



CITY OF MANASSAS

VIRGINIA

CITY CLERK'S OFFICE, 4th Floor
9027 Center Street, Manassas, VA 20110
Telephone: (703) 257-8280
www.manassascity.org

REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE

Issue Date: September 17, 2026

RFFP No: 2026F001

**FOR:
TERMINAL BUILDING DEVELOPMENT AND GROUND LEASE,
FOR THE PROVISION OF PASSENGER AIRLINE SERVICE
AT THE WASHINGTON MANASSAS AIRPORT**

RFFP FOR AMENDED FRANCHISE DUE:	
DATE DUE:	September 28, 2026
TIME PRIOR TO:	5:30 PM – LOCAL TIME

SUBMIT AMENDED FRANCHISE PROPOSAL TO:

CITY OF MANASSAS
CITY CLERK'S OFFICE, 4th Floor
9027 Center Street, MANASSAS, VA 20110

City Agent:

Mr. Juan Rivera
Airport Director
703-361-1882
jrivera@ci.manassas.va.us

**REQUEST FOR FRANCHISE PROPOSAL (RFFP)
FOR AN AMENDED FRANCHISE**

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REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE

I. INTENT

A. INTENT OF RFFP

The intent of the RFFP for the Amended Franchise is for the Proposer to provide adequate facilities for commercial service and to contract with an airline or airlines to provide scheduled service at the Washington Manassas Airport (“Airport”).

B. PERIOD OF AMENDED FRANCHISE

The period of the Amended Franchise shall be for: No more than Forty (40) years.

C. DEFINITIONS

Undefined terms have their common meanings appropriate to their context.

1. **Acceptable Surety:** For any bond required under this RFFP, an acceptable surety may be any of the following:
 - a. Corporate surety bond in form acceptable to the City Attorney; or
 - b. Irrevocable letter of credit in form acceptable to the City Attorney; or
 - c. Certified check or cash escrow.
2. **Airport Commission (“Commission”):** The body established by the Manassas City Council to oversee the operations of the Manassas Regional Airport’s existing and future facilities, prepare reports and annual budgets relating to the Airport, hear appeals, and make recommendations to the City Council relating to the Airport.
3. **Amended Franchise Law:** Code of Virginia, Chapter 21, Amended Franchise ; Sale and Lease of Certain Municipal Public Property; Public Utilities (§§ 15.2-2101 through 15.2-2105)
4. **City Agent:** City employee or position listed on the cover sheet of this RFFP
5. **City/Owner:** The City of Manassas, Virginia or its actually authorized agents. Unless the context clearly requires otherwise, such as for an affirmative vote of the elected body, the City Manager, or other designee of City Council (“Council”) may act on behalf of the City. Under Virginia law, no employee or agent may bind the City unless he or she has authority to do so; the doctrine of apparent authority has no application to municipalities.
6. **Due Date:** The date stated on the cover page of this Request for Amended Franchise Proposal (RFFP) for receipt of Proposals.
7. **FAA:** The Federal Aviation Administration.
8. **Insurance:** Has the meaning given in Virginia Code § 38.2-100.

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9. **Nominal Value:** Having a fair market value or potential fair market value of no more than five dollars (\$5.00). Something has potential value if it may produce value in the future. Examples of items with potential value include lottery tickets, stock in privately held companies, and business opportunities.
10. **Offeror/Proposer:** Any individual, company, firm, corporation, partnership or other entity submitting a Proposal in response to an RFFP issued by the City's Agent and offering to enter into an Amended Franchise with the City.
11. **Passenger Airline Service:** Shall mean persons, operating or intending to operate civil aircraft as an air carrier or commercial operator, or both, in air commerce as defined in 14 CFR Part 119.1 and whose operations are conducted under 14 CFR Parts 121, 125, 129, or 135 with the intent of providing scheduled flights to and from the airport.
12. **Proof of Insurance:** A copy of the relevant portions of the insurance declaration page, or its equivalent, showing continuing coverage at the required amounts.
13. **Proposal:** The submission by an Offeror indicating its understanding of the terms of an Amended Franchise, how it plans to meet the obligations under the Amended Franchise, and how it is qualified to meet those obligations.
14. **Request for Franchise Proposal (RFFP):** A request which is made to prospective suppliers (Offerors) for their proposal for something desired by the City. The issuance of an RFFP will contain or incorporate by reference the specifications and contractual terms and conditions applicable to the Franchise, or in this case, the Amended Franchise.

D. COMPETITION INTENDED

It is the City's intent that this Request for Franchise Proposal (RFFP) for an Amended Franchise permits competition as much as possible. It shall be the Offeror's responsibility to advise the City Agent in writing if any language, requirements, specification, etc., or any combination thereof, inadvertently restricts or limits the requirements stated in the RFFP to a single source. Such notification must be received by the City Agent or appointed designee not later than seven (7) days prior to the Proposal due date.

E. TYPE OF AWARD

The City of Manassas expects to award an Amended Franchise.

F. ORDER OF PRECEDENCE

This Amended Franchise by the City is governed by the Code of Virginia, Chapter 21 (§ 15.2-2100 to 2160). If an inconsistency exists between the Specifications of this RFFP, the General Provisions, draft Amended Franchise Agreement, or the Code of Virginia governing Amended Franchise Law, the inconsistency shall be resolved by giving precedence to the following documents in the following order:

1. The Code of Virginia, Annotated, specifically Va. Code Ann. § 15.2-2100 to 2105;

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2. The Amended Franchise Agreement;
3. The Specifications of this Request for Franchise Proposal (Section II), except to the extent modified through negotiation;
4. The General Provisions of this Request for Franchise Proposal (Sections I, III-VI).

