

HABERSHAM COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Request for Proposals (RFP) to Construct and Lease an Aircraft Hangar Facility

DATE: 7/15/2024

- RECOMMENDATION**
- POLICY DISCUSSION**
- STATUS REPORT**
- OTHER**

BUDGET INFORMATION:
ANNUAL-
CAPITAL-

PRESENTED BY:
COMMISSION ACTION REQUESTED ON: July 15, 2024

PURPOSE:

The purpose of this agenda item is to seek approval to offer an award for hangar development for two (2) of the four (4) 60' x 60' leasable lots as advertised in the Habersham County RFP to Construct and Lease a Hangar Facility at the Habersham County Airport.

BACKGROUND / HISTORY:

The Habersham County Airport and Airport Commission are proposing a public-private partnership for new hangar development at the airport to help meet the demand for hangar space while increasing based aircraft, as well as rental income and ad valorem income from the airport.

- Habersham County accepted public bids for hangar development at the airport in 2022. The bids were tabled due to budget constraints and the project did not move forward.
 - Habersham County Airport has a demand for additional hangar space.
 - Habersham County BOC voted to approve the issuance of an RFP for four (4) 60' x 60' airport box hangars.
-
-

FACTS AND ISSUES:

- Habersham County advertised an RFP to Construct and Lease a Hangar Facility at the Habersham County Airport and received two (2) RFP packages by the due date on June 6, 2024. The two RFP responses were from Charles Brammer Jr. and FBO Drive (Andy Anderson Managing Member).
 - The two (2) RFP packages received were reviewed by Lead Edge Design Group, Habersham County Airport and Airport Commission.
 - Recommendations were made to accept and award the two (2) RFP submissions at the June 11, 2024, Habersham County Airport Commission meeting.
 - The development will include two (2) separate 60' X 60" lots (of the four (4) 60' x 60' lots advertised in the RFP) to include 3,600 square feet of buildable area each.
 - The required hangars to be constructed on each lot will be a 60' X 60' metal building with a minimum 18' door opening.
 - Ground lease rates will be a minimum of \$360 per month for each of the two lots totaling a minimum of \$720 in rental income per month for the airport.
-
-

OPTIONS:

- 1) Approve recommendation
 - 2) Deny recommendation
 - 3) Commission defined alternative
-
-

RECOMMENDED SAMPLE MOTION:

Motion to approve signing a ground lease with Charles Brammer Jr. and FBO Drive that submitted on the RFP and to re-advertise for the two remaining sites.

DEPARTMENT:

Prepared by:

Director: _____

**ADMINISTRATIVE
COMMENTS:**

_____ **DATE:** _____
County Manager

Request for Proposals
to
Construct and Lease a Hangar Facility
at the
Habersham County Airport

ISSUE DATE: *April 24, 2024*

RFP DUE DATE/TIME: *June 6, 2024, 11:00 am*

SUBMIT RFP TO: Habersham County Board of Commissioners
Finance Office
130 Jacob's Way, Suite 302
Clarksville, GA 30523

Requests for information regarding this RFP solicitation should be directed to Lead Edge Design Group by calling Amanda Rostin at 770-846-3596, or by email at arostin@leadedgedesign.com.

PREPARED BY:
Lead Edge Design Group, Inc.
300 Parkbrooke Place, Suite 100
Woodstock, Georgia 30189



TABLE OF CONTENTS

SECTION I. Preface	3
SECTION II. Notice to Proposer	4
SECTION III. General Information, Terms, and Conditions	5
SECTION IV. Habersham County Requirements	6
SECTION V. Proposal Submission Instructions	8
SECTION VI. Contract Provisions	13
SECTION VII. Lease Area Description	14
SECTION VIII. Proposal Form	15
SECTION IX. Non-Collusion Affidavit	16

SECTION I. PREFACE

The Habersham County Board of Commissioners is accepting sealed proposals from experienced businesses with proven qualifications to construct and lease a hangar facility at the Habersham County Airport. To this end, the Habersham County Board of Commissioners invites qualified firms to provide sealed proposals for services to construct and lease an aircraft hangar facility.

