



REQUEST FOR PROPOSAL
Riverside County - Aviation Division

Airport Master Appraisal Services

**Request for Proposal for Master Appraisal Services for
French Valley Airport (F70), and Hemet-Ryan Airport (KHMT)**

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

RIVERSIDE COUNTY- AVIATION DIVISION
4080 Lemon Street, 14th Floor
Riverside, CA 92501

I. OVERVIEW

A. INTRODUCTION

The County of Riverside, Aviation Division (“County”) owns and operates two general aviation airports in the Southwest region of Riverside County. The airports are identified as French Valley Airport (37600 Sky Canyon Drive, Murrieta, CA 92563), and the Hemet-Ryan Airport (4710 W Stetson Avenue, Hemet, CA 92545) (collectively “County Airport(s”).

1. **French Valley Airport:** *(See Airport information at <https://rcfva.com/>).* French Valley Airport is a general aviation airport located in the unincorporated community of French Valley in southwest Riverside County. The Airport is well positioned within the Temecula Valley; which also includes the communities of Temecula, Murrieta and Wildomar. The airport is equipped with one asphalt runway: Runway 18/36 at 6,000 feet long by 75 feet wide capable of accepting any class of corporate jet, be it a Cessna Citation or a larger jet such as the Gulfstream V. The airport is located on Highway 79, and minutes away from Interstate 15 and the 215 Corridor, which are distinguished by a proliferation of high-tech and manufacturing businesses.
2. **Hemet-Ryan Airport:** *(See Airport information at <http://rchmtra.com>).* Hemet Ryan Airport is a general aviation airport located within the City of Hemet, California. Hemet is part of the San Jacinto Valley and is approximately 85 miles east of Los Angeles and about 87 miles north of San Diego. State Highway 74 is one-half mile to the north and provides access to Interstate 215, approximately ten miles to the west. Hemet Ryan Airport has with two asphalt runways: Runway 5/23 at 4,314 feet long by 100 feet wide is capable of accepting smaller corporate jets such as Cessna Citations and runway 4/22 is 2,014 feet long and 25 feet wide, which is primarily used as a sailplane runway.

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 (5th) 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 a lease rate for the undeveloped parcels, 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 key undeveloped parcels ("Key Undeveloped Parcels").

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, 14th 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.

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

French Valley Airport

- Lease French Valley Airport, 1.914-acre ground lease.
- Lease French Valley Airport, 7.59-acre ground lease.
- Lease French Valley Airport, 3.50-acre ground lease. (Limited Fixed Based Operator)
- Lease French Valley Airport, 4.65-acre ground lease. (Fixed Based Operator)
- Lease French Valley Airport, 3.50-acre ground lease.
- Lease French Valley Airport, 1.50-acre ground lease.
- French Valley Airport Lease Agreement, lease of two (2) 3,600 square foot aircraft hangars

Hemet Ryan Airport

- Lease Hemet-Ryan Airport, 6.56-acre ground lease.
- Hemet-Ryan Airport Ground Lease Agreement, ground lease of two non-contiguous parcels totaling approximately .117-acres
- Hemet-Ryan Airport Ground Lease Agreement, 2,500 square foot ground lease.
- Hemet-Ryan Airport Ground Lease Agreement, 1.25-acre ground lease.
- Hemet-Ryan Airport Ground Lease Agreement, 20,000 square foot ground lease.
- Hemet-Ryan Airport Hangar Lease Agreement, lease of two (2) aircraft hangars, one containing 4,200 square feet and the second containing 2,500 square feet
- Hemet-Ryan Airport Hangar Lease Agreement, lease of one (1) 2,500 square foot aircraft hangar.

Appendix B Key Undeveloped Parcels

French Valley Airport – Key Undeveloped Parcels



Hemet-Ryan Airport – Key Undeveloped Parcels