II. SPECIFICATIONS OF RFFP

A. PURPOSE

The Washington Manassas Airport (“Airport”) owns seven (7) lots located at and around the existing Airport Terminal Building, located at 10600 Harry J. Parrish Blvd. The lots are described as A, B, C, D, E, F and G on the attached Lease Lot Exhibits. The lot sizes depicted in the Lease Lot Exhibits are illustrative and approximate. The lots may be slightly larger or smaller from what is depicted on the Lease Lot Exhibits. The final lots sizes will be determined by a land survey. A plat of survey and metes and bounds description will be provided by the City and or Proposer prior to the execution of the Amended Franchise. The purpose of this RFFP is to solicit proposals and subsequently establish an Amended Franchise Agreement for a company to renovate, expand and manage a portion of the existing Airport Terminal Building, a new ±33,240 square foot Terminal Building and automobile parking lots (collectively “Airport Terminal Building Complex”) for passenger airline service at the proposer’s sole expense. The use of the Airport Terminal Building Complex will be restricted to the operation and maintenance of a commercial use passenger terminal building including: passenger screening, check-in, ticketing, baggage claims and handling, gates, and passenger secure holdrooms and other terminal support facilities.

B. BACKGROUND

1. The Airport is owned by the City of Manassas, and operated through the Washington Manassas Airport Commission and Airport Director. The Washington Manassas Airport (Location Identifier HEF) is located approximately 30 miles southwest of Washington, D.C.
2. The Airport opened at its current location on September 20, 1964, occupies ±863.7 acres of land and is at an elevation of 192 feet Mean Sea Level. HEF is classified as a **Commercial Service Airport**, under the National Plan of Integrated Airport Systems.

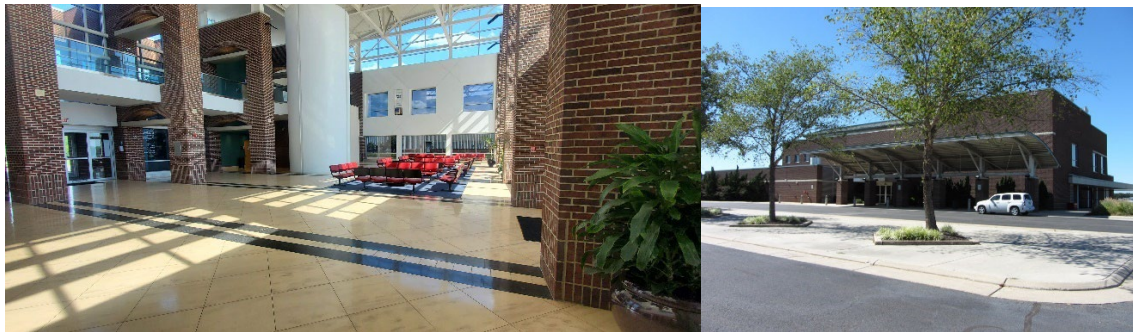


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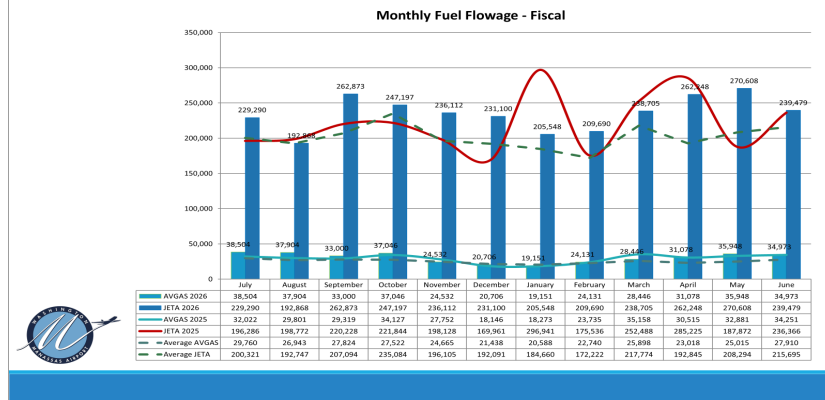
Washington Manassas Airport

Terminal Building

3. The Airport has two parallel runways, 16L-34R and 16R-34L. Runway 16L-34R is 6,200 feet long and Runway 16R-34L is 3,700 feet long. Both runways are oriented in a north-south direction. These runways are separated by 750 feet. Runway 16L-34R is equipped with Instrument Landing Systems (ILS) to allow aircraft operations in instrument meteorological conditions.
4. The Airport is located only 45 minutes from downtown Washington, D.C. HEF is approximately 8 miles south of I-66 and approximately 10 miles west of I-95. Airport terminal area facilities are accessed via Clover Hill Road/ Harry J. Parrish Blvd. and Rt. 234.
5. The Airport currently has over 410 based aircraft including jets, turbo props, single engine and light twin aircraft with approximately 100,000 aircraft operations per year.
6. The Airport has the following amenities:
 - a. FAA Operated ATC Tower
 - b. On-call US Customs
 - c. Two Full-Service FBOs