Interested parties may obtain the solicitation documents from the Habersham County Board of Commissioners as described herein.

Interested parties shall submit their proposal in the format as described herein.

Proposals received will be evaluated based on evaluation criteria as described herein.

This Request for Proposals shall in no manner be construed as a commitment on the part of the Habersham County Board of Commissioners to award or enter into an agreement with any proposer. The Habersham County Board of Commissioners reserves the right to waive any irregularities in any proposal, to reject any or all proposals, to request additional information or ask for clarifications from any offeror, to solicit new proposals, or to accept any proposal or no proposal at all which in the sole opinion of the Habersham County Board of Commissioners is deemed to be in their best interest.

SECTION II. NOTICE TO PROPOSER

Sealed proposals will be received by the Habersham County Board of Commissioners at the Habersham County Finance Office, 130 Jacob's Way, Suite 302, Clarksville, Georgia 30523 until **11:00 am, Thursday, June 6, 2024**. Proposals received after the stated time will not be accepted.

A Non-Mandatory Pre-Proposal Conference will be held at 3:00 pm, Tuesday, May 21, 2024, at the at the Habersham County Airport Conference Room, 1112 Airport Road, Cornelia, Georgia 30531.

Proposals shall be placed in a sealed envelope marked "Construct and Lease a Hangar Facility at the Habersham County Airport" and addressed to the Habersham County Board of Commissioners Finance Department, 130 Jacob's Way, Suite 302, Clarksville, Georgia 30523. The envelope should include one (1) original and (4) copies of the proposal.

All proposals shall be valid for acceptance by the Habersham County Board of Commissioners for 120 days.

The Habersham County Board of Commissioners reserves the right to reject any or all proposals, to waive informalities, and to re-advertise or abandon this solicitation at their sole discretion. Nothing herein should be construed as a commitment on the part of the Habersham County Board of Commissioners to award a contract.

Proposers are required to submit all questions in writing to Lead Edge Design Group at arostin@leadedgedesign.com. **The deadline for proposer's questions is 5:00 pm on Thursday, May 30, 2024.**

Proposers are advised that the date, time, and location for submitting proposals or opening bids may be modified by Addendum, which must be acknowledged in the Proposal.

All material submitted in response to this RFP shall become the property of the Habersham County Board of Commissioners and will not be returned to the Offeror. The content of each Offeror's proposal shall become public information once a contract has been awarded.

SECTION III. GENERAL INFORMATION, TERMS, AND CONDITIONS

- A. This proposal is for the construction and lease of an a hangar at Habersham County Airport. The development is made up of Lot A, Lot B, Lot C and Lot D. These four (4) separate 60' X 60' lots include 3,600 square feet of buildable area each. The required hangars to be constructed on each lot will be a 60' x 60' metal building with a minimum 18' door opening. Hangar doors will be mechanically operated and remain within the boundary of building footprint. The hangar color will be as designated by the Habersham County Board of Commissioners. Aircraft stored in the hangar will pay ad valorem tax in Habersham County and will be listed in the FAA based aircraft database as a based aircraft at the Habersham County Airport.
- B. A map of the lease area is included as Exhibit "A." Electric utilities are available at the site. Water and sewer are not available at the site.
- C. The Habersham County Board of Commissioners requests sealed proposals from qualified individuals for the construction and lease of the aircraft hangars as delineated in this Request for Proposal. All proposals shall be valid for acceptance by the Habersham County Board of Commissioners for 120 days.
- D. The awarded party shall be required to enter into a Ground Lease Agreement which will be developed upon notice of award to the successful proposer. See draft ground lease attached. The terms of the final lease agreement are subject to change until executed by the Habersham County Board of Commissioners and proposer.
- E. The terms of the lease may be changed at the sole discretion of the Habersham County Board of Commissioners at any time during the RFP process and/or prior to execution. If the terms change during the RFP process, notice of those changes will be provided to registered proposers.
- F. Ground lease rates for the parcel will be proposed by the offeror in the proposal with a minimum value of \$360 per month. Final ground lease rates will be developed upon notice of award to the successful proposer. The terms of the final lease agreement are subject to change until executed by the Habersham County Board of Commissioners and proposer.
- G. The Habersham County Board of Commissioners reserves the right to reject any or all proposals and may, but is not required to, advertise for new proposals. The Habersham County Board of Commissioners further reserves the right to waive irregularities or technicalities in connection with any proposal and/or to seek additional clarifying information from any respondent.
- H. The Habersham County Board of Commissioners reserves the right to award the project to an individual or company that results in the overall best interest to the Habersham County Board of Commissioners.

