



# RESOLUTION No. 24-341

## OF THE BOARD OF SUPERVISORS OF THE COUNTY OF NEVADA

RESOLUTION APPROVING AND AUTHORIZING EXECUTION OF A CONTRACT WITH AEROPLEX GROUP PARTNERS TO PROVIDE A REVENUE SUSTAINABILITY AND DEVELOPMENT PLAN FOR THE NEVADA COUNTY AIRPORT IN THE MAXIMUM AMOUNT OF \$76,422, PLUS A TEN PERCENT CONTINGENCY FOR A TOTAL CONTRACT NOT TO EXCEED OF \$84,064, FOR THE PERIOD OF JUNE 25, 2024 THROUGH DECEMBER 31, 2024 AND AUTHORIZING THE AIRPORT MANAGER TO EXECUTE THE CONTRACT AND AMEND THE FY 23/24 AIRPORT BUDGET (4/5 AFFIRMATIVE VOTE REQUIRED)

WHEREAS, the Nevada County Airport is seeking sources of sustainable revenue through future development of the airport; and

WHEREAS, the Airport Manager collaborated with the Purchasing Division to develop a Request for Proposal to solicit for these services; and

WHEREAS, one proposal from Aeroplex Group Partners was received which was determined to be responsive and responsible with the criteria published in the RFP; and

WHEREAS, the contract will be established to create a Revenue Sustainability and Development Plan; and

WHEREAS, the contract will be executed in the amount of \$76,422, plus a ten percent contingency for a total contract not to exceed of \$84,064 for the period of June 25, 2024, through December 31, 2024.

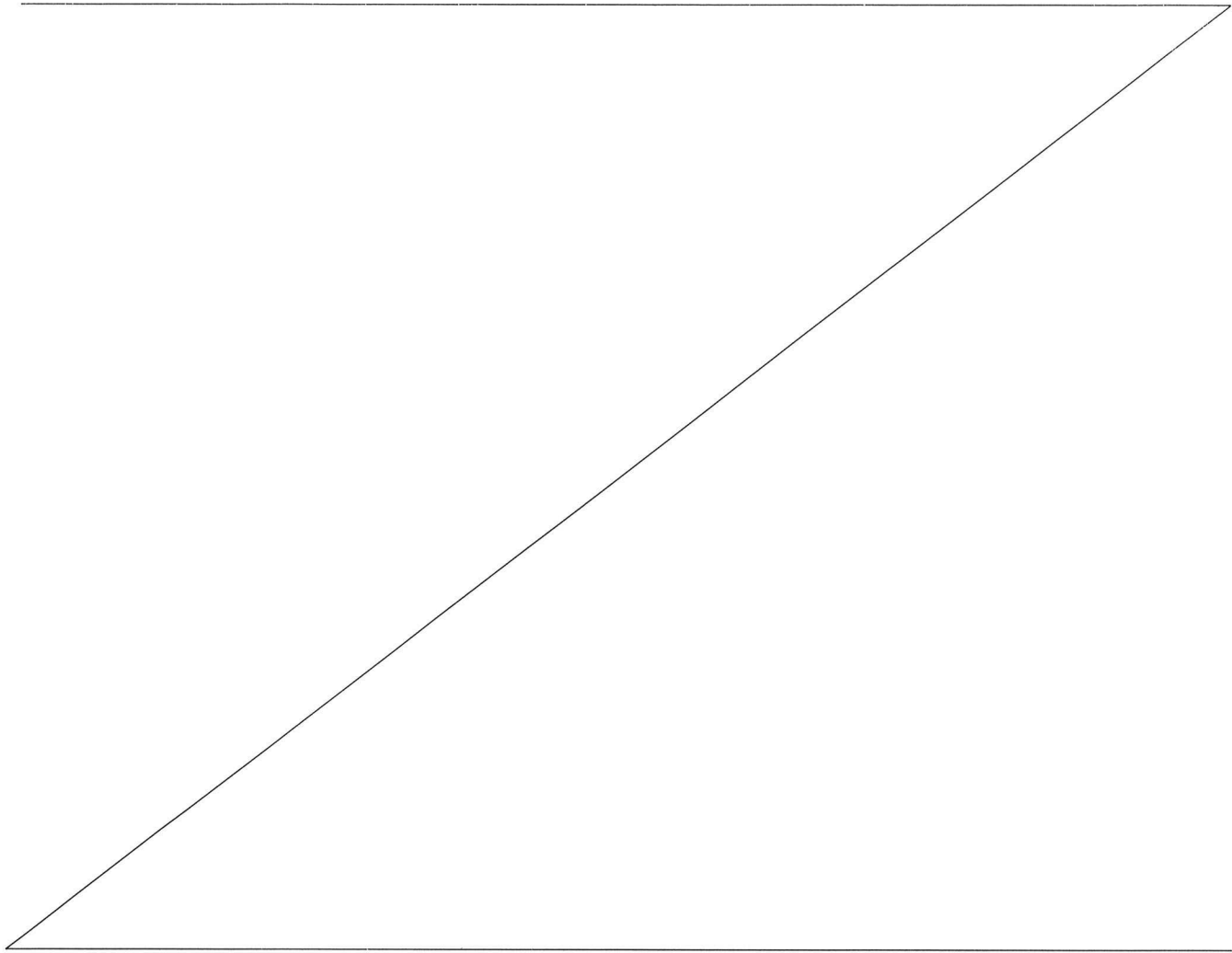
NOW, THEREFORE, BE IT RESOLVED that the Nevada County Board of Supervisors of the County of Nevada, State of California, hereby directs the following actions:

