



REQUEST FOR PROPOSALS TO LEASE AND OCCUPY FOR AVIATION USE HANGAR 11 AT CHICAGO EXECUTIVE AIRPORT

JULY 1, 2022

Proposals due 4:00 P.M. Central Time August 15, 2022

Contact person: George Sakas, (847) 537-2580 extension 113

A. Introduction

Chicago Executive Airport (PWK) is seeking management lease proposals for an existing aviation facility known locally as "Hangar 11" (1111 South Wolf Road, Wheeling, IL 60090). The airport is jointly owned by the City of Prospect Heights and the Village of Wheeling. The airport's board of directors is committed to transparency and efficiency as a public trust. Concurrently, the airport continues to be self-supporting financially and an economic development engine for the region.

Rather than a sealed bid process with detailed requirements, the airport seeks proposals allowing flexibility for respondents to offer creative proposals benefiting both parties to the maximum extent possible.

This RFP is issued concurrently with an RFP to lease and occupy neighboring Hangar 5/6. CEA will consider proposals and enter into agreements for Hangars 5, 6 and 11 together or separately in any configuration advantageous to the Airport.

B. Property Description

Hangar 11 was built in 1968 on the Southwest Quadrant of Chicago Executive Airport. Utilities are intermingled throughout the building with one meter for both gas and electric. Water is provided via a single well. Hangar 11 has approximately 9,000 ft.² of hangar, shop and storage space and 1,935 ft.² of office space. This adjoins a ramp of approximately 14,000 ft.² and 17,600 ft.² of parking.

C. Property Use

The property is limited to aviation-related uses by FAA regulations, state statutes and local zoning. The hangar spaces are limited to the storage and operation of aircraft. This will be a provision of any lease agreement. Furthermore, respondents should identify their specific use of the property – maintenance, airplane storage, sub-leasing for airplane storage, etc.

D. Lease Duration

CEA is open to lease proposals of any duration, no more than three years from 2022 through 2025. Our recently completed master plan shows H 5/6 being demolished for new development. This prompts a preference for a lease of no more than three years.

E. Lease Components

- Building maintenance and repairs
- Payment of building expenses including, but not limited to property taxes, utilities,

cleaning, landscaping, snow removal.

- Tenancy with the authority to sub-lease.
- Rights to provide services and on-site fueling to tenant aircraft

F. Property Taxes

It is CEA's policy codified in all leases that property taxes are the responsibility of the lessee. In limited short-term tenancies, Cook County exempts certain property taxes but proposers should not depend on this exemption. Proposers should assume they will incur a property tax burden whether through direct billing by Cook County or a reimbursement arrangement with CEA. The hangar is Cook County PIN 03-13-301-026.

G. Current Tenants

The size and configuration of the building accommodates one business. It is currently leased to Hawthorne Global Aviation Services who has sublet it to Windy City Aviation.

H. Possible Lease Scenarios in Order of CEA Preference:

Option 1: The lessee takes full control of the building via NNN lease with all three lease components.

Option 2: The lessee is not responsible for building maintenance or repairs but has full authority to use and/or sub-lease all or part of the facility. Included are building cleaning, payment of utilities, and snow removal.

I. Response Format

1. Contact information: Individual respondent's name and name of entity leasing the premises with appropriate contact information.
2. Description of proposed tenancy and use of premises including geographic areas to lease if not the entire facility.
3. Proposed term of lease including options.
4. Conditions of tenancy addressing all "Lease Components" above.
5. Rent \$ amount – annual and monthly.
6. Any other information the respondent deems necessary and helpful to Chicago Executive Airport's consideration of the proposal.
7. Submission: Please submit four (4) hard copies and electronic .pdf(s) to Chicago Executive Airport no later than 4:00 P.M., Central Time, on Monday, August 15, 2022 addressed to:
Jeffrey Miller A.A.E., ACE
Executive Director
Chicago Executive Airport
1020 South Plant Road
Wheeling, Illinois 60090

Proposals may be delivered by mail or in person. Faxed proposals will not be accepted. Proposals received after the time specified above will be returned unopened. The Airport is not responsible for late, misdirected, or damaged submissions and reserves the right to accept or reject any or all proposals for any reason.

J. Selection Procedure & Criteria

Upon receipt of proposals, the selection panel will evaluate them and select the preferred

proposal. Prospective respondents are advised that no obligations or duties are incurred by the Chicago Executive Airport in this solicitation. The Airport retains the right to lease the premises in any configuration or terminate consideration at any time prior to approval of a lease.

