



**REQUEST FOR PROPOSAL**  
**Riverside County - Aviation Division**

**Airport Master Appraisal Services**  
**Request for Proposal for Master Appraisal Services for**  
**Blythe Airport (KBLH), and Jacqueline Cochran Regional Airport (KTRM)**

<b>Date Offered:</b>	Tuesday, December 3, 2024
<b>Submittal Deadline:</b>	Wednesday, January 22, 2025 5:00 PM Local Time
<b>Contact Person:</b>	Jose Ruiz Real Estate and Development Manager
<b>Email:</b>	<a href="mailto:JRuiz@rivco.org">JRuiz@rivco.org</a>
<b>Phone:</b>	951-955-5746

**RIVERSIDE COUNTY- AVIATION DIVISION**  
**4080 Lemon Street, 14<sup>th</sup> Floor**  
**Riverside, CA 92501**

## I. OVERVIEW

### A. INTRODUCTION

The County of Riverside, Aviation Division (“County”) owns and operates two general aviation airports in the desert region of Riverside County. The airports are identified as Blythe Airport (17240 Habsonway, Blythe, CA 92225), and the Jacqueline Cochran Regional Airport (56850 Higgins Drive, Thermal, CA 92274) (collectively “County Airport(s)”).

1. **Blythe Airport:** (See *Airport information at <https://rctlma.org/blythe-airport>*). The Blythe Airport is located in the east end of Riverside County, adjacent to the community of Blythe and the California/Arizona border. Blythe Airport contains two asphalt runways: Runway 8/26 at 6,562 feet long by 150 feet wide, and Runway 17/35 5,802 feet long, 100 feet wide capable of accepting any class of corporate jet, be it a Cessna Citation or a larger jet such as the Gulfstream V. Blythe Airport is also known to host significant military parachute training.
2. **Jacqueline Cochran Regional Airport:** (See *Airport information at [www.rcjcra.com](http://www.rcjcra.com)*). The Jacqueline Cochran Regional Airport is located in the East Valley of Riverside County, which is comprised of nine cities and several unincorporated areas. The cities include Palm Springs, Cathedral City, Desert Hot Springs, La Quinta, Palm Desert, Rancho Mirage, Indian Wells, Indio and Coachella. It is an un-towered Airport and contains two asphalt runways, the first is Runway 17/35 at 8,500 feet long by 150 feet wide capable of accepting any class of corporate jet, such as the 737 BBJ2, and the second is a crosswind Runway 12/30 at 4,995 feet long and 100 feet wide.

The County Airports contain undeveloped parcels, and parcels that have been developed for various aeronautical purposes on long-term ground leases. The existing leases contain a provision that requires the County to apply a monthly market rate adjustment every five (5) years for existing tenants, pursuant to a master appraisal of each County Airport. The provision contained in the existing leases is as follows:

*Base Rent Adjustment Mark to Market Value. Beginning July 1, 2025 and every fifth (5<sup>th</sup>) year thereafter, the Base Rent shall be adjusted to one-twelfth (1/12) of eight percent (8%) of the then-current fair market value of the Leased Premises. Said fair market rental rate value shall be for the leased land and any improvements thereon owned by the Lessor. The current market rental value shall*

be determined by aviation market comparison or market driven capitalization rate as established by a professional appraisal. In no event will application of this paragraph result in a monthly rental amount lower than the highest previous monthly rental amount.

*Appraisal.* A property appraisal for the purpose of establishing the adjusted Base Rent is to be performed by an independent certified appraiser, knowledgeable in aviation appraising and in good standing with the American Institute of Real Estate Appraisers. The appraiser is to be procured and paid for by County. Once established, said rent shall be adjusted annually in the manner set forth.

### **B. Purpose**

The County is soliciting a Request for Proposal (“RFP”) from qualified appraisers licensed in the State of California or under a Temporary Practice Permit, with aviation related experience, to determine the market value from the date inspected of the undeveloped and developed parcels at the County Airports. The appraisal shall be prepared by an appraiser with a Member of the Appraiser Institute (“MAI”) designation, and in accordance with the Uniform Standards of Professional Appraisal Practice. The selected appraiser is to prepare an appraisal report for each County Airport to establish the current fair market value. The final draft of the appraisals shall be submitted no later than May of 2025.

### **C. Intended Use**

The fair market values determined by the appraisals will be used to determine ground lease rates for ground lease rates for developable quadrants within the Airports, and for adjusting the monthly rental for existing ground leases. Respondents may be asked to meet with the County’s tenants to discuss process and methodology to obtaining the adjusted monthly rents and ground leases. Attached hereto as Appendix A, is a comprehensive list of existing ground leases at the County Airports (“Existing Ground Leases”), and Appendix B is an aerial identifying developable quadrants within the Airports (“Developable Quadrants”).

## **II. PROPOSAL FORMAT**

Each respondent must submit three (3) hard copies and one (1) electronic version of its proposal. The proposal will include the name of the consultant or firm submitting the proposal, and the mailing address, telephone number, email and name of individual to contact for further information. Each proposal must include the following format:

1. Cover Page – Submit a letter on letterhead stationery signed by a duly authorized officer, employee, or agent of the organization/firm submitting the proposal. The cover letter shall demonstrate a clear understanding of the project scope and timing.
2. Project Approach/ Scope of Services – A comprehensive list of respondents proposed sources for gathering data and methodology for preparing the appraisal reports.
3. Qualifications and Experience – A list of the respondent's qualifications and experience related to the specified requested services.
4. Sample Report – graphic examples of similar reports drafted by the respondent.
5. Project Team – A list individuals that will be involved with the project, and detailed qualifications for performing similar projects.
6. References – A list of references (comprised of cities, counties, or other public agencies) for which the respondent has performed similar projects in the last five years.
7. Schedule – A commitment for the delivery date of the proposed appraisals.
8. Fee Proposal – The fee proposal shall be delivered in a separate envelope, and only one copy needs to be supplied.