1. Approves the Contract in substantially the form attached with Aeroplex Group Partners in the amount not to exceed \$84,064, inclusive of the 10% contingency allowance, and authorizes the Airport Manager to execute the contract on behalf of the County of Nevada.
2. Authorizes the Purchasing Agent to encumber the Contract.
3. Approves the 10% contingency allowance in the amount not to exceed \$7,642 and authorizes the Purchasing Agent to execute change orders as needed
4. Directs the Auditor Controller to release \$84,064 from the Airport Fund Balance and amend the fiscal year 2023/24 Airport budget as follows:

Increase: 4116-91004-274-1000

521520

\$84,064



PASSED AND ADOPTED by the Board of Supervisors of the County of Nevada at a regular meeting of said Board, held on the 25th day of June 2024, by the following vote of said Board:

Ayes: Supervisors Heidi Hall, Edward C. Scofield, Lisa Swarhout, and Susan Hoek.

Noes: None.

Absent: Hardy Bullock.

Abstain: None.

Recuse: None.

ATTEST:

TINE MATHIASSEN  
Chief Deputy Clerk of the Board of Supervisors

By: 

  
Hardy Bullock, Chair

**Administering Agency:** Nevada County Airport

**Contract No.** \_\_\_\_\_

**Contract Description:** Revenue Sustainability and Development Plan for the Nevada County Airport

### PROFESSIONAL SERVICES CONTRACT

**THIS PROFESSIONAL SERVICES CONTRACT** ("Contract") is made at Nevada City, California, as of June 25, 2024 by and between the County of Nevada, ("County"), and Aeroplex Group Partners("Contractor") (together, "Parties", individual "Party"), who agree as follows:

1. **Services** Subject to the terms and conditions set forth in this Contract, Contractor shall provide the services described in Exhibit A. Contractor shall provide said services at the time, place, and in the manner specified in Exhibit A.
2. **Payment** County shall pay Contractor for services rendered pursuant to this Contract at the time and in the amount set forth in Exhibit B. The payments specified in Exhibit B shall be the only payment made to Contractor for services rendered pursuant to this Contract. Contractor shall submit all billings for said services to County in the manner specified in Exhibit B; or, if no manner be specified in Exhibit B, then according to the usual and customary procedures which Contractor uses for billing clients similar to County. **The amount of the contract shall not exceed \$84,064 Dollars.**
3. **Term** This Contract shall commence on June 25, 2024. All services required to be provided by this Contract shall be completed and ready for acceptance no later than the **Contract Termination Date** of: December 31, 2024.
4. **Facilities, Equipment and Other Materials** Contractor shall, at its sole cost and expense, furnish all facilities, equipment, and other materials which may be required for furnishing services pursuant to this Contract.
5. **Exhibits** All exhibits referred to herein and attached hereto are incorporated herein by this reference.
6. **Electronic Signatures** The Parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed or emailed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
7. **Time for Performance** Time is of the essence. Failure of Contractor to perform any services within the time limits set forth in Exhibit A, or elsewhere in this Contract, shall constitute material breach of this contract. Contractor shall devote such time to the performance of services pursuant to this

