



COUNTY of VENTURA
Department of Airports

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RFQ for Analysis and Recommendations for 1) Rent and Fee Methodology, Policies and Standards, 2) Market Study (comparable and competitive) and 3) Proposed Rent and Fee Structures for CMA and OXR

TO: Prospective Consultant Firms

FROM: Keith Freitas, Director of Ventura County Department of Airports

DATE: June 5, 2025

SUBJECT: Consultant Services to Conduct Analysis and Recommendations for Ventura County Airports' Rent and Fee Methodology, Policies and Standards, Market study and Proposed Rent and Fee structures.

Thank you for reviewing this Request for Qualifications. We appreciate your interest in providing a Statement of Qualifications for Ventura County Airports (CMA and OXR).

Please read the information in this packet thoroughly. Consultants may be disqualified because they do not comply with all of the requirements of the Airport's Request for Qualifications process. We want your SOQ to be evaluated on its merits, and not be deemed non-responsive.

The proposed time schedule as related to this procurement is as follows:

June 5, 2025	RFQ posted on Airport Website
June 5 and June 12, 2025	RFQ Advertised
June 26, 2025	Final Date for Written Questions
July 3, 2025	RFQ Submittals Due
July 15-16, 2025	Finalist Interviews (if needed)
July 23, 2025	Notice of Selection

COUNTY OF VENTURA, DEPARTMENT OF AIRPORTS

REQUEST FOR QUALIFICATIONS (RFQ) – Provide Analysis and Recommendations for 1) Rent and Fee Methodology, Policies and Standards, and 2) Market Study (Comparable and Competitive), and 3) Proposed Rent and Fee Structures for CMA and OXR

REQUEST:

County of Ventura, Department of Airports (County) is issuing a RFQ to provide the opportunity for all interested and qualified Consultants to submit a Statement of Qualification (SOQ) from qualified airport consultants and/or managers, or any combination of experience and professional skills to perform the services outlined below. This document outlines the prerequisites, selection process and documentation necessary to submit a SOQ for the requested services. Please read the entire package carefully before submitting your SOQ.

SCOPE/SERVICES:

County is seeking professional review, analysis and recommendations in updating its existing approach and structure of appropriate fees and rents for the two General Aviation airports at Oxnard (OXR) and Camarillo (CMA) in Ventura County, California. In order to support financial self-sustainability, ensure compliance with FAA regulations, local ordinances and grant assurances, and support the airport sponsor with providing a safe and efficient facility, County is seeking consultants to provide two studies, comprised of the following :

Part 1: COMPARE AND RECOMMEND METHODOLOGY AND POLICY TO RENTS, FEES, LEASE TERMS AND CAPITAL IMPROVEMENT REQUIREMENTS

Review, analysis/validation and industry supported recommendations in updating its existing methodology / policy for determining fees for sources of income relating to the Airport Operations , including recommendations for determining various type of rents and fees for the two County airports in Ventura County, California, to include aeronautical and non-aeronautical properties.

- The review scope to include the competitive and comparable market area, both southern California and West Coast region, existing services and activity types, and the comparable charges in the market area;
- Organize and propose rate setting methodology (including rate increase frequency and practice) for aviation rents (including GA hangar rents, private hangar ground rent, tie downs, FBO ground and ramp rents), use fees, fuel flowage, landing fees, airspace testing, eVTOL, new technology, and other percentage rents;
- Organize and propose rate setting methodology for non-aviation rents (examples:, site development lot ground rent, lot storage ground rent (unimproved), short term parking, long term parking and ride share charges;

- Review of the airport policies consistent with current best practices, including lease term lengths, reversion practices and rates, minimum capital investment requirements and required improvements completion timelines;
- Review of requirements for annual permits for flight instruction, skydiving, mobile mechanics, aircraft and hangar brokers, other aviation businesses (access fees, license fees, percentage rents)
- Review of policies for airside violations, penalties and fines
- **NOTE:** Evaluation of insurance requirements is **NOT** included in this review.

