

LEGAL NOTICE

Notice is hereby given that Salinas Municipal Airport, in Salinas, California is seeking proposals for qualified vendors to develop, manage and operate the restaurant located within the main terminal building.

Proposals will be received until 4:00 p.m., October 31, 2016, in the Airport Administration Office at 30 Mortensen Ave, Salinas, California. All proposals shall be addressed to the Airport Manager. In bold lettering, the submission will be marked with: "PROPOSAL FOR AIRPORT RESTRURANT."

Award of the contract to the successful vendor shall be based upon the proposal determined most advantageous to the City and Airport. Proposals must remain firm once submitted and may not be withdrawn for a period of one-hundred eighty (180) days, subject to provisions for correction of errors in the proposal.

Brett J. Godown
Airport Manager

**CITY OF SALINAS
SALINAS MUNICIPAL AIRPORT**

**30 MORTENSEN AVE, CALIFORNIA 93905
PHONE: 831.785.7214**

REQUEST FOR PROPOSAL (RFP): For Lease of the restaurant facility at 40 Mortensen Ave, Salinas, California, 93905 (previously The Landing Zone Restaurant).

The Salinas Municipal Airport (the Airport) is issuing this Request for Proposal ("RFP") to parties seeking consideration for leasing restaurant space at 40 Mortensen Ave (restaurant facility), to manage and operate the facility owned by the City of Salinas at the Salinas Municipal Airport.

Responses to this RFP must be submitted to the Airport's administrative office no later than 4:00 p.m. local time on Monday, October 31, 2015.

Proposals will be time-stamped upon receipt. Please submit five (5) original copies addressed to the Airport's administrative office, 30 Mortensen Ave, Salinas, CA, 93905, Attention: Airport Manager. Responses may be mailed, hand delivered or couriered only. No charge for delivery or any other delivery fees will be paid by the Airport.

The Airport will not be responsible for any lost or undeliverable mail related to this RFP. In bold lettering, mark the submission: "PROPOSAL FOR AIRPORT RESTAURANT." All questions should be directed via e-mail to the address below with the words "AIRPORT RESTAURANT RFP" entered on the e-mail subject line:

Brett Godown, Airport Manager
Brett.godown@ci.salinas.ca.us

Parties planning to submit a proposal are encouraged to schedule a non-mandatory restaurant tour at 40 Mortensen Ave, Salinas, CA no later than end-of-day Monday, September 8, 2014. An Airport representative will be available to answer questions.

BACKGROUND

The Salinas Municipal Airport, a California regional general aviation (GA) airport, is part of the national airspace system (NAS) and is an enterprise operation owned by the City of Salinas. A historic military airfield, the airport continues to receive state and federal aviation grants to ensure safety and service. The Airport is effectively self-sufficient and serves as landlord for a number of aviation and non-aviation users within the airport boundaries.

The restaurant facility is located in the airport terminal building and is approximately 2,302 square feet (approximately 1,563 square feet of dining area and 510 square feet of kitchen area). It was formerly operated as the Landing Zone Restaurant (2003-2016).

PROPOSALS

A committee will evaluate Proposals and may short-list proposals after the initial evaluation and/or request additional information. The selected party should be prepared to enter into negotiations to determine terms and provisions of a lease for the restaurant facility.

Proposals are to include the estimated cost of operating the restaurant facility and proposed terms of a Lease with the Airport, including the contract period. The proposed terms will be utilized in negotiation of a contract between the Airport and the successful Respondent.

Proposals shall be signed by an authorized individual or officer of the submitting party. Proposals may be withdrawn by the submitting party at any time prior to the designated date and time for the submittal of the Proposals.

This RFP does not commit the Airport to grant a lease, contract or contracts, to defray any costs incurred in the preparation of a response to this RFP.

The Airport reserves the right to cancel, in part or in its entirety, this RFP, including but not limited to: submittal date, requirements and selection schedule.

If any addendums are issued, it will be the sole responsibility of the individual or party to retrieve them from the Airport Administrative office.

PROPOSAL CONTENT

All Proposals shall, at a minimum, include the information listed below:

- 1) Transmittal Letter: A letter indicating the Respondent's interest and briefly summarizing any participation of partners, sub-contractors or others in the proposed restaurant operation.
- 2) Title Sheet: Listing (i) Respondent's name and address, including type of entity (sole proprietorship, partnership, or corporation, including whether public or private); (ii) name and address of sub-contractors, or others participating in the proposed operation; and (iii) full name, title, mailing address, e-mail address, telephone numbers of the individual(s) authorized to represent and contractually bind the Company.
- 3) Table of Contents: List key sections to assist the reviewer in locating relevant information.
- 4) Statement of Qualifications and Experience: A statement summarizing experience with special emphasis on operating a similar size restaurant facility. Describe the administrative, financial and physical capacity to operate the proposed facility. Include abbreviated resumes of key individuals that will provide services required to operate the proposed restaurant.
- 5) Business Plan: A business plan that considers the ubiquitous presence of restaurants at GA airports. Business plan and marketing must consider local and adjacent pilot communities, Fixed Base Operators (FBOs), nearby aviation related businesses as well as recurring aviation and non-aviation events. The plan should consider how to best attract the local community to

patronize the restaurant. At a minimum the plan should include the business concept, financial features and requirements, promotion plan, and current business position.

