



**Department of Airports**

Cindy Nichol  
Director

**Divisions**

Operations & Maintenance  
Finance & Administrative Services  
Commercial Development  
Planning & Development

**County of Sacramento**

**REQUEST FOR STATEMENTS OF INTEREST (RSI) FOR  
SUBLEASE OF BUILDING 10333, LOCATED AT 6220 24<sup>th</sup>  
STREET, SACRAMENTO, CA AT EXECUTIVE AIRPORT**

**To Potential Proposers,**

The Sacramento County Department of Airports (Department) is soliciting Statements of Interest from companies (Proposers) interested in leasing approximately 21,913 square feet of office, shop, apron, and paved parking space at Building 10333, also known as 6220 24<sup>th</sup> Street, Sacramento, CA 95822, for use in support of commercial aeronautical activities at Executive Airport.

Sacramento County (County) accepts no liability for any costs incurred by proposers to prepare and submit responses to this request. County staff and/or advisors will evaluate the submitted Statements of Interest and may select one company for recommendation to the Director of Airports (Director) and negotiate an Agreement for Sublease of Property (Agreement). The Agreement will become effective upon execution by the Director.

Depending on the number and quality of Statements of Interest received, the County, at its sole discretion, reserves the right to issue a Request for Proposals. The County does not guarantee award of an Agreement as result of this RSI process.

## **Executive Airport Overview:**

### **A. General Information**

The County operates Executive Airport (Executive) under the terms of an evergreen lease between the County and the City of Sacramento. Executive is located about five miles south of Downtown Sacramento – 10 freeway minutes south on Interstate 5. Executive is a general aviation airport which opened in 1930 and currently encompasses around 540 acres.

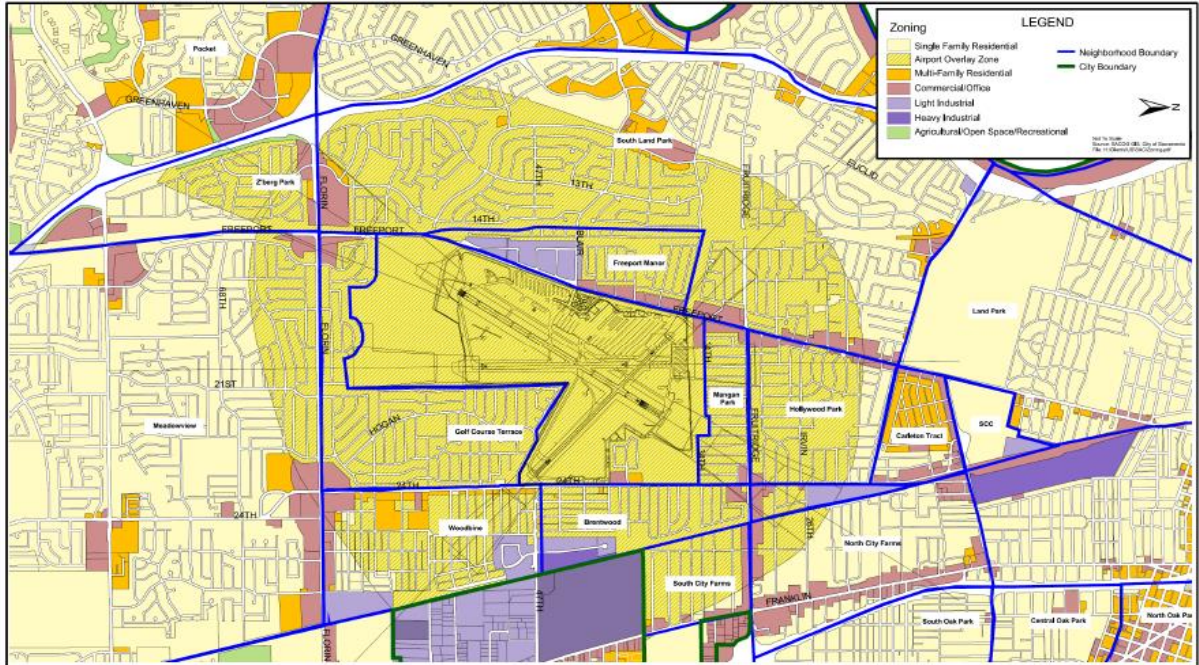
Executive is identified as a reliever airport for Sacramento International Airport and is not Part 139 Certified. There are over 30 businesses that operate at Executive, providing a wide array of services available such as a full service FBO (Modern Aviation), a restaurant (Aviators), flight instruction, aircraft charter and aircraft sales, aerial survey and mapping, aircraft maintenance and avionics, government agencies and fuel sales.