SECTION IV. HABERSHAM COUNTY REQUIREMENTS

Qualifications and Experience

Proposals must provide the following information to establish the qualifications and experience of the Proposer:

1. Certification that the Proposer or its officers or any predecessor companies are not under any part of the Bankruptcy Act nor have filed under the Bankruptcy Act within the previous seven years.

Terms & Conditions

1. Submittals received after the due date and time will not be considered. Modifications received after the due date will not be considered. Habersham County Board of Commissioners assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to the improper designation.
2. Habersham County Board of Commissioners reserves the right to reject all proposals. The County will not discriminate against any vendor submitting a bid because of race, creed, color, national origin, or handicap.
3. Habersham County Board of Commissioners reserves the right to exercise discretion and apply its judgment with respect to all proposals submitted. The County also reserves the right to reject all proposals, either in part or in its entirety, or to request and obtain, from one or more of entities submitting proposals, supplementary information as may be necessary for the Habersham County Board of Commissioners to analyze the proposals.
4. Habersham County Board of Commissioners may elect to award a contract in multiple phases, as is deemed to be in the airport's best interest. Should the Habersham County Board of Commissioners award projects in phases, the Habersham County Board of Commissioners reserves the right to award the phases to the same proposer.
5. All proposals shall constitute, for a period of 120 calendar days, an irrevocable offer to provide the goods/services set forth in the specifications and proposal.
6. At no time shall the successful vendor reproduce Habersham County's logo, return address or any other identifying or proprietary information for any other purpose. Also, the vendor shall not use Habersham County in any advertisements without the written consent of the County. Refer to http://www.habershamga.com/document_center.cfm?fid=277&ysnDC=1 to download a copy of the Application for Permission to Use County Logo.
7. All proposers will be required to provide a Certificate of Insurance as proof of insurance and Workman's Compensation Insurance while under contract with Habersham County. Workman's Compensation Insurance should be as required by the State of Georgia.
8. Information provided within the proposer's proposal are subject to open records request per Georgia Law. All proposals submitted in response to the RFP become property of Habersham County Board of Commissioners.
9. Habersham County follows the purchasing policies and procedures adopted on December 14, 2015, through Habersham County Ordinance to Chapter 1, Article 4, Division 2. Refer

to http://www.habershamga.com/document_center.cfm?fid=339&synDC=1 for complete document.

Insurance Coverage Requirements

ALL PROPOSERS MUST FURNISH PROOF OF LIABILITY INSURANCE, WORKER'S COMPENSATION LIABILITY INSURANCE, AND ANY OTHER INSURANCE REQUIRED BY APPLICABLE STATE, FEDERAL, AND ADMINISTRATIVE LAW.

Such proof shall be submitted with the proposal and show evidence of insurability satisfactory to Habersham County as to form and content. If the proposal is selected by the County, the Proposer must maintain, at a minimum, the insurance policies and minimums indicated in the selected proposal. If the Proposer maintains broader coverage and/or higher limits than shown in the proposal, Habersham County shall be entitled to coverage for the higher limits maintained by the Proposer.