### **III. PROPOSAL REVIEW TIMELINE**

All proposals must be received at the address listed below no later than **5:00 PM (PST) on January 22, 2025**. Facsimile or electronically transmitted proposals will not be accepted, since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals will not be opened and considered.

**Riverside County – Aviation Division**  
**Attn: Jose Ruiz**  
4080 Lemon Street, 14<sup>th</sup> Floor  
Riverside, CA 92501

The Proposal review timeline is as follows:  
**(All dates listed below are firm)**

- A. Deadline for Request For Information** will be January 6, 2025 @ 5:00 PM
- B. The County will post responses** on January 14, 2025.
- C. Deadline for Submittal** will be January 22, 2025 @ 5:00 PM
- D.** Riverside County will notify proposers of successful selection after February 11, 2025

#### **IV. PROPOSAL CONDITIONS**

**A. Contingencies**

This RFP does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of the County to do so. The County will notify all proposers, in writing, if the County rejects any and all proposals. The County reserves the right to cancel the RFP at any time, or change the scope of work for the RFP at any time prior to the submission deadline.

**D. Proposal Submittal**

To be considered, all proposals must be submitted in the manner set forth in this RFP. The proposer is responsible for ensuring that its proposal arrives on or before the specific deadline. No exceptions will be made.

**E. Incurred Costs**

This RFP does not commit the County to pay any costs incurred in the preparation of a proposal in response to this request. All costs incurred in developing a proposal shall be the sole responsibility of the proposer.

**F. Proposer Insurance Requirements**

A certificate of insurance from an acceptable (A.M. Best rating of not less than A: VIII (A:8)) insurance company setting forth that insurance coverage, at a minimum in the following types and amounts, will be required at the time of commencement of the service term.

The County reserves the right to request additional insurance coverages and amounts through the final lease agreement negotiated between the County and the tenants. All prospective tenants must provide endorsements that name the County of Riverside, its Agencies, Districts, Special Districts, and Departments, their respective directors, officers, Board of Supervisors, employees, elected or appointed officials, agents or

representatives as Additional Insureds. An estimate of the typical insurance required by Riverside County Risk Management is as follows:

Commercial General Liability	\$1,000,000. (per person per accident)
Workers Compensation	\$1,000,000 (per person per accident)
Professional Liability	\$1,000,000 (per person per accident)
Vehicle Liability	\$1,000,000 (per occurrence)

**G. Final Authority**

The final authority to award consultant contracts rests solely with the County of Riverside, Board of Supervisors.

**H. Disclaimer**

Government Code Sections 6250 et seq., the California Public Record Act, defines a public record as any writing containing information relating to the conduct of the public business. The Public Record Act provides that public records shall be disclosed upon written request and that any citizen has a right to inspect any public record unless the document is exempted from disclosure.

Be advised that any contract that eventually arises from this RFP is a public record in its entirety. Additionally, all information submitted in response to this RFP shall become a public record without exception. Submission of any materials in response to this RFP constitutes a waiver by the submitting party of any claim that the information is protected from disclosure. By submitting materials, (1) you are consenting to release of such materials by the County if requested under the Public Records Act without further notice to you and (2) you agree to indemnify and hold harmless the County for release of such information.

**V. REVIEW OF PROPOSALS BY COUNTY**

The County will review the submittals of the respondents and determine the most qualified candidates based on the following:

- Quality and completeness of proposal
- Experience of respondent related to airport property appraisals
- Cost effectiveness
- Completing assignment in a timely manner

**VI. SELECTION PROCESS**

A pre-proposal meeting will not be scheduled for this RFP, however, the County may elect to schedule a conference call with the potential respondents. Any

clarification related to the RFP shall be submitted to Jose Ruiz via email at: [JRuiz@rivco.org](mailto:JRuiz@rivco.org).

The successful respondent will be selected after February 11, 2025. Upon selection, the respondent will negotiate and execute a Professional Service Agreement ("PSA") pursuant to the services requested within this RFP. If the respondent and County cannot agree to the terms of a PSA, then the County may elect to terminate the negotiations at any given time.

## **Appendix A**

### Existing Ground Leases

#### **Blythe Airport**

- Blythe Airport Fixed Base Operation and Development Ground Lease Agreement, 8.0-acre ground lease.

#### **Jacqueline Cochran Regional Airport**

- Lease Desert Resorts Regional Airport, 9.45-acre ground lease. (Limited Fixed Based Operator)
- Jacqueline Cochran Regional Airport, Fixed Base Operation and Maintenance Ground Lease Agreement, 6.71-acres. (Fixed Based Operator)
- Second Amended and Restated Ground Lease Agreement, Jacqueline Cochran Regional Airport, 17-acre ground lease. (Fixed Based Operator)
- Jacqueline Cochran Regional Airport, Limited Fixed Base Operation Ground Lease Agreement, 4.67-acre ground lease.
- First Amended Lease, Jacqueline Cochran Regional Airport, 14.87-acre ground lease. (Fixed Based Operator)
- Lease Jacqueline Cochran Regional Airport, 4.21-acre ground lease.
- Lease (Desert Resorts Regional Airport), .18-acre ground lease.
- Lease (Desert Resorts Regional Airport), .78-ground lease.
- Lease (Desert Resorts Regional Airport), 1.90-acre ground lease.
- Ground Lease Drainage Improvements, Jacqueline Cochran Airport, 1.31-acre ground lease.
- Jacqueline Cochran Regional Airport Hangar Lease Agreement, 12,000 square foot hangar.



**Appendix B**  
Developable Quadrants