Chicago Executive Airport will evaluate RFPs based on the following factors:

1. Adherence to regulations of the Federal Aviation Administration, The State of Illinois, The City of Prospect Heights, and the Village of Wheeling.
2. Adherence to the rules, policies and goals of the airport.
3. Financial desirability
4. Feasibility of the entity to successfully enter and execute the lease to termination
5. Criteria contained within this solicitation and others as needed

During the evaluation process, the Airport may request additional information or clarifications from the proposers and/or personal interviews. Qualified respondents may be requested to submit amended proposals facilitate lease negotiations.

K. Tentative Selection Schedule

- July 1 RFP published
- July 25 Hangar 11 optional tour @ 10 am – Contact George Sakas
- August 15 Proposals due to Chicago Executive Airport
- September 21 Airport Board Meeting - Staff Recommendation / Board Approval

L. Inquiries & Rejection of Proposals

All potential bidders are encouraged to complete the “Request for Information” attached as an exhibit so the Airport can communicate updates and clarifications efficiently.

Reservations for the optional respondents’ tour and questions regarding this RFP should be directed to George Sakas, Director of Economic Development at (847) 537-2580 or via e-mail at: gsakas@chiexec.com.

The Chicago Executive Airport expects to select a proposal deemed most advantageous to the Airport and negotiate a lease with that respondent. The Airport reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any response deemed to be in the best interest of the Airport. A response to this RFP should not be construed as a contract or an indication of a commitment of any kind on the part of the Airport, nor does it commit either to pay for costs incurred in the submission of a response to this request or for any cost incurred prior to the execution of a final contract.

N. Exhibits:

1. Request for Information by Potential Bidders
2. Photographs
3. Aerial Photograph
4. Equal Opportunity Program Requirements

Exhibit

1. Request for Information by Potential Bidders

Chicago Executive Airport – KPWK Request for Proposals to Lease and Occupy for Aviation Use
Hangar 11

All potential bidders are requested to complete this information so that Chicago Executive Airport can communicate general information prior to the submission deadline.

Company Name

Address

City, State, Zip Code

Point of Contact

Telephone Number

Email

Exhibit
2. Photographs



Exhibit:

3. Aerial Photograph



Exhibit:

4. Equal Opportunity Program Requirements

Equal Opportunity Contracting Policy Statement - It is the policy of Chicago Executive Airport that all businesses, including those that meet the definition of socially and economically disadvantaged (DBEs), be provided equal access to participate in the performance of all contracts and leasing opportunities. The Airport has further committed to take all necessary and reasonable steps to increase its utilization of socially and economically disadvantaged business enterprises, to the extent feasible and legally permissible.

Disadvantaged Business Enterprise Defined -To qualify for certification as a DBE, a for-profit business entity, whether a sole proprietorship, Partnership, joint venture, or corporation, must meet at a minimum the following definition, as set forth in 49 Code of Federal Regulations ("CFR") Part 23.

A business that is at least 51 percent owned by one or more socially and economically disadvantaged individuals (or, in the case of any publicly-owned business at least 51 percent of the stock is owned by one or more socially and economically disadvantaged individuals) and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

The following groups, who are citizens of the United States (or lawfully permanent residents), are refutably socially and economically disadvantaged:

- (1) Women;
- (2) Black Americans;
- (3) Hispanic Americans;
- (4) Native Americans;
- (5) Asian-Pacific Americans; and
- (6) Asian-Indian Americans.

DBE Participation Goal - A DBE participation goal for this solicitation of 10% as measured by the total estimated dollar value of this agreement has been established. Respondent shall take all necessary and reasonable steps in making good faith efforts to achieve this DBE participation goal DBE participation may be in the form of one or more sub-participants, partnerships, or other legal arrangements meeting the eligibility standards in 49 CER Part 23.

Required DBE Information -Respondents must provide information pertaining to its proposed DBE participation for this solicitation. Information to be provided will include the name and address of each DBE and a description of the services to be provided.

Respondent's Good Faith Efforts -Good faith efforts are those that could reasonably be expected to result in goal attainment by a respondent.

Respondent's Obligation -Respondent will assure that no person is excluded from participation in. denied the benefits of; or otherwise discriminated against in connection with the award and performance of any contract, including leases, covered by 49 CFR 23 on the grounds of race, color, national origin or sex.