Contract as may be reasonably necessary for the satisfactory performance of Contractor's obligations pursuant to this Contract. Neither Party shall be considered in default of this Contract to the extent performance is prevented or delayed by any cause, present or future, which is beyond the reasonable control of the Party.

8. **Liquidated Damages**

Liquidated Damages are presented as an estimate of an intangible loss to the County. It is a provision that allows for the payment of a specified sum should Contractor be in breach of contract. Liquidated Damages shall apply shall not apply to this contract. Liquidated Damages applicable to this contract are incorporated in Exhibit E, attached hereto.

9. **Relationship of Parties**

9.1. **Independent Contractor**

In providing services herein, Contractor, and the agents and employees thereof, shall work in an independent capacity and as an independent contractor and not as agents or employees of County. Contractor acknowledges that it customarily engages independently in the trade, occupation, or business as that involved in the work required herein. Further, the Parties agree that Contractor shall perform the work required herein free from the control and direction of County, and that the nature of the work is outside the usual course of County's business. In performing the work required herein, Contractor shall not be entitled to any employment benefits, Workers' Compensation, or other programs afforded to County employees. Contractor shall hold County harmless and indemnify County against such claim by its agents or employees. County makes no representation as to the effect of this independent contractor relationship on Contractor's previously earned California Public Employees Retirement System ("CalPERS") retirement benefits, if any, and Contractor specifically assumes the responsibility for making such determination. Contractor shall be responsible for all reports and obligations including but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, workers' compensation and other applicable federal and state taxes.

9.2. **No Agent Authority** Contractor shall have no power to incur any debt, obligation, or liability on behalf of County or otherwise to act on behalf of County as an agent. Neither County nor any of its agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Contract. Contractor shall not represent that it is, or that any of its agents or employees are, in any manner employees of County.

9.3. **Indemnification of CalPERS Determination** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing service under this Contract is determined by a court of competent jurisdiction or CalPERS to be eligible for enrollment in CalPERS as an employee of County, Contractor shall indemnify, defend, and hold harmless County for all payments on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of County.

10. **Assignment and Subcontracting** Except as specifically provided herein, the rights, responsibilities, duties and services to be performed under this Contract are personal to Contractor and may not be transferred, subcontracted, or assigned without the prior written consent of County. Contractor shall not substitute or replace any personnel for those specifically named herein or in its proposal without the prior written consent of County.



Contractor shall cause and require each transferee, subcontractor, and assignee to comply with the insurance provisions set forth herein, to the extent such insurance provisions are required of Contractor under this Contract. Failure of Contractor to so cause and require such compliance by each transferee, subcontractor, and assignee shall constitute a material breach of this Contract, and, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to suspend payments hereunder, or terminate this Contract, or both.

11. **Licenses, Permits, Etc.** Contractor represents and warrants to County that Contractor shall, at its sole cost and expense, obtain or keep in effect at all times during the term of this Contract, any licenses, permits, and approvals which are legally required for Contractor to practice its profession at the time the services are performed.
  
12. **Hold Harmless and Indemnification Contract** To the fullest extent permitted by law, each Party (the "Indemnifying Party") hereby agrees to protect, defend, indemnify, and hold the other Party (the "Indemnified Party"), its officers, agents, employees, and volunteers, free and harmless from any and all losses, claims, liens, demands, and causes of action of every kind and character resulting from the Indemnifying Party's negligent act, willful misconduct, or error or omission, including, but not limited to, the amounts of judgments, penalties, interest, court costs, legal fees, and all other expenses incurred by the Indemnified Party arising in favor of any party, including claims, liens, debts, personal injuries, death, or damages to property (including employees or property of the Indemnified Party) and without limitation, all other claims or demands of every character occurring or in any way incident to, in connection with or arising directly or indirectly out of, the Contract. The Indemnifying Party agrees to investigate, handle, respond to, provide defense for, and defend any such claims, demand, or suit at the sole expense of the Indemnifying Party, using legal counsel approved in writing by Indemnified Party. Indemnifying Party also agrees to bear all other costs and expenses related thereto, even if the claim or claims alleged are groundless, false, or fraudulent. This provision is not intended to create any cause of action in favor of any third party against either Party or to enlarge in any way either Party's liability but is intended solely to provide for indemnification of the Indemnified Party from liability for damages, or injuries to third persons or property, arising from or in connection with Indemnifying Party's performance pursuant to this Contract. This obligation is independent of, and shall not in any way be limited by, the minimum insurance obligations contained in this Contract.
  
