



**LNK**

**LINCOLN AIRPORT**

**REQUEST FOR PROPOSAL  
FOR  
HANGAR DEVELOPMENT**

**PROPOSAL SUBMITTAL DEADLINE**

**November 26, 2024**

**LOCATION:**

Lincoln Airport Authority  
2400 W Adams  
Lincoln, NE 68524

# REQUEST FOR PROPOSAL HANGAR DEVELOPMENT

Proposals for a Hangar Development Project will be received by the Lincoln Airport Authority until 2:00 P.M. (CT), November 26 2024, at which time they will be opened by the Authority's Director of Planning and Development, whose contact information is below.

Chad Lay  
Director of Planning and Development  
[c.lay@lincolnairport.com](mailto:c.lay@lincolnairport.com)  
Lincoln Airport Authority  
2400 W Adams  
Lincoln, NE 68524

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## List of Exhibits

- Exhibit A:** Lease Area Diagrams
- Exhibit B:** Proposal Certification
- Exhibit C:** Non-Collusion Affidavit
- Exhibit D:** Addendum Acknowledgement Form
- Exhibit E:** Construction Insurance

Request for Proposals  
for Lincoln Airport Authority

HANGAR DEVELOPMENT AT THE LINCOLN AIRPORT

**Airport Overview**

The Lincoln Airport (the "Airport") is operated by the Lincoln Airport Authority (the "Authority"), a public body corporate organized under the laws of the State of Nebraska (Nebraska Code L-1952, Section 13). The Authority is governed by an Airport Board consisting of five members who are elected by voters of the City.

The Lincoln Airport Authority is responsible for the improvements, maintenance, and operation of the Airport, and it is authorized to enter into contracts for the rental of buildings, land, office space and other property; to adopt rules and regulations for the operation of the Airport; and to have control, custody and direction of all lands, properties and improvements affixed thereto, and to have general direction of the same. The Board meets monthly, usually at 11:30 a.m. on the last Thursday of each month, in the Airport Terminal Boardroom A, located on the second floor of the terminal building at 2400 West Adams, Lincoln, Lancaster County, Nebraska. The Board of Directors acts by and through their Executive Director and staff on all matters pertaining to the management and operations of the Airport.

The Airport presently encompasses an area of approximately 5,000 acres and is located approximately five miles northwest of downtown Lincoln.

The Airport has three runways: 1) Runway 17-35 at 5,800 feet long by 100 feet wide; 2) Runway 14-32 at 8,649 feet long and 150 feet wide; and 3) Runway 18-36 at 12,901 feet long and 200 feet wide.

Other non-aeronautical and aeronautical amenities of the Airport are summarized below:

- Approximately 5,000 acres
- Both Corporate and General Aviation Hangars
- Two Full Service FBOs
- Flight School
- Air Charter
- Nebraska National Guard 155<sup>th</sup> Airlift Wing

### **Available Opportunity**

The purpose of this Request for Proposals ("RFP") is to solicit proposals from qualified and experienced respondents ("Respondents") to lease and construct one hangar on an aeronautical parcel at the Airport ("Prime Property"). The Prime Property includes one land parcel, as depicted on Exhibit A. The Prime Property is located in the northeast quadrant of the airport with direct access to the airfield. The parcel has ample space to construct a corporate hangar to include aircraft and vehicle parking. Facilities and aircraft static parking must remain clear of the building restriction line depicted on Exhibit A. Exact property limits will be surveyed as part of the lease process, however proposals for a lease of less than the entire lease area will not be considered.

The selected Respondent will negotiate a ground lease ("Agreement") with Authority that will serve as the basis for the development, construction, maintenance, and operation of an aircraft hangar on the Prime Property.

The Respondent's development plan should be consistent with the current Airport Layout Plan ("ALP").