All Insurance Coverage(s) and Bonds required under the terms and conditions of the lease shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the Habersham County Board of Commissioners. Evidence of said insurance coverage shall be provided on or before the inception date of the lease.

Proposer shall provide written notice to the Habersham County Board of Commissioners immediately if it becomes aware of or receives notice from any insurance company that coverage afforded under such policy or policies shall expire, be cancelled, or altered.

Certificates of Insurance are to list Habersham County Government, its' Officers, Officials and Employees as an Additional Insured (except for Workers' Compensation and Professional Liability). This insurance shall apply as Primary Insurance before any other insurance or self-insurance, including any deductible, non-contributory, and Waiver of Subrogation provided in favor of Habersham County. If Habersham County shall request, the Proposer will furnish the County for its inspection and approval of such policies of insurance with all endorsements, or confirmed specimens thereof certified by the insurance company to be true and correct copies.

The obligations for the Proposer to procure and maintain insurance shall not be constructed to waive or restrict other obligations. It is understood that neither failure to comply nor full compliance with the foregoing insurance requirements shall limit or relieve the Proposer from any liability incurred because of their activities/operations in conjunction with the lease.

Questions and Interpretations

No inquiries or interpretation of meaning concerning this Request for Proposal will be made to any interested party orally. Every inquiry or request for interpretation should be made in writing via e-mail prior to the deadline for questions. All inquiries and requests for interpretation should be sent via e-mail to Lead Edge Design Group at arostin@leadedgedesign.com. All questions and all answers will be posted on the website www.habershamga.com. It will be the responsibility of interested parties to periodically check the website for any new information.

SECTION V. PROPOSAL SUBMISSION INSTRUCTIONS

To be considered, proposals must be submitted to the Habersham County Finance Office no later than the date and time listed in this RFP. Proposals received after that time will not be considered and returned to the Offeror unopened.

Proposals must include all requested information. Failure to respond to any requested item may cause a proposal to be deemed non-responsive.

Due to the possibility of negotiation with all compliant proposers, the identity of any proposer or the contents of any proposal shall not be public information until after a contract award is made; and therefore, only the names of the proposers submitting packages will be read aloud.

General Submission Instructions, Terms, and Conditions:

1. Proposals should be prepared simply and economically, providing straightforward information.
2. Proposals must be made in the official name of the offering firm or individual under which business is conducted.
3. The proposal cover letter and proposal form must be signed in ink by a representative of the offeror duly authorized to legally bind the offeror submitting the proposal.
4. Offerors should submit one (1) clearly identified original and four (4) copies of their proposal. The Habersham County Board of Commissioners will not photocopy the proposal documents for the purpose of complying with this provision requiring a pre-determined number of duplicate copies. Failure to provide the required number of complete duplicate copies may result in proposal rejection.
5. Proposals must be submitted in a sealed envelope and include all requested information.
6. Proposals should be labeled as follows:
 - a. Offeror Name
 - b. Proposal Title
 - c. Closing Date
7. Proposals may be delivered via mail/express delivery or hand-delivery and should be in receipt of the Habersham County Board of Commissioners by the date and time listed in this RFP. The physical address (for express mail and hand delivery) and mailing Address for this proposal:

Habersham County Board of Commissioners
Finance Office
130 Jacob's Way, Suite 302
Clarksville, GA 30523

Proposals will not be accepted via fax or email. All proposals will become the property of

the Habersham County Board of Commissioners upon submission.