Part 2: PROVIDE RECOMMENDATION OF THE MARKET RENT AND FEES

Based on the evaluation of charges both competitive and comparable for aviation rents, aviation services and permits from Part 1 study (referenced above),

- Provide recommendations for County's rents and fees to reflect competitive charges for the market area including aeronautical land (improved, unimproved, commercial, FBO and noncommercial uses), services and permit fees, as well as increase type and frequency.
- Provide guidance on setting rents for nonaviation land
- Provide guidance on capital investment requirements relative to proposed length of a new lease;
- Develop a list of comparable airports (to include at minimum, Monterey, Salinas, Paso Robles, Long Beach, Fresno, Bakersfield, Torrance, Hawthorne, Santa Monica, Whiteman, Van Nuys, Bob Maxwell Airfield, McClellan-Palomar, Brown Field) and competitive airports (to include at a minimum Santa Barbara, Santa Maria, San Luis Obispo).

It is the intention that the Deliverables for Part 1 and Part 2 be provided in stages: Part 1 on or before September 30, 2025; Part 2 on or before October 30, 2025.

BACKGROUND/OVERVIEW:

The County of Ventura operates two airports : Oxnard Airport (OXR), a nonprimary commercial service non-hub airport , which is located on 216 acres of land in the NW portion of the City of Oxnard, and Camarillo Airport (CMA) , a general aviation reliever airport, which is located southwest of the City of Camarillo along California Highway 101 on 650 acres, of which 137 acres are dedicated to the non-aviation a business park. There are currently four (4) FBO operators at CMA and two FBO operators at OXR, and between both airports County manages 248 County owned hangars and 249 privately owned general aviation hangars as well as over 100 tie downs. In addition, there are private hangar developments at both airports, with hangar sizes ranging from 3,000 SF - 25,000 SF and commercial services and operations including flight schools, charter operations, skydiving, helicopter repair, mobile mechanics and avionics businesses.

Annual operations (2024) for CMA are 180,162 and OXR are 89,505; CMA has 450 based aircraft and OXR has 130 based aircraft.

On an annual basis, the County Board of Supervisors reviews and adopts a Resolution establishing Rents, Fees, and insurance requirements for County, and delegates authority for execution of certain agreements subject to certain guidelines.

INTENTION:

County seeks to update its policies and guidelines for how rents and fees should be derived, how lease terms and requirements for investment are established, and make recommendations to the Board of Supervisors for same. The existing Rent and Fee and County policies can be found at our website at www.vcairports.org under “document library” or via the following link: <https://s45318.pcdn.co/wp-content/uploads/2024/06/FY-2024-25-Rent-and-Fee-Schedule-Certified-Copy-w.-Minute-Order.pdf>

Additionally, County seeks to adjust its rents and fees to market conditions for implementation starting July 1, 2026, based on recommendations as a result of this study.

RESPONSE

QUALIFICATION PROPOSAL DELIVERABLES:

The Proposal should provide the following in the order listed:

1. Company biography, including a statement of relevant qualification and experience of the firm and staff, including specific years of experience doing this type of work, resumes of the Project/Program Manager and key personnel; and professional accomplishments.
2. Provide list of similar projects (include airport name and associated contact information).
3. The name, address, telephone number, and e-mail of firm and of one (1) individual who will serve as the Project/Program Manager to whom all future correspondence and/or communications will be directed (see Exhibit “B”).
4. References from government aviation agencies.
5. Segment the proposal with general associated hours /Hourly rate of work per segment, breaking out Part 1 separately from Part 2.
6. Evidence of the interested firm’s or individuals’ ability to provide the following insurance coverage, either under existing policies or by virtue of a project specific policy: (A) General Liability - \$1,000,000 CSL and \$2,000,000 aggregate; (B) Automobile Liability – \$1,000,000 CSL; (C) Worker’s Compensation – Statutory/\$1,000,000 (required if the firm has employees)

Total submittal including attachments shall not exceed twenty (20) pages, double sided.