13. **Standard of Performance** Contractor shall perform all services required pursuant to this Contract in the manner and according to the standards observed by a competent practitioner of the profession in which Contractor is engaged in the geographical area in which Contractor practices its profession. All products of whatsoever nature which Contractor delivers to County pursuant to this Contract shall be prepared in a substantial first class and workmanlike manner and conform to the standards or quality normally observed by a person practicing in Contractor's profession.
  
14. **Contractor without additional compensation** Contractor's personnel, when on County's premises and when accessing County network remotely, shall comply with County's regulations regarding security, remote access, safety and professional conduct, including but not limited to Nevada County Security Policy NCSP-102 Nevada County External User Policy and Account Application regarding data and access security. Contractor personnel will solely utilize County's privileged access management platform for all remote access support functions, unless other methods are granted in writing by County's Chief Information Officer or his/her designee.

15. **Prevailing Wage and Apprentices** To the extent made applicable by law, performance of this Contract shall be in conformity with the provisions of California Labor Code, Division 2, Part 7, Chapter 1, commencing with section 1720 relating to prevailing wages which must be paid to workers employed on a public work as defined in Labor Code section 1720, et seq., and shall be in conformity with Title 8 of the California Code of Regulations section 200 et seq., relating to apprenticeship. Where applicable:
- Contractor shall comply with the provisions thereof at the commencement of services to be provided herein, and thereafter during the term of this Contract. A breach of the requirements of this section shall be deemed a material breach of this contract. Applicable prevailing wage determinations are available on the California Department of Industrial Relations website at <http://www.dir.ca.gov/OPRL/PWD>.
  - Contractor and all subcontractors must comply with the requirements of Labor Code section 1771.1(a) pertaining to registration of contractors pursuant to section 1725.5. Registration and all related requirements of those sections must be maintained throughout the performance of the Contract.
  - Contracts to which prevailing wage requirements apply are subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor and each subcontractor must furnish certified payroll records to the Labor Commissioner at least monthly.
  - County is required to provide notice to the Department of Industrial Relations of any public work contract subject to prevailing wages within five (5) days of award.
16. **Accessibility** It is the policy of County that all County services, programs, meetings, activities and facilities shall be accessible to all persons, and shall comply with the provisions of the Americans With Disabilities Act and Title 24, California Code of Regulations. To the extent this Contract shall call for Contractor to provide County contracted services directly to the public, Contractor shall certify that said direct services are and shall be accessible to all persons.
17. **Nondiscriminatory Employment** Contractor shall not discriminate in its employment practices because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex or sexual orientation, or any other legally protected category, in contravention of the California Fair Employment and Housing Act, Government Code section 12900 et seq.
18. **Drug-Free Workplace** Senate Bill 1120, (Chapter 1170, Statutes of 1990), requires recipients of State grants to maintain a "drug-free workplace". Every person or organization awarded a contract for the procurement of any property or services shall certify as required under Government Code Section 8355-8357 that it will provide a drug-free workplace.
19. **Political Activities** Contractor shall in no instance expend funds or use resources derived from this Contract on any political activities.
20. **Financial, Statistical and Contract-Related Records:**
- 20.1. **Books and Records** Contractor shall maintain statistical records and submit reports as required by County. Contractor shall also maintain accounting and administrative books

and records, program procedures and documentation relating to licensure and accreditation as they pertain to this Contract. All such financial, statistical and contract-related records shall be retained for five (5) years or until program review findings and/or audit findings are resolved, whichever is later. Such records shall include but not be limited to bids and all supporting documents, original entry books, canceled checks, receipts, invoices, payroll records, including subsistence, travel and field expenses, together with a general ledger itemizing all debits and credits.