Executive is self-supporting, and does not receive tax money from the city, County, or State. The Department's tenant and user rents, fees, and charges support the operating and capital budgets for Executive.

Executive has approximately 172 based aircraft and recorded approximately 83,415 operations in calendar year 2022. The air traffic consists of a mix of general aviation aircraft, and military flights.

### **B. Surrounding Community**

Residential property predominantly surrounds the immediate airport location with some commercial property located to the west and north of Executive.



Executive is conveniently located close to the following Sacramento attractions:

Old Sacramento, Golden One Arena, California State Capitol, California Exposition & State Fair, SAFE Credit Union Convention Center; museums; federal, State, and local government facilities; and is within proximity to three local golf courses.

### C. Historical Executive Operations

Operations at Executive Airport							
Operation Type	FY 2022	% Change	FY 2021	% Change	FY 2020	% Change	FY 2019
General Aviation (Itinerant/Overflight)	55,047	-26.91%	75,317	4.68%	71,951	-17.72%	87,449
Civil (Local)	18,888	-42.60%	32,905	2.71%	32,037	-27.37%	44,108
Military (Intinerant/Overflight)	330	-47.37%	627	-21.53%	799	-13.81%	927
Military (Local)	10	-92.86%	140	-54.69%	309	672.50%	40
Air Taxi (Intinerant/Overflight)	9,091	1.64%	8,944	32.03%	6,774	-17.47%	8,208
Air Carrier (Intinerant/Overflight)	49	-47.87%	94	74.07%	54	-47.06%	102
<b>Total</b>	<b>83,415</b>	<b>-29.33%</b>	<b>118,027</b>	<b>5.45%</b>	<b>111,924</b>	<b>-20.53%</b>	<b>140,834</b>
The Fiscal Year Operates July 1 - June 30							

The information above is based upon the FAA Operations Network Reporting Tool. A list of existing tenants may be viewed at the following link: <https://sacramento.aero/sac/facilities-services/businesses>.

#### **D. Surrounding Airports**

The following public airports are within 20 miles of Executive:

Sacramento International Airport (SMF)	McClellan Airfield (MCC)
Franklin Field (F72)	Rio Linda Airport (L36)
Mather Airport (MHR)	Cameron Airpark (O61)
Rancho Murieta Airport (RIU)	

#### **E. Facility Information**

Attachment I provides the location of Building 10333 as 6220 24<sup>th</sup> Street, Sacramento, CA 95822 at Executive. This building provides landside and airside access to designated airport users. Attachment II provides a descriptive layout of the building floor plan as follows:

Gross Area:	21,913 sq. ft.
Office:	2,692 sq. ft.
Shop:	3,465 sq. ft.
Ramp Area:	3,868 sq. ft.
Paved Parking:	7,599 sq. ft.
Paved Driveway:	1,715 sq. ft.
Trailer /Storage:	2,574 sq. ft.

#### **F. Tenant Improvements and Maintenance of Facility**

The Subleased Premises are permitted for use and accepted by Sublessee in its "as is" condition. The Department will require the tenant to be responsible for any tenant improvements that are necessary for occupancy and for tenant's approved on-airport operations. Such improvements are subject to the Director's approval and completed installations shall comply with all federal, State, and local regulations and codes.

Note: Due to the condition of existing laminate flooring within the shop areas, Sublessee will be required to provide a County approved temporary flooring overlay, such as durable rubber matting in agreed upon designated areas, to reduce further deterioration of floor tiles

until such time a permanent solution is presented to and approved by the Department.