The Washington Manassas Airport Terminal Building

REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE**C. SCOPE OF SERVICES**

1. This RFFP requires each potential Offeror to perform its own investigations and make its own assessments as to the extent and nature of the business suited for the Airport while adhering to the minimum standards as set forth in the Airport Minimum Standards, as well as the Airport requirements stated in the Airport Rules and Regulations, applicable FAA and Virginia Department of Aviation regulations and orders, Airport Improvement Program Grant Assurance, applicable FAA Advisory Circulars, and other applicable requirements. A copy of the draft Amended Franchise Agreement will be available at the Office of the City Clerk and the Office of the Airport Director and can be viewed during regular working hours (8:30 a.m. – 4:00 p.m.). The Airport's Minimum Standards and Rules and Regulations can be found at the Airport's website and are available to download.
2. The City will not consider any Amended Franchise Proposal that proposes or includes the use of off Airport or "through the fence" property that is not located within the Airport property boundary as shown on the Airport Layout Plan.
3. The City will not consider any Amended Franchise Proposals that do not meet the existing minimum requirements set forth in the Airport Minimum Standards. The City reserves the right to update the Airport Minimum Standards as necessary.
4. The Airport Director and staff will review all proposals received and make a recommendation of an award to the City Council. The final determination of an award will be made by the City Council. Before an award is made, the Amended Franchise Agreement ("Amended Franchise") must be advertised to the public and approved by Council. Pursuant to Virginia Code § 15.2-2100 et seq., the City must invite bids for the Amended Franchise and following a public hearing shall award the Amended Franchise to the highest bidder unless some reason affecting the interest of the City makes it advisable to accept a lower bid. The City Council reserves the right to reject any and all bids.
5. In connection with the execution of an Amended Franchise and each subsequent year, the successful Offeror will be required to provide a bond or the appropriate security approved by the City in an amount of at least 100% of the annual fee due to the Airport under the Amended Franchise sufficient to guarantee the construction, operation and maintenance of the plant or plants provided for in the Amended Franchise. However, the Council, with the recommendation of the Airport Director, at its sole

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discretion, may establish a lower bond amount if necessary to guarantee construction, operation and maintenance costs.

6. Additionally, the successful Offeror shall provide to the City for each improvement to be constructed, payment and performance bonds or other appropriate security approved by the City, equal to 100% of the contract price for that improvement, in a format that is acceptable to the City Attorney.
7. All construction on Airport property will be required to meet or exceed applicable construction and engineering standard for airport facilities as required under applicable FAA guidelines and will be required to be commenced and completed within the specified time frames as provided in the Amended Franchise Agreement.
8. The draft Amended Franchise provided in the RFFP provides for ground rental payments and escalators of the ground rent. The Amended Franchise also requires building a new terminal building and the renovating and expanding of the existing terminal building and automobile parking lots. Title to all the improvements located on the premises shall vest in the City. Title to all the upgrades/improvements shall pass to the City as the same or any part thereof is erected, constructed or installed and the portion thereof representing the improvements shall be and become a part of the Premises. The Offeror is responsible for reading the draft Amended Franchise included in the RFFP, and accepting the terms and conditions outlined in the Amended Franchise prior to submitting a proposal. The Amended Franchise Agreement as advertised is not open for negotiations due to Amended Franchise law. The Offeror shall include any exceptions to the draft Amended Franchise in their bid proposal for consideration by the City and their representatives. There is no guarantee that any exceptions to the RFFP will be accepted by the City.
9. The Premises to be covered by the Amended Franchise is located at 10600 Harry J. Parrish Blvd on the east side of the Airport as shown on the attached Lot Lease Exhibits. Premises will encompass only the land for which Offeror furnishes a definite plan for development. No property shall be leased for non-aeronautical purposes as such use might inhibit the growth of aeronautical use of the Airport. The Offeror will have to show the proposed layout of all required improvements, including building, ramps and parking areas, and how they will fit on the Premises. The City will select layouts that are in the best interest of the Airport and that maximize the use of space. No plan for development will be approved that makes residual property unusable or restricts the use of other Airport property. Rights of first refusal or other "land banking" options will not be accepted.
10. The selected Offeror shall finance, design, construct and manage the renovated and expanded terminal building and automobile parking lots for Passenger Airline services, at no cost to the City including construction of all site work, utilities, ramps areas, and pavement connections. Any new construction shall not impinge upon FAR Part 77 surfaces and shall conform to FAA and City building standards, unless a waiver is granted by the City.
11. The selected Offeror will finance, design, and construct all required utility extensions including water, sanitary sewer, telephone, telecommunications and electrical power, as well as any necessary storm water management features at no cost to the Airport.

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D. COMMUNICATIONS ABOUT AND REVISION OF SPECIFICATIONS; RESPONSIBILITY OF OFFEROR

1. An Offeror may submit questions and comments regarding this RFFP only to the City Agent. To receive an answer, the Offeror must submit all questions and comments in writing no later than seven (7) days before the due date. The City Manager, City Agent or City Agent's designee may also issue clarifications or modifications of the terms of the RFFP even if no Offeror requests it.
2. Only the City Manager, City Agent or City Agent's designee may revise the terms of the RFFP. If the City revises the terms of the RFFP, it will do so in the form of an addendum to the Request for Amended Franchise Proposal posted on the City of Manassas website at www.manassascity.org and the Airport's website at www.FlyHEF.com. Each Offeror has the responsibility to review any addenda issued in connection with this RFFP. The Offeror will not rely on any information provided orally from anyone.
3. Each Offeror bears responsibility for thoroughly examining this RFFP in its entirety. If an Offeror has any questions or comments regarding the proper meaning or intent of any aspect of the RFFP or finds discrepancies in the plans and/or specifications, s/he shall submit all such questions and comments in writing to the City Agent.
4. By submitting a Proposal in response to this RFFP, the Offeror represents that it has thoroughly examined this RFFP and all its attachments and incorporated documents, that it has submitted any and all questions and comments it may have regarding the meaning or interpretation of this RFFP to the City in the manner prescribed herein, and that the Offeror understands the terms and conditions of the RFFP.

