

# REQUEST FOR PROPOSALS FOR DESIGN - BUILD SERVICES FOR HOTEL DEVELOPMENT ON AIRPORT PROPERTY



Issuer: Montrose Regional Airport  
Issued: August 3, 2020  
Due Date: September 2, 2020 - 3 PM local time  
Contact: Sue Wheater  
[swheater@montrosecounty.net](mailto:swheater@montrosecounty.net)



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# 1. INTRODUCTION

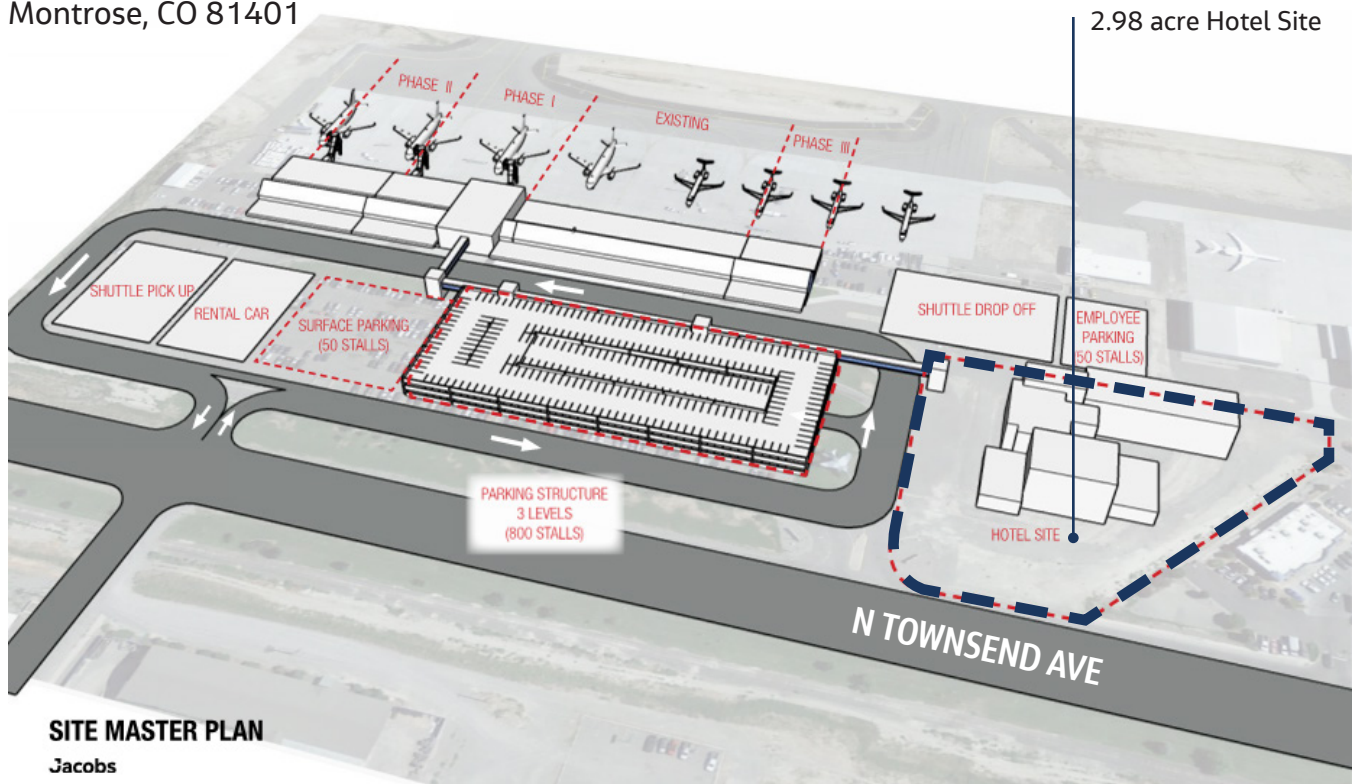
Dear Submitters:

Thank you for your interest in the Request for Proposals process for the development of a parcel of property in Montrose County. Montrose Regional Airport (“MTJ”) firmly believes that a hotel will be of the highest value and best use of the site. The site is bounded by Airport Road to the Northeast, Northwest, and immediate South, with North Townsend Avenue to the Southwest. We hereby submit to you this Request for Proposals (“RFP”).

Thank you for participating with us in this process and we look forward to your submission.

Sincerely,

Mr. Lloyd D. Arnold, C.M.  
Director of Aviation Montrose County Colorado  
2100 Airport Road  
Montrose, CO 81401



## **2. INFORMATION FOR BIDDERS**

### **2.1 BACKGROUND**

Montrose Regional Airport is seeking professional development services of a qualified Developer for the design-build development of a hotel facility.

This RFP has supplementary attachments that are available via an online file sharing directory. Contact Sue Wheeler - [swheater@montrosecounty.net](mailto:swheater@montrosecounty.net) - for access.

1. Site Plan / Survey - to be provided as an amendment
2. Site location map
3. Soil Assessment

The project will be built on 2.98 acres of land currently owned by Montrose Regional Airport. A Zoning Site Survey is available electronically.