**G. Prohibited Use**

The proposed subleased premises are prohibited from being used, in whole or in part, as a dormitory or temporary living quarters for any person, including employees, agents, students, guests, invitees, volunteers, and contractors.

**Minimum Qualifications:**

Proposers must present evidence they are fully competent to perform all aspects of the Agreement and have the necessary experience, resources, organization, and financial abilities to fulfill the requirements of the Agreement. To enter into an Agreement with the County, the respondent must demonstrate the following minimum qualifications:

- Registered as a business entity authorized to do business within the State of California;
- Compliance with all requirements stipulated by the local, State, and federal entities;
- Competency regarding the security and operational standards of a general aviation airport; and
- Must not have defaulted on any previous contractual agreements within the past seven years.

**Agreement Requirements:**

A successful Proposer will have 15 business days following official notice of award in which to fully execute the Agreement. If, after this time, the successful Proposer has not returned all required signed documents, the County reserves the right to void the award and negotiate directly with other selected Proposers.

Term: The Term of this Agreement may be proposed but shall not exceed five years.

Base Rent: Office:  
2,692 sq. ft. @ \$1.16667 per sq. ft. = \$3,140.68  
Shop (occupiable):  
2,359 sq. ft. @ \$0.58333 per sq. ft. = \$1,376.08

Ramp Area:  
 3,868 sq. ft. @ \$0.05000 per sq. ft. = \$193.40  
Paved Parking:  
 7,599 sq. ft. @ \$0.05417 per sq. ft. = \$411.64  
Paved Driveway:  
 1,715 sq. ft. @ \$0.05417 per sq. ft. = \$92.90  
Trailer / Storage Area:  
 2,574 @ \$0.05417 per sq. ft. = \$139.43

**Total Monthly Rent: \$5,354.13**

Rental Adjustments: Rent Adjusts annually on July 1 by three percent.

Security Deposit: A security deposit in an amount equal to three month's rent is required throughout the term of the Agreement.

Utilities: The tenant shall pay for all electrical power, natural gas, sanitary sewer, water, telephone and communications service provided to the subleased premises, any and all connection fees, and other charges associated therewith, as billed by either County or such other entity as may provide such service to the subleased premises, shall be at the sole cost and expense of tenant.

Storm Water Drainage Fee: A storm water fee shall be assessed for assigned subleased premises, currently \$0.00625 per square foot. This fee adjusts annually on July 1 at 4.3 percent.

Insurance Requirements: Although the actual minimum insurance requirements will be contingent on the precise approved on-airport operations at Executive, the anticipated minimum insurance requirements include the levels specified below.

General Liability Coverage: \$1,000,000 per occurrence  
 \$2,000,000 aggregate, with additional insured status for County

Products Comp/ Op Aggregate:	\$2,000,000
Personal & Adv. Injury:	\$1,000,000
Fire Damage:	\$100,000 (or value of subleased premises at airport)
Automobile Liability Coverage:	\$1,000,000
Aircraft Liability Coverage:	\$1,000,000 (if applicable)
Worker's Compensation:	In accordance with the laws of the State of California. Requires Waiver of Subrogation endorsement in favor of the County.
Professional Liability or Error and Omissions Liability:	If applicable
Employer's Liability Coverage:	\$1,000,000
Sign Standard:	The Department governs all signage at Executive and the County Sign Ordinance does not apply.

**Statements of Interest:**

Statements of Interest must not exceed 25 pages in length, excluding a one or two-page cover letter. Late submittals will be automatically rejected and sent back to Proposer. *Please refrain from submitting general marketing materials that do not explicitly respond to the questions below.*

The cover letter must be submitted on business letterhead and contain the following information:

1. Name and address of Proposer;
2. Name, telephone number, and e-mail address of a designated contact person;
3. Name, title, address, telephone number, and e-mail address of the individual(s) with authority to execute a binding contract on behalf of the Proposer; and
4. Acknowledgement of any Addenda that may be issued.

The Statement of Interest should contain responses to the following prompts:

1. A description of Proposer's company qualifications and experience, including how it meets the minimum qualifications described above.