## RFP Timeline Summary:

**Note: Authority reserves the right to modify this timeline at any time.**

<b>Contact Person:</b>	<b>Chad Lay</b> <a href="mailto:c.lay@lincolnairport.com">E-mail: c.lay@lincolnairport.com</a>
<b>Mandatory Pre-Proposal Meeting Information</b>	<p>A mandatory pre-proposal meeting is scheduled for November 7, 2024 at 2:00pm. The pre-proposal meeting will be held in the Airport's Terminal Boardroom A located at 2400 W Adams Street, Lincoln, Nebraska. It will also be hosted on Microsoft Teams. The meeting will serve as a time for all proposers to gain insight and ask any questions pertaining to this RFP before submission. A tour of the site will immediately follow. Please RSVP to Chad Lay @ <a href="mailto:c.lay@lincolnairport.com">c.lay@lincolnairport.com</a> for the meeting NLT Close of Business (5:00pm EST) on November 5, 2024.</p>
<b>Questions:</b>	<p>Must be submitted electronically no later than November 13, 2024 by COB (5:00pm CT). Responses to questions will be provided in writing and will become an addenda to the RFP.</p> <p>Contact Chad Lay via email at <a href="mailto:c.lay@lincolnairport.com">c.lay@lincolnairport.com</a></p>
<b>Deadline for submitting Proposals:</b>	November 26, 2024 by 2:00pm CT
<b>Submittal:</b>	Lincoln Airport Authority Attn. Chad Lay Hangar Development Proposal <a href="https://share.lincolnairport.com/filedrop/LNK-RFP-SUBMITTAL">https://share.lincolnairport.com/filedrop/LNK-RFP-SUBMITTAL</a>

ISSUE DATE:	October 23, 2024
MANDATORY PRE-PROPOSAL MEETING	November 7, 2024
WRITTEN QUESTIONS/COMMENTS DUE DATE:	November 13, 2024
LAST ADDENDUM RELEASED:	November 18, 2024
RFP RESPONSE DUE DATE:	November 26, 2024
NOTIFICATION OF PRELIMINARY AWARD DECISION TO BIDDERS:	December 17, 2024

If a Certified Disadvantaged Business Enterprise (DBE) contractor is hired to work on any portion of this project, the prime/awarded contractor must advise the Lincoln Airport Authority as such. All DBE's must justify their status by submitting their DBE Certification Form to the Authority.

### **Project Requirements and General Lease Terms**

- This is not a solicitation of bids. Issuance of this RFP and receipt of proposals does not require the Authority to award a contract. The Authority expressly reserves the right to postpone proposal opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Respondent concurrently, to cancel all or part of this RFP, or to issue a new RFP.
- Upon approval and execution of an Agreement with the Authority, the successful Respondent(s) will be responsible for all costs associated with due diligence, development, construction, improvements, management and operation of the proposed property, including but not limited to, all planning, designing, entitlement, environmental compliance, permit fees, utility charges and all other project costs associated with the operation of the parcel improvements as described within a formal Agreement and as summarized below.
- The successful Respondent will be responsible for all costs associated with any type of improvements or modifications to the property. All plans and specifications for construction improvements must first be approved in writing by the Authority's Planning and Development Department.
- All necessary permits and proof of insurance coverage will be obtained prior to the start of any approved improvements or modifications to the property.
- All necessary building and other permits must be obtained from the City of Lincoln.
- The successful Respondent will comply with all FAA Grant Assurances and other FAA requirements and all federal, state, and local requirements including those for the Transportation Security Administration, and the City of Lincoln.

- The successful Respondent will be responsible for securing and installing all utilities required for facility improvements.
- During any proposed facility improvement/construction, the successful Respondent will incorporate principles of and best practices in accordance with the Authority's Storm water Pollution Prevention Plan.

The attached Exhibit A is an overall airport site plan showing existing development, taxiways, apron, and runways. All utilities brought from the main utility location to the site are the responsibility of the Respondent. The Respondent must provide a detailed construction schedule. A construction schedule will be a determining factor in the award process. The successful Respondent must complete, submit and receive an aeronautical determination by the FAA, the Notification of Proposed Construction or Alteration, FAA Form 7460-1 prior to any construction activity. The proposed construction will be of an aviation hangar. The uses and design of the hangar will solely be for aviation uses in compliance with FAA regulations and minimum standards as may be amended from time to time.

**Lincoln Airport Authority reserves and may exercise the following rights and options:** (i) to reject any and all proposals, negotiate with any Respondent, alter the scope of work, to extend the date for submittal responses to request additional information from any Proposer, to supplement, amend or otherwise modify the RFP prior to the closing date and time, and reissue the RFP at any time prior to execution of a final Land Lease Agreement if, in Authority's sole opinion, it is in their best interest to do so; (ii) to supplement, amend, substitute, or otherwise modify this RFP at any time prior to selection of one or more proposers for negotiation and (iii) to cancel this RFP with or without issuing another RFP; (iv) to reject the proposal of any proposer who, in the Authority's, sole judgment, has been delinquent or unfaithful in the performance of any contract with Authority is financially or technically incapable or is otherwise not a responsible responder; (v) to reject as informal or non-responsive, any proposal which, in Authority's sole judgment, is incomplete, is not in conformity with applicable law, is conditional in any way, or deviates from the mandated requirements of the RFP and; (vi) to waive any informalities in the submission process, defect, non-responsiveness and/or deviation from this RFP that is not considered in the best interest and/or best value to the Authority, at its sole judgment.