E. METHOD FOR MAKING SUBMISSION

1. The Offeror shall submit one (1) original and two (2) copies of their Amended Franchise Proposal along with one (1) electronic copy in the form of a thumb drive to the City Clerk's Office. Offerors shall submit with their Proposal all pages of the completed Proposal Submission Form herein. The Offeror shall make no other distribution of the Proposal. Amended Franchise Proposals shall be submitted to:

Clerk of City Council
City of Manassas
9027 Center Street, 4th Floor
Manassas, VA 20110

No later than 5:30 PM local time September 28th, 2026.

The Amended Franchise Proposal submissions with all the forms must be returned in a sealed envelope or packaged and identified with the following information on the envelope or package.

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From:

_____ Name of Offeror	_____ Due Date	_____ Due Time
_____ Street/Box Number	_____ RFFP Title	_____ RFFP Number
_____ City	_____ State/Zip Code	_____ City Agent

Any Amended Franchise Proposals sent via express delivery service should be sealed in an envelope inside the express container. The Offeror assumes responsibility for the timely delivery and the risk that an envelope not properly marked will be mistakenly opened, and thus rendered ineligible for consideration. No responsibility shall attach to the City for the late delivery of a proposal or the premature opening of a Proposal not properly addressed and identified as specified herein. The City will not make any adjustments to the Proposal based on additions or deletions on the outside of the envelope. Faxed or emailed Proposals are not allowed.

2. Determination of deadline:

The official time used in the receipt of Amended Franchise Proposals is local time. Each Offeror must deliver its Proposal before the minute stated on the cover page of this Request for Amended Franchise Proposal. For example, a due time of 2:30 means that an Amended Franchise Proposal delivered at 2:29 is timely and one delivered at 2:30 is late.

3. Place for submission:

Amended Franchise Proposals must be received at the place stated on the cover page of the RFFP. Offerors who use a delivery company, U.S. Mail, or courier bear the risk that the Proposal may not be received at the correct location by the deadline.

4. Extension of deadline:

Before the deadline passes or if the City receives no Amended Franchise Proposals by the due date, the City may extend the date and time for receipt of Amended Franchise Proposals or change the location of the receipt of Proposals if it believes it is necessary and in the best interest of the City. If that happens, Offerors will be notified of the new date and time or new location and Amended Franchise Proposals already received will not be opened until the new date and time.

5. Process for receipt of Proposals:

The Mayor shall receive and open the Amended Franchise Proposals and read aloud the names of the Offerors who submitted Proposals during a scheduled City Council meeting. Thereafter, the provision on Examination of Documents herein applies to the release of Proposal data.

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F. GENERAL PROPOSAL PREPARATION INSTRUCTIONS

1. All information requested should be included in the proposal. Failure to submit all information requested may result in the City requiring prompt submission of the missing information, and or giving a lowered evaluation of the Proposal. Amended Franchise Proposals that are incomplete or lack key information may be rejected by the City. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. Amended Franchise Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFFP. Emphasis should be placed on completeness and clarity of content.
3. Each copy of the Amended Franchise Proposal should be bound or contained in a single volume where practical. All documentation submitted with the Proposal should be contained in that single volume.
4. Ownership of all data, materials and documentation originated and prepared for the City pursuant to the RFFP shall belong exclusively to the City and be subjected to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to the public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2 - 4342 F of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire Proposal document, line item prices and/or total Proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the Proposal. The City is not responsible for any expenses incurred by an Offeror in preparing and submitting a Proposal. By submitting its Proposal, the Offeror agrees not to claim as proprietary any site plan layout or architectural drawings submitted with a Proposal so as to be exempt from public disclosure; however, the City will not allow the copying of architectural drawings except to the extent that such copying constitutes fair use.
5. The Offeror shall comply with all procedural instructions that may be issued by the City.

G. AMENDED FRANCHISE PROPOSAL PREPARATION INSTRUCTIONS

Amended Franchise Proposals should be thorough and detailed so that the City may properly evaluate the capabilities of the Offeror to provide the required services. Failure to provide all of the information requested will result in the rejection of the Amended Franchise Proposal, finding the Offeror nonresponsive to the RFFP. Amended Franchise Offerors are required to submit the following items for a complete Amended Franchise Proposal arranged in required order, tabbed, and with a table of contents:

- a. **Cover Letter** – The cover letter should identify the Firm and state other information it wishes the reviewer to consider during the proposal review phase. At a minimum the cover letter must include the name, form of business entity (e.g. corporation, partnership, joint venture, etc.), ownership structure, principal address, federal tax identification number,

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telephone number, facsimile number of the Firm, as well as the email address of the person responsible for the project.

- b. **Executive Summary** – The executive summary should provide a clear and concise summary of the Firm’s background, level of expertise, and relevant experience. The executive summary should make the Firm’s case as to why the city should consider them as the best candidate for providing the required services. This section should be structured so that it can serve as a stand-alone summary.
- c. **Site/Conceptual Plan** – Include a description of upgrades with a conceptual site plan and elevation drawing(s) showing the existing terminal building and proposed additions that may be required to be constructed on the parcel, parking lots, legend, boundary lines, square footage of existing and new building and ramp areas. An estimated schedule of design and construction should be included. The Offeror shall identify the architectural/engineering firm it proposes to use for the design and construction of the facility, and provide a summary of their related experience and three or more references for that firm.
- d. **Business Plan** – A written business plan explaining how the Offeror intends to operate the Passenger Airline terminal and generate revenue from use of the facilities. This section of the proposal should demonstrate the Offeror’s vision for the site that will attract airline carriers and appeal to the flying public. A listing of all aeronautical products, facilities and services to be offered on day one of the operation. Estimated number and type of new jobs that will be created, new aircraft to be based at the airport, and number of increased annual aircraft operations in years 1, 2, 3 and expectations for future years.
- e. **Management Plan** – Furnish a management plan explaining how the facilities will be managed. Provide resume(s) for key employee(s) and their role in the project. Explain how the Offeror will provide excellent customer service to the airlines and flying public; how it will maintain the existing and new facilities. The Offeror should explain its approach to working with Airport management in developing air service.