8. Content pages excluding cover letter, exhibits, and tab dividers shall not exceed 30 pages.
9. To achieve a uniform review process and allow for adequate and fair comparability, proposals must meet the following requirements:
 - a. Bound along the left margin in a manner selected by the Offeror.
 - b. Include a cover letter.
 - c. Printed on letter-size paper (8½ x 11)
 - d. Printed in single-space format.
 - e. Printed with one-inch margins left, right, top and bottom.
 - f. Font size at least 12 points
 - g. Single-sided
 - h. Each page should be consecutively numbered.
 - i. Header or Footer with the Offeror's name
10. The response should contain a cover letter and introduction, including the firm's name and address, and the name and telephone number of the person(s) authorized to represent the Offeror regarding all matters related to the proposal. The cover letter should also contain the following statement:

"We have read the Habersham County Board of Commissioners Request for Proposals to Develop and Operate Aircraft Hangar Facility at the Habersham County Airport and fully understand its intent. We certify that we have adequate personnel and capabilities to provide the offer as stated in our proposal. We further understand that our ability to meet the criteria and provide the best value to the Habersham County Board of Commissioners shall be judged solely by the Habersham County Board of Commissioners."

11. In addition, the cover letter must certify the following:
 - a. The response is not made in the interest of or on the behalf of any person not named therein.
 - b. The Offeror has not directly or indirectly induced or solicited any person to submit a false response or to refrain from submitting a proposal.
 - c. The Offeror has not in any manner sought by collusion to secure an advantage over any other respondent.
 - d. The Offeror acknowledges and accepts all terms and conditions included in this RFP.
 - e. The Offeror and key professionals do not have nor anticipate a potential conflict of interest with the Habersham County Board of Commissioners or Habersham County.
 - f. Each proposer must include pro-forma of its financial plan indicating the proposed annual rents that will be paid to the Habersham County Board of Commissioners, the total amount of investment to be made by the proposer, and the anticipated annual operating and maintenance expenses. The financial plan must indicate the proposed

sources of funds the proposer intends to use for the development of all facilities.

- g. Each proposer must submit documentation establishing its financial capacity to complete the proposed development. Each Proposer shall provide a letter from a financial institution communicating its commitment to provide the Proposer with the funds needed to construct all proposed facilities, or that the Proposer has sufficient funds to complete construction without borrowing.

12. Essential Elements of Proposals including specific development

Proposals must include and will be evaluated on the following:

- Cover Letter
- Proposal form from Section VIII
- Financial plan: pro-forma and letter from financial institution.
- Economic development plan: economic impact to community including ad valorem amount from aircraft to be stored in hangar, fuel sales, job creation, and community investment.
- Qualifications and experience: recent and related experience in similar development.
- Capital investment in the project.

Offerors must address and discuss each area contained in paragraph 12 above. Offerors should provide conceptual drawings if available with their proposal.

13. Pre-Proposal Meeting – To be held at the Habersham County Airport Conference Room, 1112 Airport Road, Cornelia, Georgia 30531 on **Tuesday, May 21, 2024, at 3:00 pm.**

14. Option for Oral Presentations

The Habersham County Board of Commissioners shall have the option to invite offerors to make oral presentations, to provide an opportunity for evaluating an offeror through the presentation of its proposal. The Habersham County Board of Commissioners may limit the number of oral presentations conducted to those offerors ranking highest after initial evaluation of proposals. Offerors will not be informed of their rank at the time of the oral presentations.

The time allotments and the format shall be the same for all oral presentations. Offerors will be given notice of at least five (5) business days prior to the date of an oral presentation.

15. Effective Period of Proposals

Proposal responses remain in effect for at least one hundred and twenty (120) days from the submission deadline and thereafter until either the Offeror withdraws their response in writing, a contract is executed, or the RFP is canceled, whichever occurs first.

16. Disqualification of Proposals

Proposals received after the submission deadline will be considered late and shall be automatically disqualified.

Proposals that are not responsive or fail to comply with the mandatory requirements of this RFP shall be deemed non-responsive and shall be disqualified. Non-responsive proposals can include, but not be limited to, those that fail to address or meet any mandatory item, and those submitted in insufficient number or incorrect format.

Collusion by two or more offerors agreeing to act in a manner intended to avoid or frustrate fair and open competition is prohibited and shall be grounds for rejection or disqualification of a proposal or termination of a contract.