All proposals must be submitted online via the Airport's upload link:

<https://share.lincolnairport.com/filedrop/LNK-RFP-SUBMITTAL> and received by November 26, 2024, 2:00 pm (CT). Proposals should be marked "Hangar Development Project Proposal; and addressed to the Lincoln Airport Authority, Attn. Chad Lay, 2400 W Adams Street, Lincoln, NE 68524. Email or facsimile Proposals will not be accepted. All costs associated with the development of this RFP will be the sole responsibility of the Respondent.

Any exceptions to the specifications included in the RFP must be clearly stated in the proposal.

## **Submittal Instructions**

Questions must be emailed to [c.lay@lincolnairport.com](mailto:c.lay@lincolnairport.com)

It is the sole responsibility of the Respondent to make sure the submission is received by the Authority's Planning and Development Department by the due date and time. The Authority assumes no responsibility for delivery of RFPs.

Proposals submitted in advance should be submitted digitally to the Lincoln Airport Authority via the upload link <https://share.lincolnairport.com/filedrop/LNK-RFP-SUBMITTAL>. Attn: Chad Lay, 2400 W Adams Street, Lincoln, NE 68521. Respondents are fully responsible for delivery of proposals. Proposals should be labeled "Hangar Development Project Proposal". **All proposals must be sent to and received by the Authority by November 26, 2024, 2:00pm CT.**

All addendums associated with this RFP will be posted on the airport's website at <https://lincolnairport.com/business-information/current-rfq-rfp-rsoi/>. As required, it is the proposer's responsibility to ensure that all addendums are acknowledged through submission of the Acknowledgement of Addendum Form (Exhibit D) in the response. The last addendum for this RFP will be submitted and published on the website no later than November 18, 2024.

Except as otherwise provided herein, proposals which are incomplete or which are not in conformance with the law, may be rejected as non-responsive. Timely Proposals received will be subject to applicable laws and regulations governing public disclosure. Submission of a Proposal indicates acceptance by the Respondent of the conditions contained in this RFP, and the intent to enter into an Agreement with Authority.

## **Proposal Organization and Format**

Proposals should be typed and should not include any unnecessarily elaborate or promotional material. Lengthy narrative is discouraged. In order to expedite and to maintain consistency in the evaluation process, each Proposal should be organized as presented below. Proposals that do not follow the specific format outlined below, or that fail to provide the required documentation may receive lower scores or be disqualified if found to be non-responsive. In the event of conflict between any of the Proposal documents, resolution will be at the Authority's sole discretion.

### **A. Cover Letter**

Include a transmittal letter identifying the proposal package being submitted. Include other general information deemed significant enough to be highlighted. The letter will provide the name, address, telephone number, and e-mail address of the individual authorized to contractually bind the company/entity.



## B. Business Entity Description

Provide a statement of the operator's corporate status, type of legal entity and a profile of the experience of all principal officers. Include percentage ownership interest if applicable. If the Respondent is a corporation, provide a certification from the Secretary of State indicating the complete legal name of the corporation and the date of incorporation. If the Entity is a Partnership, describe the makeup of the Partnership, etc. Include the Proposal Certification Exhibit B in this section.

## C. Contact Information

Name, title, address, and telephone number of the operator's designated contact person for communication pertaining to this proposal.

## D. Respondent's Qualifications

Describe the Respondent and Respondent teams overall experience in planning, developing, and operating similar aviation projects/facilities. Include experience both in business and aviation fields and any specialized certificates or licenses held.

## E. Business Plan should include: In the following order

- i. Services and uses proposed
- ii. Improvements proposed with phasing plan and cost estimate by phase
- iii. Project schedule, including any due diligence or entitlement periods
- iv. A list of key personnel assignments and responsibilities
- v. Estimated time for commencement of business operations
- vi. Marketing Plan (if any).
- vii. Subleasing Plan (if any).
- viii. Respondent References

The current ground lease rental rate is \$18,730.80 per acre per year. The Parcel is approximately 0.5 acres. All utilities will be paid for by the successful proposer. The Authority's intention is to have a single structure built on the designated parcel.