H. OFFEROR CERTIFICATIONS

- 1. The Offeror shall certify, through its submission and signature on the Amended Franchise Proposal, that the following statements (paragraphs a. – f. inclusive, collectively “the Certifications”) are true and not misleading:
 - a. That its Proposal is made without any kickbacks or inducements or any prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal, and is in all respects fair and without collusion or fraud;
 - b. That it is not currently debarred by the Federal Government, Commonwealth of Virginia or the City from submitting Proposals or bids on contracts, nor is the Offeror an agent of any person or entity that is currently so debarred;

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- c. That it has not offered or conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than Nominal Value or minimal value, present or promised, unless consideration of substantially equal or greater value was exchanged;
- d. That to the best of its knowledge no City official or employee having official responsibility for this RFFP or member of his or her immediate family has received or will receive any financial benefit of more than Nominal Value or minimal value relating to the award of this Amended Franchise. If such a benefit has been received or will be received, this fact shall be disclosed with the Proposal or as soon thereafter as it appears that such a benefit will be received;
- e. That it has submitted a single Amended Franchise Proposal. For purposes of this provision, the term "Offeror" includes all departments and divisions of a Business and all its Affiliates; and,
- f. That it is satisfied, from its own investigation of the conditions to be met, that it fully understands its obligations if the City awards it an Amended Franchise, and that it will not have any claim or right to cancellation or relief from the Amended Franchise because of any misunderstanding or lack of information.

2. Duty to supplement:

If the Offeror becomes aware of any information which makes any part of the Offeror's Certifications no longer accurate or complete or reveals that any part of its previously submitted information is misleading, the Offeror will immediately bring that information to the attention of the City Agent.

3. Penalty for false certification:

The City may declare an Offeror to be non-Responsible if the City discovers that the Offeror's Certifications contain any materially false statement.

III. EVALUATION OF RFFP

A. REQUIRED ELEMENTS OF AMENDED FRANCHISE PROPOSAL PACKAGE

To be considered, an Amended Franchise Proposal must contain the completed Amended Franchise Proposal Submission Form(s) and any other documents, samples, or information required by the terms of the RFFP. Any Offeror which submits an Amended Franchise Proposal agrees that such Proposal becomes the property of the City and all costs incurred for its preparation are the responsibility of the Offeror.

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1. Required permits and licenses:

By submitting an Amended Franchise Proposal, Offeror represents that it will have all necessary federal, state and local permits and all necessary licenses, including licenses to use intellectual or real property. The date that Offeror shall have the necessary licenses and permits is the date of issuance of the Amended Franchise by City Council unless otherwise required by law.

2. Acknowledgment of receipt of all addenda:

The Offeror must acknowledge receipt of addenda on the Amended Franchise Proposal Submission Form unless such failure to acknowledge constitutes an informality.

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B. EVALUATION CRITERIA

Amended Franchise Proposals will be evaluated by the City using the following criteria:

CRITERIA	MAXIMUM POINTS
a. Plan for Operations. Strength/quality of overall plan for providing Airline Passenger services and management of the terminal building facilities, including considerations related to operational, business, marketing and concept of Proposal for provision of aviation services, and quality and range of aeronautical related products and services to be offered, facilities proposed to be offered on the Airport. Business philosophies and business practices. Scope and quality of products and services to be offered. Number of new employees.	20
b. Relevant Experience. Experience and qualifications of management and other key personnel, business references, and successful experience with development and operations of aeronautical services and/or other aviation facilities at comparable airports. References.	25
c. Capital Improvements. Quality and value of the offeror's investment in the City, the Airport, future airline passengers and users of Terminal building. Quality and value of construction improvements proposed, and the offeror's capacity to develop Airport property as proposed. Efficient use of the leased area. Proposed utilization of site and layout facilities. Development timeline for construction and phasing of the project.	25
d. Total Estimated Revenue and Financial Ability. Estimated total revenues that the Airport will receive from rents and fees (additional fuel flowage fees, reimbursements to the Airport, and revenue sharing). The Offeror's demonstrated financial ability to develop/build the required facilities and conduct the proposed operation.	30
Total Possible Score:	100

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C. DETERMINING IF OFFEROR IS RESPONSIBLE

1. Award only to a “Responsible Offeror”:

The City will only award an Amended Franchise to an Offeror that, through evidence submitted or information available to the City, has shown that it has the capability, in all respects, to perform fully the Amended Franchise requirements and the moral and business integrity and reliability that will assure good faith performance. Prequalification by an entity other than the City is not relevant to this determination.

2. Additional information:

If the City requests, the Offeror must present, within two business days, evidence satisfactory to the City of the Offeror’s ability to perform the Amended Franchise and possession of necessary facilities, pecuniary resources, and adequate insurance to comply with the terms of this RFFP and any resulting Amended Franchise. The City reserves the right to inspect the Offeror’s physical facilities (if any) and conduct additional investigation prior to award to satisfy questions regarding the Offeror’s capabilities.

3. Offeror in default:

No Amended Franchise Proposal will be accepted from or awarded to any Offeror that is in arrears, or is in default to the City upon any debt, or that is a defaulter as surety or otherwise upon any obligation to the City, until all such debts are paid.