2. A description of the organization's business structure (e.g., individual, corporation, partnership, joint venture).
3. A description of any tenant improvements/alterations proposer's company would make to the facility and the projected cost.
4. The proposed sublease term and rent for the facility at or above Base Rent during the term.
5. A description of any proposed marketing and advertising activities.
6. Three letters of reference for business contacts (include at least one bank reference) and financial statements for the last complete fiscal year.
7. The operating hours of proposed commercial aeronautical and/or non-aeronautical activities.
8. A description of the commercial aeronautical and/or non-aeronautical activities you intend to provide at Executive. Include the inventory of equipment, fixtures, etc. needed for the operations.
9. A description of the anticipated time required from approval of the Agreement to commencement of operations at Executive. Please anticipate, and describe if applicable, regulatory requirements for your industry.
10. A description of shade hangar or ramp space needed in addition to the office space, if applicable.
11. Any additional information regarding proposed operations or activities not specifically requested by this RSI that the proposer believes is beneficial for the County to consider.

### **Optional Information**

The Proposer may provide additional information in the Statements of Interest if applicable.

#### *Concessions*

If a concession service is proposed, provide the following information:

1. The revenue proposed to the Department. The concession fees shall be paid as required by any ordinance, resolution, or regulation of the Department or the County (such as Rental Car Fees). This shall be paid in addition to any Base Rent proposed.
2. A description of how the pricing will be competitive for the proposed activities.



### *Certification and Personnel Information*

If the proposal involves services or operations that involve certificated training or requires the use of hazardous materials, provide the following information:

1. A copy of any employee manuals, training documents, etc.
2. A copy of the proof of any specific training, certificates, etc. by employees, operators, etc.
3. A description of proposer's quality assurance procedures, if applicable.

*Note: Additional information may be requested prior to approval of an agreement.*

### **Proprietary Information:**

In the event that the Proposer believes that specific items in the Statement of Interest submitted to the Department in response to this RSI are proprietary, the Proposer must specifically identify in writing those items of the Statements of Interest that it deems proprietary. The Proposer acknowledges and agrees the County has made no representation or claim as to whether any such information may be exempt from disclosure under the California Public Records Act (Government Code section 7920.000 et seq. (formerly section 6250 et seq.)).

### **Disadvantaged Business Enterprise (DBE) Information:**

The County encourages all business, including those owned and controlled by one or more socially and economically disadvantaged individuals that can provide the desired services, to submit their Statement of Interest. If you are currently certified as a DBE, please include a copy of your DBE certification letter along with your Statement of Interest. This information will be used for DBE utilization tracking purposes only. If you are a business owned and controlled by one or more socially and economically disadvantaged individuals and you are not currently certified as a DBE firm but wish to receive information on how to become certified, please contact the State of California, Department of Transportation, Civil Rights Program at (916) 324-0449. You may also visit the following website:  
<https://dot.ca.gov/programs/civil-rights>.

**Evaluation Criteria:**

The Department plans to evaluate Statements of Interest based on the following criteria, in no particular order of preference:

1. Proposed use and services offered. Preference will be given to commercial aviation related services/operations;
2. Evidence of Minimum Qualifications, Company Information, and Scope of Services for proposed commercial aeronautical and/or non-aeronautical activity;
3. Financial stability and viability of proposal;
4. Proposed term and rent; and
5. Level of any capital investments, improvements/alterations, and future commercial potential.

**Submission Requirements:**

Submit one (1) original copy of your Statement of Interest no later than 2:00 P.M. Pacific Time on May 10, 2024, to:

Sacramento County Department of Airports  
Attention: Paul Stewart  
6741 Lindbergh Drive  
Sacramento, CA 95837-1109

Please also submit one electronic copy of your Statement of Interest in PDF format via e-mail to [StewartP@saccounty.gov](mailto:StewartP@saccounty.gov).

***Warning:*** *The County, its officers, agents, and employees will not be responsible for any oral instruction, modification, or clarification and the Proposer shall not be entitled to rely upon such oral communications.*

For additional information, please contact Paul Stewart at (916) 806-5415 or via e-mail at [StewartP@saccounty.gov](mailto:StewartP@saccounty.gov).