The Authority will periodically perform an Appraisal of the Premises, provided that the effective date of the Authority's Appraisal will in no event be sooner than the 5<sup>th</sup> anniversary of the date of the previous Appraisal. The Authority will use its best efforts to start the Appraisal Process within the thirty (30)-day period prior to the applicable 5<sup>th</sup> anniversary of the effective date of the previous Appraisal. The annual base rent will be established as 10% of the appraised value of the Premises.

#### F. Construction Details

Provide an outline of the facilities you are proposing to construct. Include the type of facility, size, approximate cost, and timeline to construct. Please include a site plan with your proposal. Design standards must meet all local, State, and/or Federal building code guidelines. All licenses and permits will be the sole responsibility of the Respondent. The Respondent must verify all elevations and will be responsible for marking and installing all utilities to the site. All drawings must be submitted to the Authority for review and approval prior to construction.

See Exhibit E — Construction Insurance Requirements.

#### G. Exceptions/Deviations

State any desired exceptions to or deviations from the requirements of this RFP, including the Contract Terms. Alternative approaches to meet the Authority's requirements should be thoroughly explained. The Respondent's failure to specify in their proposal any exceptions or deviations of the RFP or the Contract Terms is deemed to be the Respondent's acceptance thereof

#### H. Financial Information

Include copies of current financial statements for the Respondent's company/entity outlined in the proposal and for the most recent three years. Financial statements should include a balance sheet and an income statement including profit and loss statement with net worth and pro-forma business projections for the future. It is understood that the financing of the services and equipment will be the sole responsibility of the Respondent. The Respondent is expected to demonstrate that it can provide the required financing from either (1) internally generated funds, or (2) commitments from external sources. In the event funds are to be borrowed to finance a portion of the total investment, the Proposal should include Letters of Intent from a bank or other lending institution. Please provide the amount of initial capital investment.

#### I. Previous Legal Litigation or Disputes

Indicate if the Respondent has been involved in any litigation or other disputes that have the potential to result in a financial settlement or judgment having a material adverse effect on the Respondent's ability to complete the Project. Indicate whether or not the Respondent has ever filed for bankruptcy or had operations foreclosed upon.

This financial information will remain confidential to the Authority's staff only for the purposes of determining the financial viability of the Respondent to the extent required by law, documents submitted in connection with the RFP may be subject to disclosure pursuant to Open Records Request.

## J. Required Forms (Attached as Exhibits B, C, and D)

The following forms must be completed in full and submitted with the proposal:

1. Proposal Certification, which certifies that the Respondent has certain specific capabilities, and that the proposal accurately represents those capabilities.
2. Non-Collusion Affidavit
3. Addendum Acknowledgement Form

## Evaluation and Contract Award

### Evaluation Criteria

Proposals will be evaluated by the Evaluation Panel against the factors specified below and based on a "Best Value" basis.

#### Criteria Weight

		Maximum Points	Factor Description
1	Qualifications (Business Experience)	15	Aviation operator's experience and capacity will be reviewed and evaluated. Experience will be evaluated as it reflects the Respondent's demonstrated ability to successfully conduct and maintain an operation of similar type, size, and complexity as proposed.
2	Proposed Development of the Property and Business Plan	20	The overall quality and depth of proposed Development to the Lincoln Airport will be evaluated.
3	Facility Improvement and Investment in Airport	20	Business and Development plans will be evaluated to determine the project's positive long-term impact on the Airport.
4	Project Schedule	20	Provide proposed project schedule and proposed completion date.
5	Financial Ability and Credit Worthiness	25	Evidence of Respondent's financial capacity to deliver the proposed project improvements and business plans will be evaluated as demonstrated by current availability to capital and by past financial performance. Commission will evaluate assets, credit history and business performance.
		100	

## **Evaluation**

Upon selection of the most qualified Respondents, Authority may require the finalists to make an oral presentation to the Evaluation Panel to further explain their proposals. If such interviews are conducted, the Authority's evaluation of the presentations will also be factored into the evaluation of the proposals. However, Respondents are advised that award may be made without interviews or further discussion. The following process will be used to evaluate the proposals:

### **1. Initial Evaluation**

Each Proposal received will first be evaluated for responsiveness (meets minimum requirements).

