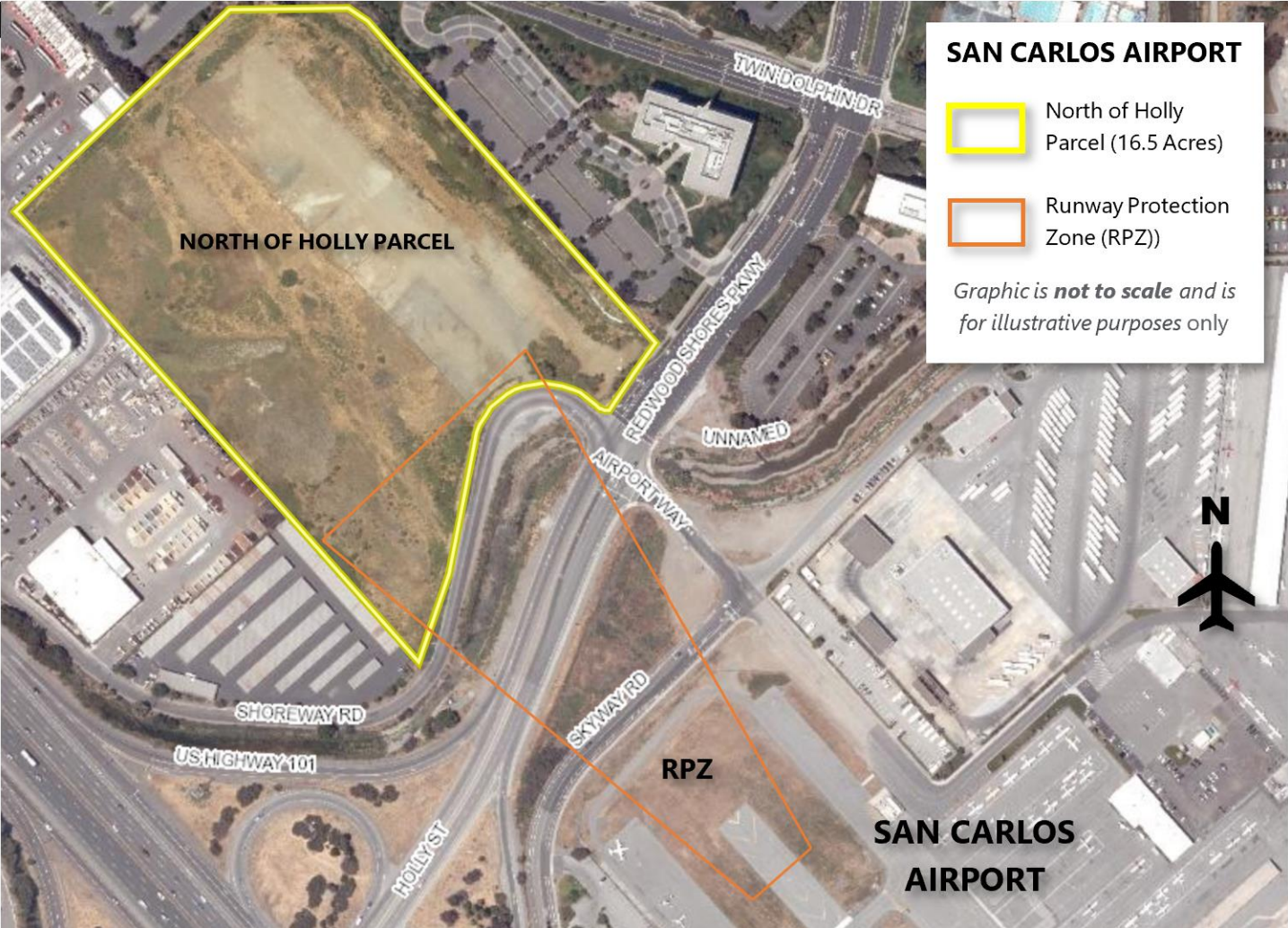
- A. General
 - i. All materials submitted in response to this solicitation will become the property of the County and will be considered public records. As such, they may be subject to public review.
 - ii. Submission of any materials in response to this RFI constitutes:
 - (a) Consent to the County’s release of such materials under the Public Records Act without notice to the person or entity submitting the materials; and
 - (b) Waiver of all claims against the County and/or its officers, agents, or employees that the County has violated a Respondent’s right to privacy, disclosed trade secrets, or caused any damage by allowing the response or materials to be inspected; and
 - (c) 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
 - i. The County is not seeking proprietary information and will not assert any privileges that may exist on behalf of the Respondents. Respondents are responsible for asserting any applicable privileges or reasons why a document should not be produced in response to a public record request.
 - ii. 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 may attempt to inform the

Respondents of the public records request in a timely manner to permit the assertion of any applicable privileges.

- iii. Failure to seek a court order protecting information from disclosure within ten (10) days of the County's notice of a request to the Respondents will be deemed agreement to the disclosure of the information and the Respondents agree to indemnify and hold the County harmless for the release of such information.

ATTACHMENT A
SITE PLAN

San Carlos Airport
North of Holly Parcel (APN 095220140)



Link to [San Carlos Airport Layout Plan*](#)

**Unofficial copy for information only*