It is the intent of County to select one consultant to provide the services outlined above. County will evaluate all pertinent information and will endeavor to rank the consultants from those who submitted proposals. If a ranking of the top three consultants cannot be made on the basis of the information submitted, the most qualified consultant may be contacted for additional information and, if warranted, detailed interview. Upon ranking of the top three consultants, County will enter into negotiations of basic contract terms and rates. If the negotiations are not successful, County will repeat the project with the next highest rated consultant.

EVALUATION/SELECTION CRITERIA

Proposals will be evaluated for their overall responsiveness to the requirements set forth below:

<i>EVALUATION CRITERIA</i>	<i>MAX POINTS</i>
Understanding the various uses and associated fee structures of general aviation airport property	25
Experience of Firm with Similar Airport Properties in So. California and West Coast Region	25
Client references	15
Responsiveness to RFQ segments & organization of proposal	25
Proposed project hours	10
TOTAL POSSIBLE POINTS	100

DUE DATE AND SELECTION:

Questions may be submitted until Thursday, June 26, 2025 at 4:00 PM to the contact noted below, and responses will be shared to all registered Consultants (see below) via email and posted on the website at www.vcairports.org (see below).

Sealed statements of qualifications (SOQ) will be accepted until 12:00 PM (PST) Thursday, July 3, 2025, by the County of Ventura Department of Airports.

Interested parties should submit their SOQ to the Primary Contact at the street address listed below. The Consultant selection will be approximately three weeks after the due date.

PRIMARY CONTACT:

Madeline Herrle, Lease Manager
Ventura County – Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010
805.388.4243
Madeline.HERRLE@Ventura.org

All questions, proposals, and information regarding this Request for bid shall be directed to the primary contact (see below).

County assumes no obligation in the solicitation of this Request for Qualifications and all costs of responding to this solicitation shall be borne by the interested consultants.

SUBMITTAL INSTRUCTIONS

Each Consultant who intends to submit a SOQ must register its name and contact information with madeline.HERRLE@ventura.org promptly upon receipt of this RFQ (see Exhibit "A" for registration form). All registered Consultants will receive any clarifications, addenda or other pertinent information issued during the RFQ period. All changes and/or clarifications will be distributed to all registered Consultants in the form of addenda. A list of Consultants and others who have been issued RFQ documents will be made available upon request.

County reserves the right to accept or reject any or all SOQs, to waive any informalities and irregularities in the RFQ submission process, to extend the date for submittal of responses, to request additional information from any or all Consultants, to supplement, amend or otherwise modify the RFQ prior to the closing date and time, to cancel this request with or without the substitution of another RFQ, to negotiate with any Consultants, to re-solicit or cancel the procurement process, and to accept a Consultant which is considered to be in the best interest of the County.

Sealed SOQs limited to a total (including attachments) of twenty (20) pages, three (3) Originals and one (1) electronic PDF file on a Universal Serial Bus portable flash memory card (USB flash drive), shall be submitted by **12:00 PM PST July 3, 2025** and delivered to:

PRIMARY CONTACT:

Madeline Herrle, Lease Manager
Ventura County – Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010
805.388.4243
Madeline.HERRLE@Ventura.org

All submittals will be time-stamped upon receipt and any submittals received after the time specified above will be returned unopened. In bold lettering, mark the sealed envelope with the following words: “RFQ RENT & FEE STUDY” together with Consultant’s name and return address. Emailed copies will not be accepted.

All responsive submittals become the property of the County and must be provided without cost to the County. Except as otherwise provided for herein, submittals which are incomplete or which are not in conformance with the law, may be rejected as non—responsive.

Submittals shall not be returned unless a written request to withdraw is received prior to 12:00 PM PST on July 3, 2025. Information that is considered by a Consultant to be proprietary is still subject to release as a component of a public record request subject to review by the County Counsel.

Proprietary information should be clearly marked as “confidential” or “proprietary” on each page which the information appears. Consultants should not expect the County to seek confidentiality protection for any claimed privileged or proprietary information in the written SOQ just because the material is marked “confidential” or “proprietary”. For any essential information that the Consultant reasonable believes can be defended as being exempt from disclosure under the Public Records Act, the information must be capable of being separated or redacted from the submittals, and should be clearly and specifically marked.

