

**MUNICIPALITY OF ANCHORAGE
MERRILL FIELD AIRPORT**

**RFP BIDDING INSTRUCTIONS
FOR THE LONG-TERM LEASE OF A PORTION:
2555 Merrill Field Drive
Known as the western most portion of
Lot 4, Block 4, Merrill Field Replat 85-23**

The Municipality of Anchorage Merrill Field Airport (MRI) hereby issues a Request for Proposal (RFP) for the lease of municipally owned property and is accepting proposals until 3:00PM, December 05, 2017. The parcel offered for lease is located in Anchorage, Alaska at 2555 Merrill Field Drive. RFP packets are available online by going to: <http://www.muni.org/merrill> .

All Proposals are due no later than 3:00PM at 800 Merrill Field Drive, Anchorage, AK 99501

I. Proposal Procedures

1. RFP.

Lot 4, Block 4, [a portion] Merrill Field Replat, is being leased via RFP process. Proposals will be accepted at the above-noted address until 3:00PM on December 05, 2017. MRI will **NOT** be able to accept any RFP's thereafter; any late receipt proposals will be returned unopened.

2. Submittals.

All proposers must provide in a sealed envelope:

- a) A Cashier's check or other form of certified funds totaling at least 10% of the participant's bonus bid; NO personal checks accepted;
- b) The Proposal Form (Form A); and
- c) The Proposer Qualification Statement (Form B) included in the bidding instruction package. See "Proposer Qualifications" below for details.

3. Proposer Qualifications.

Only qualified proposers are eligible to participate. All proposers are required to complete the Proposal Form (Form A) and the Proposal Qualification Statement (Form B) included in this RFP Bidding Instruction Package. These forms must be submitted attached to the Proposal. If a proposer represents a company, a copy of the company business license must be provided with the proposal. If a proposer represents another individual or entity, including a partnership, corporation, association, trust or estate, proof of authority to sign on behalf of the principal(s) must be provided with the proposal.

4. Disqualifications.

Any of the following shall automatically disqualify a bid:

- a) **Bid form and other required forms, as applicable, are not completed in full, submitted, and manually signed.**
- b) **Bids received after 3:00 P.M. on the December 5, 2017 (any bid received thereafter is too late for acceptance and will be returned unopened).**

5. RFP Evaluation.

All proposals will be reviewed by a committee of individuals representing the MOA/MRI, who will perform an evaluation of all proposal(s) received in accord with RFP criteria. Committee members will rank the proposals as submitted. This review process should not exceed ten days.

The MOA reserves the right to select proposals based solely on the written proposal.

The MOA also reserves the right to request oral interviews with any or all respondents.

If award is based on written proposal only, award will be based on the highest committee collective numerical score. The highest qualifying proposer shall then be notified of selection as tentative successful Proposer by phone and in writing by MRI. The proposer so notified **MUST**, within thirty (30) business days of receipt of written notification, agree to sign a Lease Agreement (see attached sample) for this site.

After Assembly Approval and execution of lease agreement, the successful proposer(s) will pay the balance of the bonus bid and all costs associated with the Lease transaction.

6. Additional Qualifications.

Any proposer who is an employee, elected official, appointed officer, paid or unpaid member of boards, commissions, or committees of the MOA or an immediate family member of such an individual is also required to complete the financial disclosure and conflict of interest report (Form C) and the non-collusion statement (Form D) included in this RFP bidding instruction package. MOA reserves the right to refuse any Proposal, which has the potential for conflict of interest or collusion of parties determined to have participated in the selection, classification, valuation or bidding process of the parcels included in this disposal.

7. Other.

MRI is not obligated to lease the parcel identified in this RFP, nor pay any costs incurred by parties participating in the submission or preparation of bids. MRI reserves the right to: **a)** reject any and all proposals; **b)** reject any and all parties whom it has determined do not meet the qualification requirements; **c)** accept a proposal without further discussions; **d)** waive any informality in the bids received; **e)** tentatively accept a bid in the best interest of the MOA; and **f)** withdraw the parcel from this offering at any time for any reason.

This property will be Leased “AS IS-WHERE IS.” It is the responsibility of the proposer(s) to: investigate and determine existing or pending regulations, restrictions and potential defects, including those created by prior use, which would affect the use of the parcel. The feasibility and costs to remedy defects, such as obtaining permits, variances, engineered septic systems, and replatting, should be determined prior to bidding. All such costs will be borne by the bidder.