### **2. Evaluation Panel**

The Authority will use a minimum of a three-person panel to evaluate each of the responsive proposals. The panel will evaluate the responsive proposals submitted and award points according to the Evaluation Points chart above.

PLEASE NOTE: No Respondent will be informed at any time during or after the RFP process as to the identity of any evaluation panel member. If a Respondent becomes aware of the identity of such person(s), he/she will not make any attempt to contact or discuss with such person anything related to this RFP. The designated Contact person is the only person at Authority the Respondent's will contact pertaining to this RFP. Failure to abide by this requirement may cause such Respondent(s) to be eliminated from consideration for award.

### **3. Best and Final Negotiations**

Authority reserves the right to conduct a "Best and Final" Negotiation at their sole discretion.

Contract Award Procedure:

By completing, executing, and submitting the Respondent Certification, attached hereto, and incorporated by this reference, the "Respondent is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Authority.

If a Respondent is selected, Respondents will receive by e-mail a Notice of Results of Evaluation within 30 days after a notice of award is issued. Such notice will inform Respondents which Respondent has been selected to proceed with exclusive negotiations.

Any lease and development Agreements negotiated by the Authority is subject to approval by the Airport Board.

If a lease Agreement is not fully negotiated and prepared for presentation to the Airport Board within ninety (90) days from the date the proposer is notified that their proposal was selected, then the Authority has the right to terminate negotiations upon written notification to Respondent. The Authority will proceed with negotiations with the next Respondent in line or may consider re-marketing the property.

The Authority proposes a lease term of up to 20 years and will consider optional extensions for a total of no more than 30 years. The lease term will be determined based on proposed use, investment into the facility, and any other pertinent information. Property improvements revert to Authority ownership at the termination of the lease term.

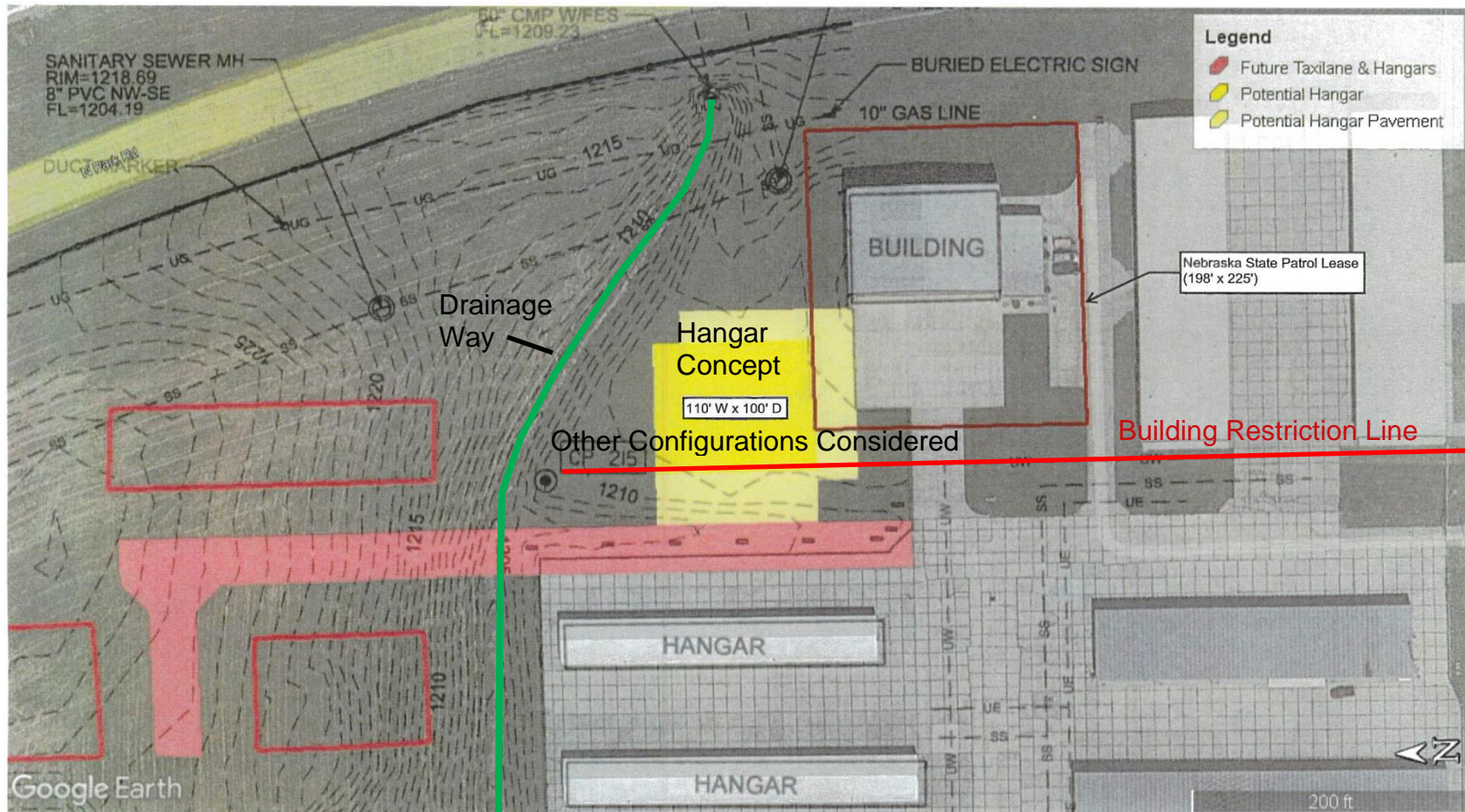
The Authority will evaluate the Respondents based on the above criteria and will select the most advantageous and best value to the Authority. The chosen Respondent will be recommended to enter into land lease agreement negotiations.