- 6) The Respondent shall provide a proposed menu.
- 7) The Respondent shall develop a proposed name for the business/restaurant and theme.
- 8) Potential site improvements: The Respondent shall be responsible for any modifications that may be desired to the existing facilities. All modifications (if any) must be approved, in writing, by the Airport, and all necessary permits obtained from the City of Salinas.

Proof of insurance coverage is required prior to the beginning of any approved modifications.

The following criteria will be utilized in selecting a tenant for the Airport Restaurant:

Restaurant Experience	30 points
Business Plan	20 points
Financial Capacity and Credit History	20 points
Proposed Lease Rate	15 points
Proposed Tenant Site Improvements	10 points
Completeness and Creativeness of Proposal	5 points

PROPOSAL DETAILS

Proposals shall contain no more than twenty (20) single sided pages. The Transmittal Letter, Contents, Information Sheets, Subcontractor Information and Resumes will not be counted as part of the twenty pages. The Response will reflect a reliability and ability to meet the specifications set forth in this RFP as well as the willingness to supply the most efficient and effective services possible.

The Respondent shall ensure the proposal details provision of the following, at a minimum:

- Lunch and Dinner service (Breakfast optional); Full Bar service
- Experienced kitchen, bus and servers, in sufficient numbers to provide prompt service
- Open at least six (6) days a week: Weekend mandatory; one weekday closed optional
- Full time onsite manager

Respondents will be responsible for obtaining all permits, licenses, and other requirements to comply with City, County, State, and Federal laws, including but not limited to, the appropriate liquor license if applicable.

Respondent will share in the cost of janitorial service for the restrooms located in the terminal building.

Respondent will be responsible for securing and locking the terminal premises and terminal building each evening, excluding days the restaurant may be closed.

REQUIRED COMPLIANCES

The Respondent's proposed method of operation and all equipment used must comply with the applicable provisions of the Federal and State Occupational Safety and Health Act, The Americans with Disabilities Act, and the Airport Rules and Regulations.

In addition, Respondent must comply with all environmental rules and regulations promulgated by any federal, state, or local government entity, which may be currently in effect or as may be enacted in the future, all regulations for restaurant providers and all other applicable laws, regulations, ordinances, codes and rules of any governmental entities that have jurisdiction.

The successful Respondent agrees to defend and indemnify the Airport against all losses, expenses and damages from violation of any of the above laws, regulations, ordinances, codes and rules. Respondents will be required to verify that all equipment used under this RFP can meet the requirements for standard industry regulations on an annual basis.

Respondent will be required to maintain at all times, an "A" rating from the County of Monterey Health Department throughout the term of the Lease.

DOCUMENTATION AND REPORTS

Certain documentation will be required at lease execution by the selected Respondent, unless directed otherwise by the Airport Manager, or designee. Such documentation shall include, but not be limited to:

- A current Certificate of Insurance as required by the Airport Lease.
- A current City of Salinas business license and any other applicable license required by the Airport Lease.

If a current restaurant operator, a current Certificate from the County of Monterey Health Department with an "A" rating.

PROPOSAL SUBMITTAL

Responses must be submitted to the Airport's administrative office no later than 4:00 p.m. Monday October 31, 2016. Respondents shall submit five (5) original copies addressed to the Airport at 30 Mortensen Ave, Salinas, CA 93905, attention: Airport Manager. In bold lettering, mark the submission with: "PROPOSAL FOR AIRPORT RESTAURANT."

Responses may be mailed, hand delivered or couriered only. The Airport will not be responsible for any lost mail or undeliverable mail related to this RFP.

The Airport reserves the right to request additional information and/or clarifications from any or all parties responding to this RFP. All submitted Proposals and proposal documents are subject to the provisions of Government Code Section 6250, et seq., commonly known as the California Public

Records Act. Proposals and related documents shall become the property of the Airport. Any confidential financial material submitted will be kept confidential to the extent possible by law. Such material, if provided, should be submitted under separate and sealed cover.

PROPOSED SCHEDULE

RFP (this document) available August 29, 2016

Non-mandatory tour, per respondents request; no later than September 30, 2016

Proposals due 4:00 p.m., local time, October 31, 2016

Applicant Interviews will occur no later than November 10, 2016

Notice of recommended Respondent selection no later than December 9, 2016

Award and authorization of contract by City Council of Salinas: January 2017

SELECTION OF SUCCESSFUL PROPOSAL

The Airport intends to select the party that provides optimal services for operation of the restaurant facility. Consideration will be given to all Proposals.

Preference will be given to a Respondent that has demonstrated a history of successful restaurant management and has submitted a Proposal that demonstrates a commitment to partnering with airport management and is in the best interest of the Airport and its continued development.

The successful Respondent will enter into lease negotiations with the Airport. A sample Lease agreement is attached (Attachment "C"). The Airport will rely upon this sample form to the extent appropriate.

The Airport reserves the right to accept or reject any or all Proposals and/or re-solicit or cancel the Proposal process, if deemed to be in the best interest of the Airport.