The development team will be responsible for geotechnical investigations and a utility study.

The hotel site and any property owned by Montrose County shall not be collateralized or otherwise encumbered by the developer as a result of this process.

Any document requests will be provided electronically via a file sharing directory, and are available by request. Developers in receipt of these documents are to keep all information therein strictly confidential.

If you would like to submit a proposal to serve as Developer for this Project, please submit a proposal in accordance with the following.

## 2.2 SELECTION PROCESS AND SCHEDULE

The proposals considered in the selection process will be evaluated by a committee appointed by Montrose Regional Airport. The selection will be conducted according to the criteria presented below. MTJ will not release the names of committee members and requires that developers direct any written questions to Sue Wheeler. No one shall contact any member of the committee appointed by MTJ except Sue Wheeler. The committee appointed by MTJ will evaluate the proposals utilizing the proposal evaluation criteria. MTJ reserves the right to select a proposal based solely on the proposals or to interview the developer(s) with the highest ranked proposals. Following the developer's selection, Montrose County will initiate a development agreement with the selected developer. Montrose County reserves the right to reject all proposals and/or to select a proposal based on best overall value to the County.

The following is the proposed schedule for this project. The schedule is subject to change at the sole discretion of MTJ:

August 3, 2020	Advertise Request for Proposals
August 14, 2020	Pre-proposal Meeting - Optional - 10 am local time
August 21, 2020	Questions Deadline - 3 pm local time
September 2, 2020	<b>Deadline for Receipt of Proposals - 3 pm local time</b>
September 24, 2020	Selection by Committee
October 26, 2020	Complete Negotiation of Deal Terms
December 1, 2020	Execution of Development Agreement

## 2.3 PROPOSAL CONTENT & FORMAT

The RFP response will be evaluated based on the following and should be presented in the order described:

- Description of proposed facility along with market information to support the development.
- Description of scope and schedule, including any due diligence and site preparation.
- Project Sources & Uses of Funds.
- Development Proforma for the project which should include 1-3 years of operation.
- Conceptual Design and Renderings of the Facility.



- Conceptual ancillary development to enhance or support development including utilities, infrastructure, or other economic development.
- An organizational chart illustrating the relationship of key personnel and project manager.
- Work assignment and experience of key personnel and project manager for the developer.
- Include names, titles, and relevant experience of all significant staff that will be involved in the project.
- List name of key partners including Equity/Debt financiers, Facility Operators, reservation system that will be used. Please identify key personnel (if any) for aforementioned partners.

All proposals shall contain concise written materials and illustrations. Legibility, clarity, and completeness are essential.

Proposals received after the designated time will not be considered in the selection process. MTJ reserves the right to accept or reject any or all proposals and to waive informalities or irregularities in the selection process.

Should it become necessary to revise any part of the RFP or otherwise provide additional information, an addendum will be issued by MTJ and furnished to all firms that are on record as having received copies of the original Request for Proposal.

Developers should not include material that is confidential and cannot be made public as MTJ is subject to the Colorado Open Records Act. If there are any portions of a proposal that include proprietary data or financial information, they should be specifically designated as such, and MTJ will endeavor to retain it as confidential to the extent permitted by law.

MTJ will not be liable for any costs incurred by the respondents in replying to this RFP. MTJ is not liable for any costs for work or services performed by the selected developer prior to executing a Development Agreement.

Requests for further information or questions regarding this Request for Proposals should be addressed to Sue Wheeler - [swheater@montrosecounty.net](mailto:swheater@montrosecounty.net)

Answers to submitted questions will be posted publicly. Any oral communication will be considered unofficial and non-binding.

## **2.4 PROPOSAL & EVALUATION CRITERIA**

The following information should be included in each Proposal in the order noted below and will form the basis of the evaluation (unless noted otherwise). Interviews in person or virtual may or may not be conducted to obtain additional information regarding the proposal.

### **Proposed Development and Scope**

Proposed vision and programming for the new facility. Concept and Design should be supported by a market analysis indicating the likely success of the proposed development. Conceptual Designs and Renderings should also be included. Aesthetic considerations to be part of the evaluation.

Reputation and history of working with listed partners including operators, financing partners, etc.

Any prospective ancillary tenants, if appropriate, including restaurants, coffee shops, or other retail. Any letters of interest from prospective tenants will be considered.

The construction schedule and development timeline for the project. Include a rendering and prospective floor plans of the proposed development.

### **Evaluation Criteria**

Evaluation of submitted proposals will be based on the following criteria by a panel to be determined by MTJ.

1. Architectural and Aesthetics
2. Financial Benefit to MTJ
3. Product Quality and History of Operation
4. Overall Business Plan

### **Purchase Price & Financing**

Include a proposed Sources & Uses of funding statement that outlines the total costs of the project and the amounts/types of expected sources. Please indicate whether any of the sources

are already secured and, if possible, include term sheets or letters of interest.

Include a detailed development proforma forecasting future revenue from end users, operating expenses, and debt repayments.

### Lease Terms

Montrose Regional Airport is offering a lease term of 30 years with a 10-year extension. A monthly base lease fee of \$3,760 is required. Any additional base lease fees offered will be evaluated as part of the financial benefit to MTJ.