## **Land Lease Agreement**

The Authority will enter into negotiations with the successful Respondent and enter into a ground lease agreement for the hangar space and any supporting sole use of the footprint. The Authority anticipates entering into a lease agreement with the Respondent who at the Authority's sole discretion is deemed to have submitted the proposal most advantageous and best value to the Authority. All Respondents understand that this RFP does not constitute an offer or a contract with the respondent. The resulting lease agreement is not binding until executed by all parties. The terms and conditions of such lease agreement will meet the requirements of this RFP, with the Authority reserving the right to negotiate any and all terms of the proposal. The term of the lease will be negotiated between the Authority and the Respondent. Rate changes will be subject to Fair Market Value Appraisals. If the project is not completed within **18 months** of the date of the Agreement the Respondent will be considered in default and the proposal will be rejected.

The land lease must be fully executed prior to construction.

# EXHIBIT A



**EXHIBIT B: PROPOSAL CERTIFICATION**  
**PROPOSAL CERTIFICATION**

The submittal of this Proposal is a duly authorized, official act of [Company], and the undersigned officer of said [Company] is duly authorized and designated by Resolution of [Company] to execute this Proposal on behalf of and as the official act of said [Company], this The \_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
COMPANY:

BY: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name **and** Title)

ATTESTED TO:

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name and Title)

**EXHIBIT C: NON-COLLUSION AFFIDAVIT**  
**NON-COLLUSION AFFIDAVIT**

The undersigned, being first duly sworn, deposes and says that he or she holds the position listed below with the bidder, the party making the forgoing bid, that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further that the bidder has not directly or indirectly, submitted his or her bid price or any breakdown thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed or Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Bidder



**EXHIBIT D: SAMPLE ACKNOWLEDGEMENT OF ADDENDUM FORM**

To: NAME  
TITLE  
FROM: Chad Lay  
Director of Planning & Development, Engineering  
DATE: TBD  
SUBJ: Addendum No.  
Request for Proposal - Hangar Development  
Lincoln Airport

Dear Mr./Ms. \_\_\_\_\_

Attached please find Addendum No. \_\_\_\_\_ to the above referenced RFP. Please acknowledge the receipt of this Addendum in the space provided below and return one company to this office for our records prior to \_\_\_\_\_

I hereby acknowledge receipt of Addendum No. \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Name of Company)

**ADDENDUM NO.  
(DATE)**

**Lincoln Airport**

**REQUEST FOR PROPOSALS  
HANGAR DEVELOPMENT**

**The following amendments, additions, deletions shall be made to the Contract Documents. Insofar as these documents are at variance with this Agreement, Addendum No. dated \_\_\_\_\_, shall govern:**

\_\_\_\_\_  
**END ADDENDUM NO. I**

## **EXHIBIT E: CONSTRUCTION INSURANCE**

Upon award, the developer will be required to provide proof of insurance for the project. General Liability insurance shall include the Lincoln Airport Authority as additional insured. Builder's Risk Insurance will be required through substantial completion of the hangar facility.