D. PROPOSAL ACCEPTANCE

Offeror agrees and understands that (except to the extent of the requirement to indemnify the City for costs incurred in protection of the Offeror’s confidential information) there is no binding agreement, no contractual relationship, no understanding nor mutual assent until an Amended Franchise is executed and exchanged by and between the Offeror and the Council. Only the Council has the authority to award an Amended Franchise.

IV. AWARD OF AMENDED FRANCHISE

After proposals are opened by the Mayor, the Council will refer all proposals to the Airport Director for review and recommendation by the staff. An Amended Franchise can only be awarded by an ordinance adopted by the City Council after two readings.

V. FORM OF AMENDED FRANCHISE

A. USE OF CITY AMENDED FRANCHISE AGREEMENT

The City will use an Amended Franchise Agreement in the form of the attached draft.

REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE

VI. MISCELLANEOUS

A. AUTHORITY OF AGENTS

1. Offeror's Agent:

Each Amended Franchise Proposal, and any Amended Franchise, must be signed by a person authorized to bind the Offeror to a valid Amended Franchise with the City. For a sole proprietorship, the principal may sign. The City may require that any agent submit a power of attorney or other appropriate documentation showing the authority of the agent to act on the Offeror's behalf.

2. City's Agent(s):

The City Manager or City Agent has the final responsibility and full authority for issuance of requests for Amended Franchise proposals, negotiations, placing and modifying invitations, requests and recommendations of award issued by and for the City of Manassas. No other City officer or employee is authorized to add to, vary, or waive terms of the RFFP, or in any way obligate the City for indebtedness. The City will not honor or ratify any void action of its employees or agents.

B. EXAMINATION OF DOCUMENTS

Except as provided herein, all proceedings, records, Amended Franchise and other public records relating to transactions shall be open to the inspection of any citizen or representative of the news media in accordance with the Virginia Freedom of Information Act.

1. Estimates:

Cost estimates relating to a proposed transaction prepared by or for a public body shall not be open to public inspection.

2. Trade Secrets and Proprietary Information

Trade secrets or confidential proprietary information that is not generally available to the public through regulatory disclosure or otherwise, provided by a (i) bidder or applicant for an Amended Franchise or (ii) Amended Franchisee under Chapter 21 (§ [15.2-2100](#) et seq.) of Title 15.2 to the applicable franchising authority pursuant to a promise of confidentiality from the franchising authority, to the extent the information relates to the bidder's, applicant's, or Amended Franchisee's financial capacity or provision of new services, adoption of new technologies or implementation of improvements, where such new services, technologies, or improvements have not been implemented by the Amended Franchisee on a nonexperimental scale in the Amended Franchise area, and where, if such information were made public, the competitive advantage or financial interests of the Amended Franchisee would be adversely affected.

In order for trade secrets or confidential proprietary information to be excluded from the provisions of this chapter, the bidder, applicant, or Amended Franchisee shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify

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the data or other materials for which protection is sought, and (c) state the reason why protection is necessary.

No bidder, applicant, or Amended Franchisee may invoke the exclusion provided by this subdivision if the bidder, applicant, or Amended Franchisee is owned or controlled by a public body or if any representative of the applicable franchising authority serves on the management board or as an officer of the bidder, applicant, or Amended Franchisee.

C. NONDISCRIMINATION; PARTICIPATION OF SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESSES AND SERVICE DISABLED VETERAN-OWNED BUSINESS AND EMPLOYMENT SERVICES ORGANIZATIONS

The City does not discriminate against Offerors on the basis of race, religion, color, sex, sexual orientation or gender identity, national origin, age, disability, status as a service disabled veteran, political affiliation, nor does it discriminate against faith-based organizations on the basis of the organization's religious character or impose conditions that restrict the religious character of the faith-based organization, except as permitted or required by law, or impair, diminish, or discourage the exercise of religious freedom. Any Offeror believing that it or another Offeror has been discriminated against on that basis should immediately make the City Agent aware of the basis for that belief.

D. AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

Pursuant to Virginia Code §2.2-4311.2, an Offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its Proposal the identification number issued to it by the State Corporation Commission ("SCC"). Any Offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its Proposal a statement describing why the Offeror is not required to be so authorized. Any Offeror described herein that fails to provide the required information shall not receive an award unless a waiver of this requirement and the administrative policies and procedures established to implement this section is granted by the City Manager. The SCC may be reached at (804) 371-9733 or at <http://www.scc.virginia.gov>. Offerors should consult the Code of Virginia for more information.

E. CITY COUNCIL PRESENTATION

Not Applicable.

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VII. AMENDED FRANCHISE PROPOSAL SUBMISSION FORM

Offerors shall include in their RFFP submission the proposed rents and fees to be paid to the City in the following format:

PROPOSED ANNUAL RENT TO BE PAID THE FIRST YEAR RENT PAYMENTS BEGIN

Lot A
\$ _____ *

Lot B
\$ _____ *

Lot C
\$ _____ *

Lot D
\$ _____ *

Lot E
\$ _____ *

Lot F
\$ _____ *

Lot G (Terminal Rent)
\$ _____ *

Total of Lots A, B, C, D, E, F and G (Terminal) \$ _____

*The minimum acceptable bid for Lot A is **\$25,488.00 (\$0.75 x 33,984 sf) annually.**

*The minimum acceptable bid for Lot B is **\$12,630.75 (\$0.75 x 16,841 sf) annually.**

*The minimum acceptable bid for Lot C is **\$14,425.50 (\$0.75 x 19,234 sf) annually.**