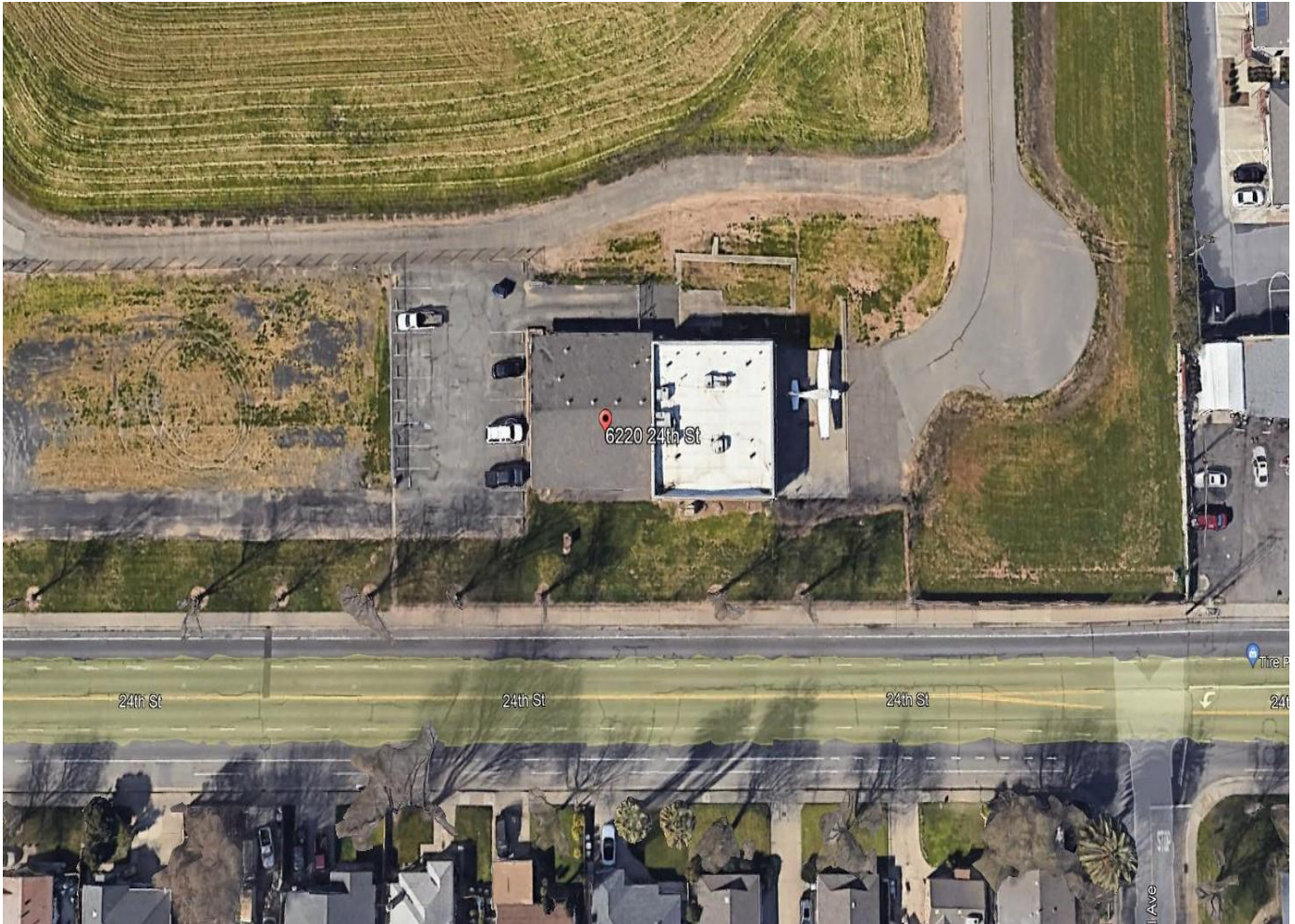
Regards,



Paul Stewart  
Airport Economic Development Specialist

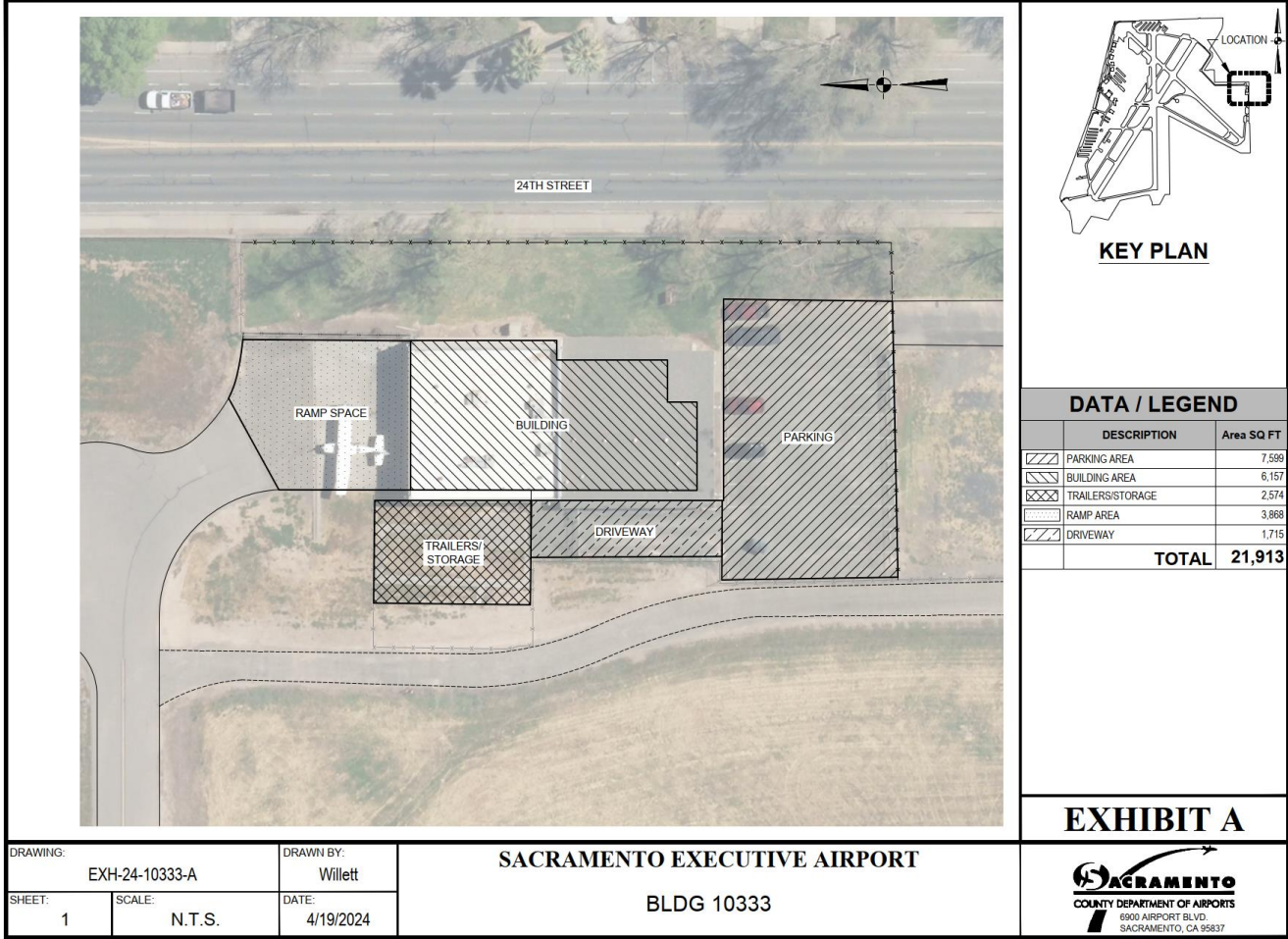
Attachment I – Map of Location  
Attachment II – Sublease Premises Layout  
Attachment III – FAA General Contract Provisions for Solicitations