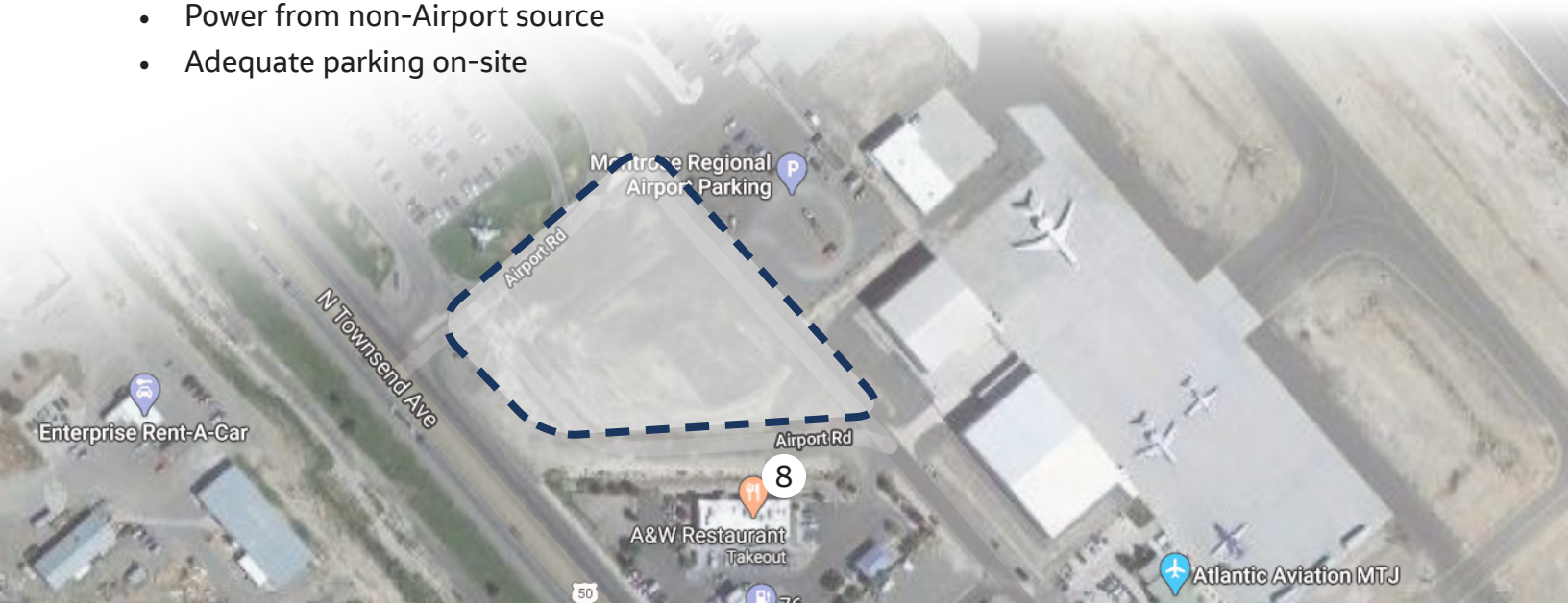
## 3. SCOPE OF WORK

### Site:

- 2.98 acres
- Maximum height based on Part 77 analysis: ~70'
- Relocated intersection to be aligned with Industrial Drive (future MTJ project)
- 3-4 lane counterclockwise vehicular rotation (future MTJ project)
- Relocate static aircraft display if necessary

### Hotel:

- 90-110 rooms, unit mix to be determined by developer
- Developer responsible for ingress/egress (critical-responsible for facilitating additional building load), and traffic control
- Comply with local codes/ordinances for landscaping, signage, lighting
- Power from non-Airport source
- Adequate parking on-site





## **4. CONCLUSION, DELIVERABLES**

Montrose Regional Airport reserves the right to reject any and all submissions or portions thereof, to waive irregularities, informalities, and technicalities in the submission, to reissue, or to proceed to obtain services desired otherwise, in any manner considered in MTJ's best interest.

Montrose Regional Airport may at its sole discretion modify or amend any provision of this RFP. Following receipt and evaluation of the proposals, MTJ will work with counsel and Consultants to select firms for possible formal interviews on a date to be determined. Following the interviews (if interviews are pursued), MTJ will select the most qualified proposal to proceed to further negotiations and the execution of a Development Agreement. MTJ may also reject all proposals or select the proposal deemed greatest value to MTJ.

Proposers should limit their proposals to 15 pages, exclusive of cover letters, resumes, insurance forms, or letters of transmittal with introductory language only. Resumes and insurance forms can be included as an appendix.

The electronic copy (PDF) of the Proposal shall be submitted no later than 3:00 p.m. MST on September 2, 2020 to:

Sue Wheeler  
[swheater@montrosecounty.net](mailto:swheater@montrosecounty.net)

Questions regarding the project should be directed to:

Sue Wheeler  
[swheater@montrosecounty.net](mailto:swheater@montrosecounty.net)

Requests for file sharing access to the Attachments shall be directed by email to Sue Wheeler at the above email address.