17. Right of Rejection

Notwithstanding any other provisions of this RFP, the Habersham County Board of Commissioners reserves the right to reject all responses, to waive any irregularity or informality in a response, and to accept or reject any item or combination of items, when to do so would be to the advantage of the Habersham County Board of Commissioners. It is further within the rights of the Habersham County Board of Commissioners to reject responses that do not contain all elements and information requested in this document.

18. Award of Contract

The Offeror to whom the contract is awarded shall be required to enter a written contract with the Habersham County Board of Commissioners. This RFP and responses, or any part thereof, may be incorporated into and made a part of the final contract. The Habersham County Board of Commissioners reserves the right to negotiate the terms and conditions of the contract.

19. Financial Responsibility

The Offeror understands and agrees that the Habersham County Board of Commissioners shall have no financial responsibility for any costs incurred by the Offeror in responding to this RFP. The successful Offeror shall be solely responsible for meeting all terms and conditions specified herein, its proposal, and any resulting contract. The Offeror's signature on a proposal submitted in response to this RFP guarantees that the prices submitted have been established without collusion with other eligible vendors and without effort to preclude the Habersham County Board of Commissioners from obtaining the best possible competitive proposal.

20. Evaluation Award Criteria

The factors to be used in evaluating the responses will include the following:

- a. Financial plan (0-40 points)
- b. Economic impact to community including ad valorem amount from aircraft to be stored in hangar, fuel sales, job creation, and community investment. (0-40 points)

- c. Qualifications and Experience: capability of Offeror, including recent and related experience in similar development. (0-20 points)

Total Points available up to one hundred points.

The Habersham County Board of Commissioners reserves the right to negotiate with the highest ranked respondent.

SECTION VI. CONTRACT PROVISIONS

PUBLIC ACCESS TO PROCUREMENT INFORMATION: No such documents or other documents relating to this procurement will be presented or made otherwise available to any other person, agency, or organization until after award. Commercial or financial information obtained in response to this RFP, which is privileged and confidential, will not be disclosed. Such privileged and confidential information includes information which, if disclosed, might cause harm to the competitive position of the offeror supplying the information. All offerors, therefore, must visibly mark as "Confidential" each part of their proposal, which they consider containing proprietary information.

DEVIATIONS: Any deviations from the requirements of this RFP must be listed separately and identified as such in the table of contents.

ALTERNATES: Innovative alternative proposals are encouraged, provided however, that they are clearly identified as such and all deviations from the primary proposal are listed.

SECTION VII. LEASE AREA DESCRIPTION

See Exhibit A – Lease Area.



HABERSHAM COUNTY AIRPORT
CORNELIA, GA

EXHIBIT A

300 Parkbrooke Place
Suite 100
Woodstock, Georgia 30189
www.LeadEdgeDesign.com

REQUEST FOR PROPOSALS TO
DEVELOP AND OPERATE HANGAR AIRCRAFT FACILITY

APRIL 2024



SECTION IX: NONCOLLUSION AFFIDAVIT

(This Affidavit is Part of Bid)

STATE OF _____

COUNTY OF _____

_____, being first duly sworn, deposes and says that

1. He is (Sole owner, a partner, president, secretary, etc.) of _____ the party making the foregoing Proposal or BID
2. That such BID is genuine and not collusive.
3. That said BIDDER has not colluded, conspired, connived, or agreed, directly or indirectly, with any BIDDER or person, to put in a sham BID, or that such other person shall refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the Bid Price of affiant or any other BIDDER, or to fix any overhead, profit or cost element of said Bid Price, or of that of any other BIDDER, or to secure any advantage against OWNER any person interested in the proposed Contract; and
4. That all statements in said Proposal or Bid are true; and further,
5. That such BIDDER has not, directly or indirectly submitted this BID, or the contents thereof, or divulged information or data relative thereto to any association or to any member or agent thereof.

 (Bidder) (Title)

Sworn to and subscribed before me this _____ day of _____, 20____.

 Notary Public in and for

County _____

My Commission expires _____, 20____.

(SEAL)