## Attachment I Map of Location



# Attachment II Sublease Premises Layout

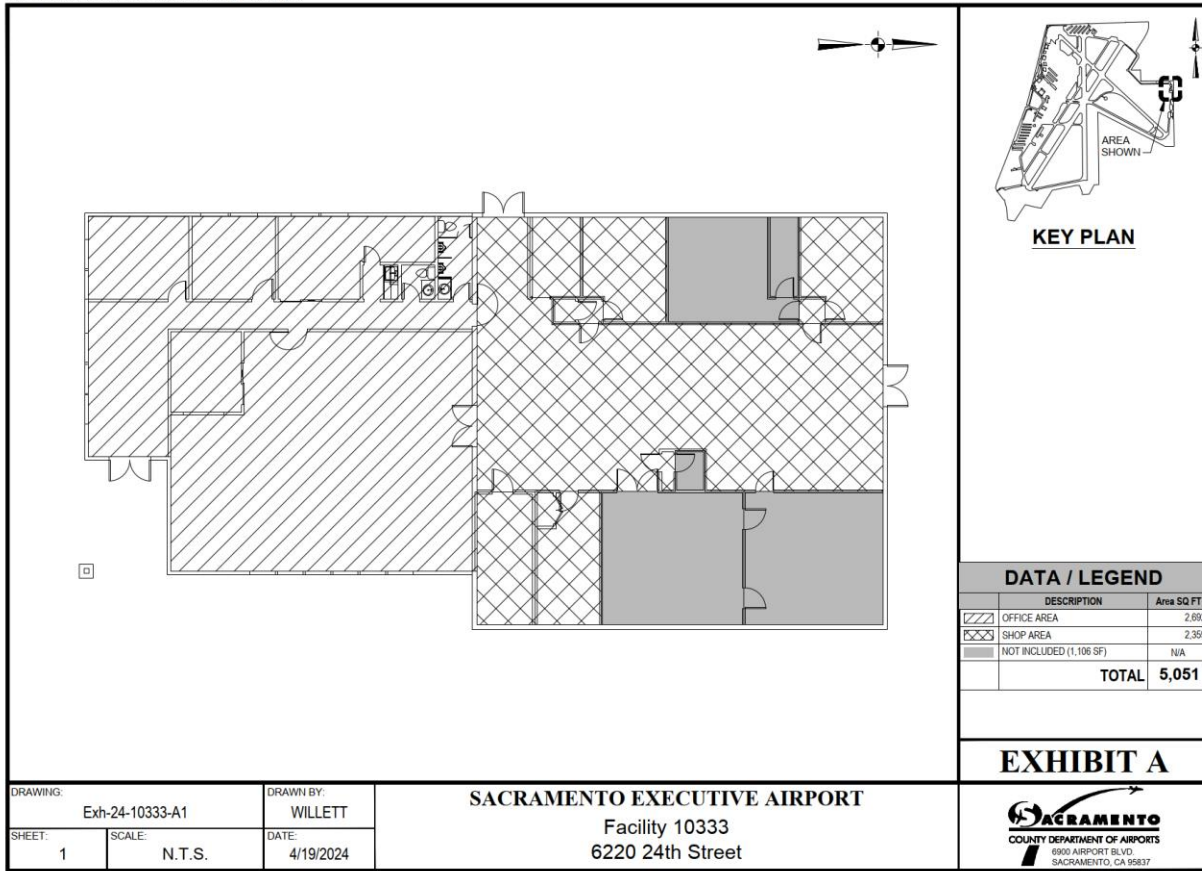
Updated: 4/19/2024 - Printed: 4/19/2024 2:32:42 PM By: Willett Beverly  
File: V:\FacilitySAC\Lease10333\2024\EXH-24-10333-A.dwg (Tab: Exhibit A)



## EXHIBIT A



DRAWING: EXH-24-10333-A	DRAWN BY: Willett	<b>SACRAMENTO EXECUTIVE AIRPORT</b>
SHEET: 1	SCALE: N.T.S.	<b>BLDG 10333</b>
	DATE: 4/19/2024	