*The minimum acceptable bid for Lot D Non-Building Area is **\$20,874.56 (\$0.08 x 260,932 sf) annually.**

*The minimum acceptable bid for Lot D Building Area is **\$13,092.00 (\$0.75 x 17,456 sf) annually.**

*The minimum acceptable bid for Lot E is **\$217,845 (\$0.75 x 290,460 sf) annually.**

*The minimum acceptable bid for Lot F is **\$232,448.30 (\$0.70 x 332,069 sf) annually.**

*The minimum acceptable bid for Lot G (Terminal Building) is **\$201,773.00 (\$11.00 x 18,343 sf) annually.**

REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

I certify that I received and reviewed the following Addenda to this Amended Franchise Proposal and have included their provisions in this Proposal:

<u>Number</u>	<u>Date</u>
_____	_____
_____	_____
_____	_____
_____	_____

Please complete the following by checking the appropriate line that applies and providing the requested information.

- A. _____ Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Offeror's Identification Number issued to it by the SCC is _____.
- B. _____ Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Offeror's Identification Number issued to it by the SCC is _____.
- C. _____ Offeror does not have an Identification Number issued to it by the SCC and such Offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason:

- D. _____ Offeror has listed all objections or exceptions to the RFFP/Amended Franchise Agreement in their proposal. (Indicate below if you have no exceptions to the RFFP or draft Amended Franchise Agreement):

REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE

CERTIFICATIONS

This RFFP is subject to the provisions of §15.2-2100 et seq. of the Virginia Code, § 2.2-3100 et seq. of the Virginia Code, the Virginia State and Local Government Conflict of Interests Act.

By my signature on this form, I certify on behalf of the Offeror that I am not aware of any information bearing on the existence of any potential conflicts of interest or ethical violation of the Virginia State and Local Government Conflict of Interests Act, Virginia Code § 2.2-3100 et seq.

I further certify that this Amended Franchise Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of the state and Federal law and can result in fines, prison sentences, and civil damage awards.

I further certify that the statements regarding debarment, submission of a single Proposal, understanding of the conditions, and data on convictions contained in provision "Offeror Certifications" of the RFFP are true and not misleading as to the Offeror.

I further certify that I have read and understand the attached draft Amended Franchise Agreement, The Washington Manassas Airport's Rules & Regulations and Minimum Standards. If I have any objections or exceptions to the draft Amended Franchise, I have clearly outlined them in my Proposal.

I hereby certify that the responses to the above representations, certifications, and other statements, including all attachments, are accurate and complete. If after I sign these forms I learn of any information which makes any of the above representations, certifications or other statements inaccurate or incomplete, or reveals that any part of my previously submitted information is misleading, I will immediately bring it to the attention of the City Agent. I agree to abide by all conditions of this RFFP and certify that I am authorized to sign for the Offeror.

COMPANY NAME (Please Print)

TELEPHONE NUMBER

ADDRESS

FACSIMILE NUMBER

E-MAIL ADDRESS

SIGNATURE:

DATE

NAME: (Please Print)