- 1. While not mandatory, all interested proposers are strongly urged to physically inspect this property before submitting a proposal. MRI assumes no liability for matters which would have been disclosed by an inspection of the property.**
2. The following documents shall be used to complete the lease transaction: Assembly Ordinance and Memorandum and MRI Lease Agreement.
3. The MRI reserves the right to withdraw the offered parcel at any time, for any reason and to reject any or all bids for any reason.

FORM A
TO BE COMPLETED BY ALL PROPOSERS

MUNICIPALITY OF ANCHORAGE
MERRILL FIELD AIRPORT
Bonus Bid – One time Monetary Amount

INSTRUCTIONS: Please print legibly. Read all the information contained in the RFP Bidding Instructions prior to completing this or other forms. This form must be filled out in its entirety.

NAME(S): _____ PHONE: _____
_____ FAX: _____

MAILING ADDRESS: _____

E-MAIL ADDRESS (optional): _____

The amount of my one-time bonus bid to lease municipal property legally defined as Lot 5, Block 5, Merrill Field Replat 85-23, is (write out the amount in words and numbers):

_____ (\$_____)
BONUS BID AMOUNT

I hereby agree that the Bonus Bid Amount represents one time monetary amount and will be paid in full upon award of lease.

If I am the successful proposer, I hereby agree to execute the Lease Agreement and any other documents required. If my proposal is tentatively accepted and, for whatever reason, I decide not to enter into the Lease Agreement, I agree that up to ONE THOUSAND DOLLARS (\$1,000) of the bonus bid may be retained by the Municipality of Anchorage.

Signature Date

Signature Date

Check off before mailing: ___ Bid Form (A); ___ Bidder Qualification Statement (B); ___ Financial Disclosure Form (C); ___ * Non-Collusion Affidavit (D); ___; ** ___ Business License; ** ___ Proof of Authority

* See Page 1 Bidder Qualifications section to determine if Form C or D are required.

** See Bidder Qualifications section to determine if this is required.

FORM A

FORM B

MUNICIPALITY OF ANCHORAGE MERRILL FIELD AIRPORT

APPLICANT/PROPOSER QUALIFICATION STATEMENT

I _____,
(printed name)
I _____,
(printed name)
of _____,
(address)

(city, state)

do hereby swear and affirm

I am eighteen years of age or older; and

I am a citizen of the United States or a permanent resident who has filed a declaration of intention to become a citizen or a representative of a group, association or corporation which is authorized to conduct business under the laws of Alaska; and

I am not delinquent on any deposit or payment of any obligation to the Municipality of Anchorage (MOA); and

I am not currently in breach or default on any contract or lease involving land in which the MOA has an interest; and

I have not failed to perform under a contract or lease involving MOA land in the previous five years and the MOA has not acted to terminate the contract or lease or to initiate legal action.

_____ (signature)	_____ (date)
_____ (signature)	_____ (date)

BELOW FOR MOA USE ONLY

QUALIFIED ____	_____ (signature)	_____ (date)
UNQUALIFIED ____ *		

* THE PERSON(S) LISTED ABOVE IS NOT QUALIFIED TO BID OR APPLY FOR MOA/RED OWNED LAND OR INTEREST IN LANDS BECAUSE _____

FORM B

FORM C

MUNICIPALITY OF ANCHORAGE

CONFLICT OF INTEREST STATEMENT

Pursuant to Anchorage Municipal Code 1.15 (Conflict of Interest), I,

_____:

- (1) Have read and understand the provisions of AMC 1.15.
- (2) Disclose the following actual or potential conflict of interest.

(If there is no conflict of interest, please print or type “NONE” below this line.)

Signature

Date

FORM C

FORM D

NON-COLLUSION AFFIDAVIT

THIRD JUDICIAL DISTRICT)
) ss.
STATE OF ALASKA)

I, _____ of
_____ being duly sworn, do
(firm name)
depose and state:

That I, or the firm, association or corporation of which I am a member, a bidder, on the contract to be awarded by the Municipality of Anchorage for the lease of municipal real property located at _____ in _____, Alaska, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

(Signature)

Subscribed and sworn to before me on this _____ day of _____, 2016.

Notary Public in and for Alaska

My Commission expires: _____

DO YOU NEED TO SUBMIT THIS FORM?
See **Bidder Qualifications** for requirements.

FORM D