DATA / LEGEND	
DESCRIPTION	Area SQ FT
OFFICE AREA	2,692
SHOP AREA	2,359
NOT INCLUDED (1,106 SF)	N/A
<b>TOTAL</b>	<b>5,051</b>

**EXHIBIT A**

DRAWING: Exh-24-10333-A1		DRAWN BY: WILLETT
SHEET: 1	SCALE: N.T.S.	DATE: 4/19/2024

**SACRAMENTO EXECUTIVE AIRPORT**  
 Facility 10333  
 6220 24th Street



## **Attachment III**

### **FAA GENERAL CONTRACT PROVISIONS FOR SOLICITATIONS**

#### **NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION to ENSURE EQUAL EMPLOYMENT OPPORTUNITY**

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the Contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:

#### **Timetables**

Goals for minority participation for each trade: 16.1%

Goals for female participation in each trade: 6.9%

These goals are applicable to all of the Contractor's construction work (whether or not it is Federal or federally assisted) performed in the covered area. If the Contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the Contractor also is subject to the goals for both its federally involved and non-federally involved construction.

The Contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a) and its efforts to meet the goals. The hours of minority and female employment and training must be substantially uniform throughout the length of the contract, and in each trade, and the Contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or

trainees from Contractor to Contractor or from project to project for the sole purpose of meeting the Contractor's goals shall be a violation of the contract, the Executive Order and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The Contractor shall provide written notification to the Director of the Office of Federal Contract Compliance Programs (OFCCP) within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of the subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this notice and in the contract resulting from this solicitation, the "covered area" is Sacramento County.

### **BUY AMERICAN PREFERENCE**

The Contractor agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP funded projects are produced in the United States, unless the Federal Aviation Administration has issued a waiver for the product; the product is listed as an Excepted Article, Material Or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

The bidder must complete and submit the Buy America certification included herein with their bid or offer. The County will reject as nonresponsive any bid or offer that does not include a completed Certificate of Buy American Compliance.

### **TITLE VI SOLICITATION NOTICE**

The County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that any contract entered into pursuant to this

advertisement, [select disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award.

### **DAVIS-BACON REQUIREMENTS**

The Davis-Bacon Act ensures that laborers and mechanics employed under the contract receive pay no less than the locally prevailing wages and fringe benefits as determined by the Department of Labor. 2 CFR § 200, Appendix II(D); 29 CFR Part 5.

### **CERTIFICATION OF OFFEROR/BIDDER REGARDING DEBARMENT**

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

### **DISADVANTAGED BUSINESS ENTERPRISE**

The requirements of 49 CFR part 26 apply to this contract. It is the policy of the County to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this contract. The Owner encourages participation by all firms qualifying under this solicitation regardless of business size or ownership.

### **FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, et seq, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime



pay, recordkeeping, and child labor standards for full and part-time workers.

The Contractor has full responsibility to monitor compliance to the referenced statute or regulation. The Contractor must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

### **TRADE RESTRICTION CERTIFICATION**

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

### **CERTIFICATION REGARDING LOBBYING**

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or

attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **PROCUREMENT OF RECOVERED MATERIALS**

Contractor and subcontractor agree to comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and the regulatory provisions of 40 CFR Part 247. In the performance of this contract and to the extent practicable, the Contractor and subcontractors are to use products containing the highest percentage of recovered materials for items designated by the Environmental Protection Agency (EPA) under 40 CFR Part 247 whenever:

- 1) The contract requires procurement of \$10,000 or more of a designated item during the fiscal year; or
- 2) The contractor has procured \$10,000 or more of a designated item using Federal funding during the previous fiscal year.

The list of EPA-designated items is available at [www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products](http://www.epa.gov/smm/comprehensive-procurement-guidelines-construction-products).

Section 6002(c) establishes exceptions to the preference for recovery of EPA-designated products if the contractor can demonstrate the item is:

- a) Not reasonably available within a timeframe providing for compliance with the contract performance schedule;
- b) Fails to meet reasonable contract performance requirements; or
- c) Is only available at an unreasonable price.