This RFQ does not obligate the County to enter into a contract or pay any costs incurred in the preparation of a SOQ pursuant to this RFQ or incurred in subsequent negotiations. It is the intention of the County to negotiate a contract with the Consultant it deems most qualified. During the SOQ valuation process, the County may request additional information or clarification from the submitting Consultants.

Any SOQ submitted will be deemed to valid for a period of up to 90 days following the closing date of the RFQ. Timely submittals received shall be subject to all applicable laws and regulations governing public disclosure. Submission of a SOQ indicates acceptance by the Consultant of the conditions contained in this RFQ and the intent to enter a Contract with the County.

By submittal of a SOQ pursuant to this RFQ, the Consultant certifies that no fee or commission, or any other thing of value, has been paid or agreed to be paid to any employee, agent, representative, official or current member of the County or its Boards or Commissions in order to procure the contract described in this RFQ. The Consultant

also certifies that the qualification information in its SOQ has been arrived at independently and without consultation, communication or agreement with the County, or other firms, not restricting competition as to any matter relating to the RFQ.

Equal Opportunity

The County of Ventura is an Equal Employment Opportunity (EEO) Organization which does not discriminate on the basis of race, color, national origin (including limited English proficiency), creed, sex, age or disability in consideration of a contract award. The successful Proposer will be required to comply with all federal, state, and local laws and regulations.

Prohibition Against Lobbying

Consultants shall not lobby, either on an individual or collective basis, the County (its associated Airport employees, or outside advisors) or any local elected or public officials or staff regarding this RFQ or its written SOQ. Consultants, consultant's acquaintances, friends, family, outside advisors, agents, or other representative shall not contact the County (its associated Airport employees, or outside advisors) or any local elected or public officials or Airport staff to arrange meetings, visits, or presentations to influence the outcome of the selection process. Violation of this provision, by or on behalf of a Consultant, intentionally or unintentionally, will result in disqualification of the Consultant and/or rejection of written SOQs.

Questions, Inquiries and Contact with Airport Staff

The County is committed to providing all interested parties with accurate and consistent information in order to ensure that no Consultant obtains an undue competitive advantage. To this end, from the date of this RFQ through award of contract, the County contact is:

Madeline Herrle, Lease Manager
Ventura County – Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010
805.388.4243

Madeline.HERRLE@Ventura.org

The Airports web site (www.vcairports.org) contains additional information which is available to assist Consultants in responding to this RFQ.

All questions from Consultants must be submitted in writing, electronically, to madeline.HERRLE@ventura.org by June 26, 2025 at 4:00 PM. It will be the sole responsibility of the Consultant to ensure questions are submitted in a timely manner. Answers to questions, or other clarifications and/or addenda will be posted on the Airport's web site. It shall be the Consultant's responsibility to monitor the Addenda that may be issued under and as a part of this RFQ. Copies of this RFQ, and any Addenda issued, are available for viewing at the following link: www.vcairports.org

ATTACHMENT "A"

REGISTRATION OF CONSULTANT

Name: _____

Company: _____

Address: _____

Email address: _____

Phone number: _____

Submit this form via email or US Mail to the contact:

Madeline Herrle, Lease Manager
Ventura County – Department of Airports
555 Airport Way, Suite B
Camarillo, CA 93010
805.388.4243
Madeline.HERRLE@Ventura.org

ATTACHMENT "B"
DESIGNATED COMPANY POINT OF CONTACT FOR THIS SOLICITATION

The person or persons listed below should include those designated by the Consultant as being the authorized company point (s) of contact. The person or persons listed below should be qualified and authorized to provide, or arrange to be provided, any additional information which may be required, or answer any questions regarding the submittals.

NAME _____

TITLE _____

COMPANY _____

PHONE NUMBER (s) _____

MAILING ADDRESS _____

Email ADDRESS _____