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City Manager's Office

# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** William F. Sherry, A.A.E.

**SUBJECT: DRAFT WEST SIDE REQUEST  
FOR PROPOSAL**

**DATE:** July 6, 2012

Approved

Date

7/6/12

## INFORMATION

This information memorandum will provide the City Council with background information on the status of the Request for Proposals (RFP) for West Side general aviation.

### **RFP Approved with Key Conditions**

In April 2012, the Council directed staff to move forward with a Request for Proposals (RFP) for the development of the West Side of the Airport with the following key conditions:

- Allow proposals for any general aviation use consistent with the Airport Master Plan, and allowed by the FAA, that can be developed whether adjacent runway 11/29 is re-opened or is permanently closed;
- Proposers be allowed to propose acreage needs and best location to site their proposed use on the available land with the City reserving the right to approve the final location;
- The City may consider the potential for more than one use if multiple complementary uses respond to the RFP;
- The highest priority selection criteria should be total revenue generated to the Airport followed by revenues generated to the City's General Fund;
- Return to the Airport Competitiveness Committee meeting in May 2012 with, among several other things, an overview of the terms and conditions of the RFP prior to releasing the RFP to the public.

### **Draft RFP Released for Stakeholder Review**

As directed by Council, staff presented the proposed RFP terms and conditions at the May 18<sup>th</sup> meeting of the Airport Competitiveness Committee and received comments from the Committee members as well as the public. With this input, a draft RFP was developed and released to interested stakeholders on June 29, 2012, for review and comment.

In addition, the Director of Aviation has communicated directly with the Silicon Valley Leadership Group and the Silicon Valley Chamber of Commerce to encourage both organizations to make their membership aware of the opportunity to participate in the development of the final RFP. The draft RFP is available on the Airport's web site at:

[Mineta San José International/Silicon Valley Airport - About SJC | Airport Improvement | West Side Development](#)

Interested parties can provide comments or questions regarding the RFP in two ways:

1. Submit comments in writing to [SJCWestSideDevelopment@sjc.org](mailto:SJCWestSideDevelopment@sjc.org) by July 19, 2012; or
2. An outreach meeting for interested parties will be held on **Thursday July 12, 2012 at 2:00 pm in the Airport Offices located at 1701 Airport Boulevard, Suite B-1130**. The purpose of the meeting will be to brief potential proposers on the provisions of the RFP and provide them with the opportunity to ask questions, express concerns or otherwise submit comments for further consideration in finalizing the RFP.

Answers to questions and comments submitted by potential proposers will be posted on the Airport's website at [www.sjc.org](http://www.sjc.org) by August 9, 2012. Staff anticipates the final RFP will be issued in the first half August.

The current draft RFP is not the final West Side RFP. Accordingly, staff's release of the draft RFP has not triggered restrictions on communications with potential respondents under the City's Procurement and Contract Process Integrity and Conflict of Interest Policy (Policy #0-35) and Council offices continue to have the option to meet with potential proposers if they choose to do so. Staff will endeavor to provide Council as much notice as possible before releasing the final West Side RFP in August, after which communications with potential respondents must be limited to the procurement contact designated in the RFP.

Given the amount of past interest in development of the West Side of the Airport, staff wanted to make sure that all Council offices are aware that staff has begun the outreach process and that interested stakeholders may be contacting Council offices.

/s/  
William F. Sherry, A.A.E.  
Director of Aviation

For questions please contact Bill Sherry, Director of Aviation at 408-392-3610.