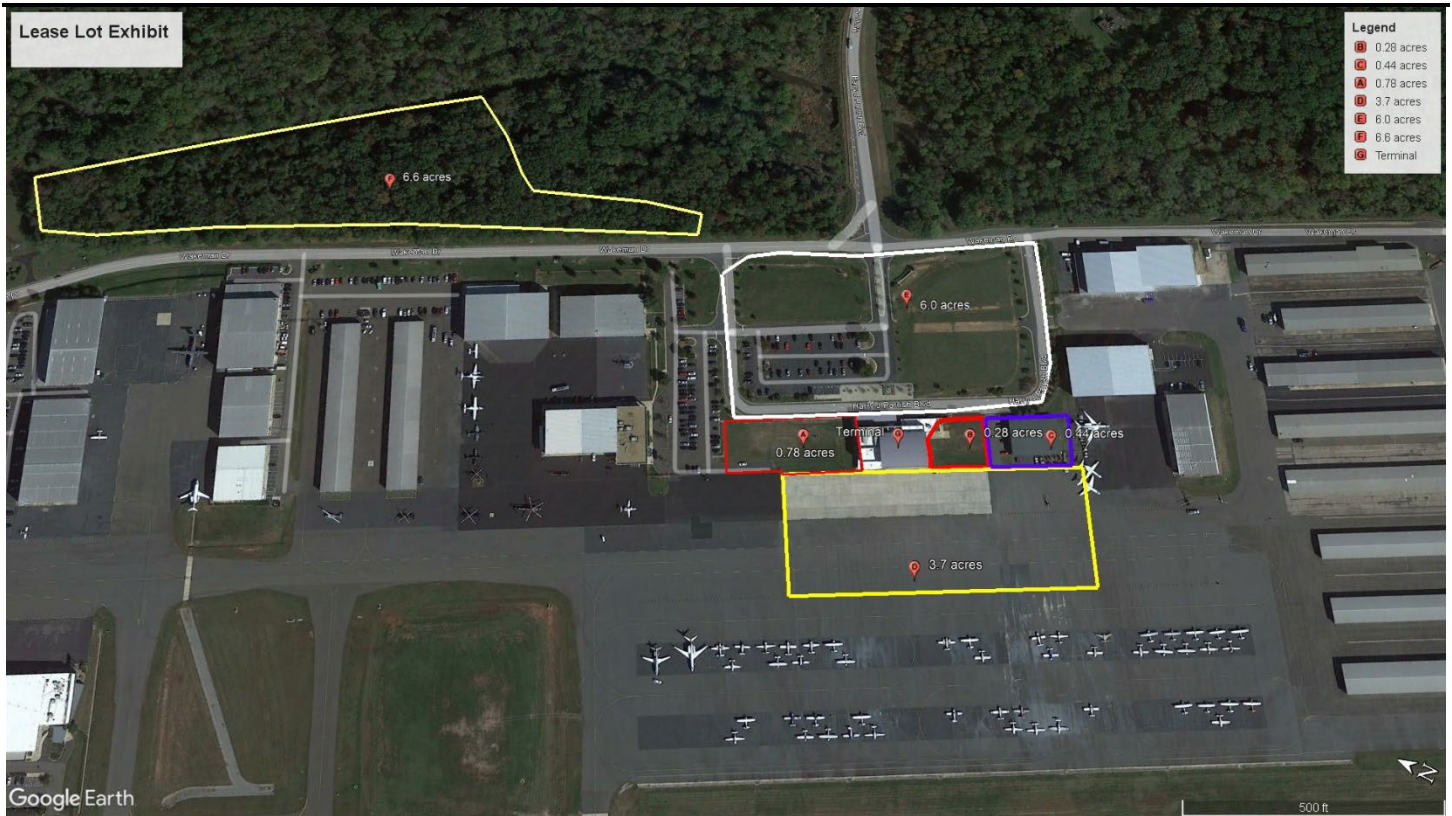
TITLE

RFFP NO: 26F001

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LEASE LOT EXHIBIT

REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE

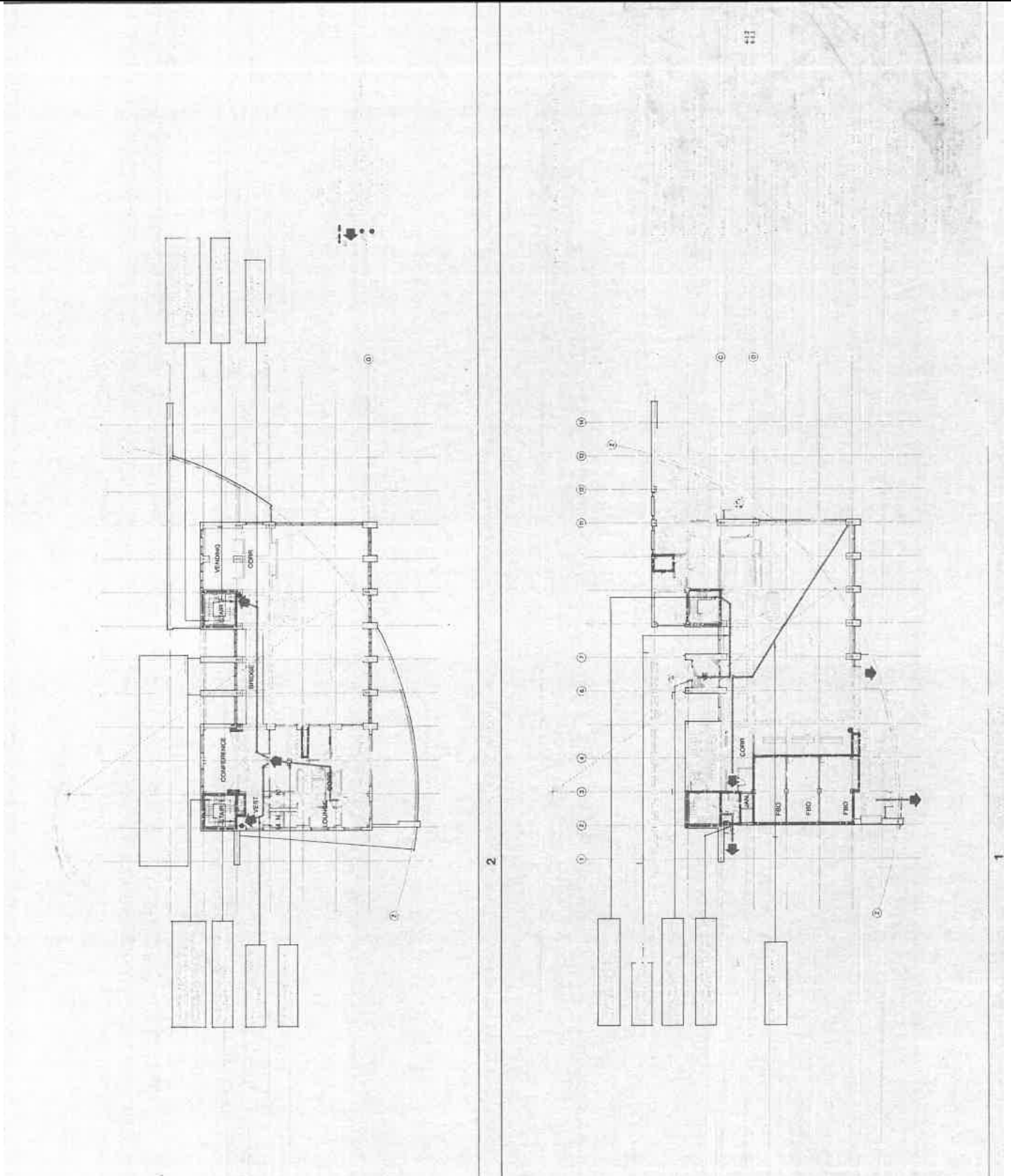


RFFP NO: 26F001

REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE

SELECT TERMINAL BUILDING ARCHITECTURAL DRAWINGS

REQUEST FOR FRANCHISE PROPOSAL FOR AN AMENDED FRANCHISE



RFFP NO: 26F001

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AMENDED FRANCHISE AGREEMENT