

## City of Manassas

### REQUEST FOR FRANCHISE PROPOSALS (RFFP)

#### AT THE MANASSAS REGIONAL AIRPORT

The City of Manassas is seeking proposals from all interested and qualified parties for the long-term lease of a corporate/general aviation hangar complex located at 10500 and 10502 Wakeman Drive, Manassas, VA at the Manassas Regional Airport. The hangar complex is located on the south east side of the Airport and includes a 12,000 square foot (sf) hangar, and a 12,000 sf hangar with 2,000 sf feet of office space that are connected and situated on Parcel 5 (0.52 acres) and Parcel 6 (0.86 acres) for a total of 1.38 contiguous acres. The facility was originally built in 1988. Additional improvements include a paved ramp/apron and 23 parking spaces. There is a ≤7,000 sf area on the south end of the hangar complex that could be used for future development.

**The minimum acceptable bid is \$156,000.00 annually. The rent will be escalated annually by 2.9% after the first twelve months of the Franchise.**

All interested parties are invited to submit a proposal pursuant to the Request for Franchise Proposal (RFFP). Upon approval of the successful proposal by the City Council, a Franchise will be granted to the successful proposer.

A copy of the full text of the draft franchise ordinance and RFFP is on file in the City Clerk's office, located at 9027 Center Street, Manassas, Virginia. An electronic copy of the RFFP can be found at Flyhef.com. Proposals shall be in writing and delivered no later than 5:00 p.m. on **September 28, 2020 to the Clerk's Office\***.

\*Due to the COVID-19 Pandemic, City Hall may be closed to the public. If you are hand delivering a Franchise Proposal and the building is locked, during regular working hours (8:30 a.m. to 5:00 p.m.), please call (703) 257-8200 and someone will come to the door to receive the proposal.

*If your Proposal is not received by 5:00 p.m. at the City Clerk's office you must hand deliver your Proposal to the Mayor when he calls for proposals at the City Council meeting that starts at 5:30 p.m. The meetings are held at City Hall on the 1<sup>st</sup> floor and start at 5:30 p.m.*

The person or corporation shall submit one (1) original and four (4) copies of their Franchise Proposal along with one (1) electronic copy in the form of a thumb drive or CD to the City Clerk's Office. Offerors shall submit with their Proposal all pages of the completed Proposal Submission Form. The Offeror shall make no other distribution of the Proposal. The City of Manassas shall have the right to reject any and all bids for any reason, and to accept the bid that is in the best interest of the Airport.