- 20.2. **Inspection** Upon reasonable advance notice and during normal business hours or at such other times as may be agreed upon, Contractor shall make all of its books and records, including general business records, available for inspection, examination or copying, to County, or to the State Department of Health Care Services, the Federal Department of Health and Human Services, the Controller General of the United States and to all other authorized federal and state agencies, or their duly authorized representatives.
- 20.3. **Audit** Contractor shall permit the aforesaid agencies or their duly authorized representatives to audit all books, accounts or records relating to this Contract, and all books, accounts or records of any business entities controlled by Contractor who participated in this Contract in any way. All such records shall be available for inspection by auditors designated by County or State, at reasonable times during normal business hours. Any audit may be conducted on Contractor's premises or, at County's option, Contractor shall provide all books and records within fifteen (15) days upon delivery of written notice from County. Contractor shall promptly refund any moneys erroneously charged and shall be liable for the costs of audit if the audit establishes an over-charge of five percent (5%) or more of the correct amount owed during the audit period.

## 21. **Termination**

- A. A material breach, as defined pursuant to the terms of this Contract or otherwise, in addition to any other remedy available at law or otherwise, shall serve as a basis upon which County may elect to immediately suspend payments hereunder, or terminate this Contract, or both, without notice.
- B. If Contractor fails to timely provide in any manner the services materials and products required under this Contract, or otherwise fails to promptly comply with the terms of this Contract, or violates any ordinance, regulation or other law which applies to its performance herein, County may terminate this Contract by giving **five (5) calendar days written notice to Contractor**.
- C. Either Party may terminate this Contract for any reason, or without cause, by giving **thirty (30) calendar days written notice** to the other, which notice shall be sent by registered mail in conformity with the notice provisions, below. In the event of termination not the fault of Contractor, Contractor shall be paid for services performed to the date of termination in accordance with the terms of this Contract. Contractor shall be excused for failure to perform services herein if such performance is prevented by acts of God, strikes, labor disputes or other forces over which Contractor has no control.
- D. County, upon giving **thirty (30) calendar days written notice** to Contractor, shall have the right to terminate its obligations under this Contract at the end of any fiscal year if County or the State of California, as the case may be, does not appropriate funds sufficient to discharge County's obligations coming due under this contract.

In the event this Contract is terminated:

- 1) Contractor shall deliver copies of all writings prepared by it pursuant to this Contract. The term "writings" shall be construed to mean and include: handwriting, typewriting, printing, photostatting, photographing, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof.
- 2) County shall have full ownership and control of all such writings delivered by Contractor pursuant to this Contract.
- 3) County shall pay Contractor the reasonable value of services rendered by Contractor to the date of termination pursuant to this Contract not to exceed the amount documented by Contractor and approved by County as work accomplished to date; provided, however, that in no event shall any payment hereunder exceed the amount of the Contract specified in Exhibit B, and further provided, however, County shall not in any manner be liable for lost profits which might have been made by Contractor had Contractor completed the services required by this Contract. In this regard, Contractor shall furnish to County such financial information as in the judgment of County is necessary to determine the reasonable value of the services rendered by Contractor. The foregoing is cumulative and does not affect any right or remedy, which County may have in law or equity.

**Intellectual Property** Contractor will not publish or transfer any materials produced or resulting from activities supported by this Contract without the express written consent of County. All reports, original drawings, graphics, plans, studies and other data and documents, in whatever form or format, assembled or prepared by Contractor or Contractor's subcontractors, consultants, and other agents in connection with this Contract are "works made for hire" (as defined in the Copyright Act, 17 U.S.C. Section 101 et seq., as amended) for County, and Contractor unconditionally and irrevocably transfers and assigns to County all right, title, and interest, including all copyrights and other intellectual property rights, in or to the 'works made for hire.'" Unless required by law, Contractor shall not publish, transfer, discuss, or disclose any of the above-described works made for hire or any information gathered, discovered, or generated in any way through this Contract, without County's prior express written consent. To the extent County provides any of its own original photographs, diagrams, plans, documents, information, reports, computer code and all recordable media together with all copyright interests thereto, to Contractor during this Contract, such information shall remain the property of County, and upon fifteen (15) days demand therefor, shall be promptly delivered to County without exception.

22. **Waiver** One or more waivers by one Party of any major or minor breach or default of any provision, term, condition, or covenant of this Contract shall not operate as a waiver of any subsequent breach or default by the other Party.
23. **Conflict of Interest** Contractor certifies that no official or employee of County, nor any business entity in which an official of County has an interest, has been employed or retained to solicit or aid in the procuring of this Contract. In addition, Contractor agrees that no such person will be employed in the performance of this Contract unless first agreed to in writing by County. This includes prior Nevada County employment in accordance with County's Personnel Code.
24. **Entirety of Contract** This Contract contains the entire Contract of County and Contractor with respect to the subject matter hereof, and no other contract, statement, or promise made by any

Party, or to any employee, officer or agent of any Party, which is not contained in this Contract, shall be binding or valid.

25. **Alteration** No waiver, alteration, modification, or termination of this Contract shall be valid unless made in writing and signed by all Parties, except as expressly provided in Section 20, Termination.
26. **Governing Law and Venue** This Contract is executed and intended to be performed in the State of California, and the laws of that State shall govern its interpretation and effect. The venue for any legal proceedings regarding this Contract shall be the County of Nevada, State of California. Each Party waives any federal court removal and/or original jurisdiction rights it may have.
27. **Compliance with Applicable Laws** Contractor and any subcontractors shall comply with any and all federal, state and local laws, codes, ordinances, rules and regulations which relate to, concern of affect the services or type of services to be provided by this Contract.
28. **Subrecipient** This contract shall not shall be subject to subrecipient status as such: the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200 et al (commonly referred to as the "OMB Super Circular" or "Uniform Guidance"). A copy of these regulations is available at the link provided herein for the Code of Federal Regulations.

[https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)

29. **Additional Contractor Responsibilities**

- A. To the extent Contractor is a mandated reporter of suspected child and/or dependent adult abuse and neglect, it shall ensure that its employees, agents, volunteers, subcontractors, and independent contractors are made aware of, understand, and comply with all reporting requirements. Contractor shall immediately notify County of any incident or condition resulting in injury, harm, or risk of harm to any child or dependent adult served under this Contract.
- B. Contractor will immediately notify County of any active complaints, lawsuits, licensing or regulatory investigations, reports of fraud or malfeasance, or criminal investigations regarding its operations. Contractor agrees to work cooperatively with County in response to any investigation commenced by County with regard to this Contract or the clients served herein, including providing any/all records requested by County related thereto.
- C. Contractor shall employ reasonable background check procedures on all employees, prospective employees, volunteers and consultants performing work involving direct contact with minor children or dependent adults under this Contract, including fingerprinting and criminal records checks, sexual offender registry checks, and reference checks, including both personal and professional references.

30. **Confidentiality** Contractor, its employees, agents and or subcontractors may come in contact with documents that contain information regarding matters that must be kept confidential by County, including personally identifiable patient or client information. Even information that might not be



considered confidential for the usual reasons of protecting non-public records should be considered by Contractor to be confidential.

Contractor agrees to maintain confidentiality of information and records as required by applicable federal, state, and local laws, regulations and rules and recognized standards of professional practice.

Notwithstanding any other provision of this Contract, Contractor agrees to protect the confidentiality of any confidential information with which Contractor may come into contact in the process of performing its contracted services. This information includes but is not limited to all written, oral, visual and printed patient or client information, including but not limited to: names, addresses, social security numbers, date of birth, driver's license number, case numbers, services provided, social and economic conditions or circumstances, agency evaluation of personal information, and medical data.

Contractor shall not retain, copy, use, or disclose this information in any manner for any purpose that is not specifically permitted by this Contract. Violation of the confidentiality of patient or client information may, at the option of County, be considered a material breach of this Contract.

31. **Notification** Any notice or demand desired or required to be given hereunder shall be in writing and deemed given when personally delivered or deposited in the mail, postage prepaid, and addressed to the Parties as follows:

**COUNTY OF NEVADA:**

Nevada County  
Airport Department  
Address: 13083 John Bauer Ave  
  
City, St, Zip Grass Valley, CA 95945  
Attn: Kevin Edwards  
Email: Kevin.Edwards@nevadacountyca.gov  
Phone: 530-470-2839

**CONTRACTOR:**

Name of firm  
Aeroplex Group Partners  
Address 3333 East Spring Street,  
Suite #204  
City, St, Zip Long Beach, CA 90806  
Attn: Curt Castagna  
Email: Castagna@areoplex.net  
Phone: 562-981-2659

Any notice so delivered personally shall be deemed to be received on the date of delivery, and any notice mailed shall be deemed to be received five (5) days after the date on which it was mailed.

**Authority:** All individuals executing this Contract on behalf of Contractor represent and warrant that they are authorized to execute and deliver this Contract on behalf of Contractor.

**IN WITNESS WHEREOF,** the Parties have executed this Contract to begin on the Effective Date.

**COUNTY OF NEVADA:**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: Kevin Edwards, Airport Manager

Approved as to Form – County Counsel:

By: \_\_\_\_\_ Date: \_\_\_\_\_

**CONTRACTOR: Aeroplex Group Partners**

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

\* Title: \_\_\_\_\_

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

\* Title: \_\_\_Secretary\_\_\_\_\_

***\*If Contractor is a corporation, this Contract must be signed by two corporate officers; one of which must be the secretary of the corporation, and the other may be either the President or Vice President, unless an authenticated corporate resolution is attached delegating authority to a single officer to bind the corporation (California Corporations Code Sec. 313).***

**Exhibits**

- A. Schedule of Services
- B. Schedule of Charges and Payments
- C. Insurance Requirements

Summary Page



## EXHIBIT A

### SCHEDULE OF SERVICES

Within 6 months of entering a contract with County, the Contractor will be required to develop a comprehensive list of feasible programs or development projects that will lead to regular sustainable airport funding within the next 10 years. Projects should take into account information from the Airport Layout Plan, Airport Capital Improvement Program, operations, staffing levels, and current operating budget.

Contractor will focus on the management of the Nevada County Airport, the priority for the Airport to operate safely and efficiently, as a self-sustainable financial enterprise mitigating dependency on any one source of revenue or airport operator and any need for sponsor subsidy.

The general role of the Contractor consists of Team approach including, Aeroplex Group Partners serving as the prime consultant with InterVISTAS providing the airport land use plan and C&S providing engineering and cost estimates. Team members from each organization will collaborate on the following tasks in close coordination with Nevada County Airport staff. The work shall include the following minimal Tasks:

- Task 1 – Review of Policies and Procedures
- Task 2 – Site Visit and Project Kick-Off
- Task 3 – Airport Land Use Plan
- Task 4 – Project Workshop and Presentation
- Task 5 – Development Solicitation

In addition, as requested by the County, the Contractor will provide the following Supplemental Tasks:

- SUPPLEMENTAL TASK No.1 – Develop Site Civil / Utility Plans and Estimate Rough Order of Magnitude
- SUPPLEMENTAL TASK No.2 – Evaluate Economic Incentives
- SUPPLEMENTAL TASK No.3 – Develop Financial Pro Forma
- SUPPLEMENTAL TASK No.4 – Competitive Analysis

#### 1. SCOPE OF WORK

Work being performed in each task include the below details.

##### 1.1 TASK 1 – Review of Policies and Procedures:

AGP begins every project with a review of existing policies and procedures to ensure clients are in an appropriate position to foster new development. This review includes:

- ✓ Airport operating and capital financial results and budget
- ✓ Aeronautical activity, operations, and fuel sales
- ✓ Fixed Base Operator (FBO) financial and operational audit and inventory
- ✓ Ground lease and facility rental agreements
- ✓ Schedule of Rates & Charges
- ✓ Airport Minimum Standards, Rules & Regulations, and Municipal Ordinance
- ✓ Airport Master Plan, Airport Layout Plan, and Airport Capital Improvement Plan

The deliverable for this task will be a Memorandum Summarizing Airport Policies and Procedures providing recommendations to align with industry best practices. The memo will also forecast operating and capital cash flows over the next 10 years to establish revenue targets sufficient for funding projected expenses and an appropriate airport reserve.

## **1.2 TASK 2 – Site Visit and Project Kick-Off**

One AGP and one InterVISTAS team members will conduct a site visit to inventory and assess parcels, buildings, and utilities with their locations, conditions, and required engineering fieldwork. AGP will lead a kick-off meeting with Nevada County Airport staff and key stakeholders to identify short- and long-term opportunities to increase and diversify revenue streams. The scope of services will be reviewed, and adjusted, if necessary, based on the site visit.

## **1.3 TASK 3 – Airport Land Use Plan**

AGP will work with InterVISTAS to establish the highest and best use of existing airport assets while evaluating potential acquisition opportunities or tenant improvement projects and other options to maximize revenue sources. Non-aeronautical land uses (commercial, industrial, agricultural, recreational, etc.) and ancillary land uses (renewable energy, public utility, self-storage, event/temporary uses, etc.), including those suitable for protected areas, will also be evaluated. The land use plan will list revenue generation initiatives and project development areas prioritized by feasibility, cost, and return on investment with a corresponding 10-year implementation schedule. Individual project descriptions will be prepared for each project development area shown on the Airport Land Use Plan. Each project description will include a narrative that describes the project scope, purpose and need, total project costs, related enabling projects, implementation dates, funding sources and uses, site location graphic, and other information requested.

## **1.4 TASK 4 – Project Workshop and Presentation**

One AGP and one InterVISTAS team members will lead a project workshop with the Nevada County Airport Commission resulting in a presentation to the Nevada County Board of Supervisors. The deliverable for this task will be a final Revenue Sustainability and Future Development Plan.

## **1.5 TASK 5 – Development Solicitation**

AGP will utilize our network of industry contacts to seek interest for the project development areas identified in the Airport Land Use Plan. This will include working with key stakeholders such as CalFire and other emergency service or governmental agencies to gauge interest in Public Private Partnership development opportunities. Where appropriate, AGP will support airport staff in preparing request for proposals of project development areas or preparing and evaluating RFP's on behalf of the staff.

## **1.6 SUPPLEMENTAL TASK – Develop Site Civil / Utility Plans and Estimate Rough Order of Magnitude**

AGP will work with C&S to develop any site civil and utility plans necessary for project development areas. Estimated development costs will be provided in a rough order of magnitude (ROM) for options in each development area.

## **1.7 SUPPLEMENTAL TASK -Evaluate Economic Incentives**

AGP will coordinate with the Nevada County Economic Development Office, California Governor's Office of Business and Economic Development, and other potential sources of economic assistance to quantify tax incentives and grant opportunities applicable to the project, the County, the developer, or the lessee. The economic incentives will be quantified, applied to the appropriate elements of the project, and carried through the pro forma in developing bottom line estimated development costs and lease rates.

### **1.8 SUPPLEMENTAL TASK – Develop Financial Pro Forma**

The estimated development costs and economic incentives identified will be integrated into a financial pro forma independently evaluating each of the development areas, demonstrating the bottom-line costs and probable minimum required lease rates for proposed development/facilities. The pro forma will incorporate a Rate of Return Analysis (ROI) based on an assumed master ground lease term, potential operating costs and rental rates.

### **1.9 SUPPLEMENTAL TASK – Competitive Analysis**

The results of the financial pro forma will be utilized as a basis for conducting a comparative competitive analysis of other airports offering similar facilities or development opportunities. The objective of the analysis is to determine the leakage potential for existing or potential tenants to expand or locate elsewhere, and the probability of attracting/accommodating tenants.

## **2. DELIVERABLES & SCHEDULE**

AGP will provide our services based on the deliverables and schedule milestones supported by InterVISTAS and C&S as listed below.

1. **June 2024:** Memorandum Summarizing Airport Policies and Procedures
2. **July 2024:** Site Visit and Project Kick-Off
3. **August 2024:** Airport Land Use Plan
4. **October 2024:** Project Workshop and Presentation
5. **November 2024:** Revenue Sustainability and Future Development Plan
6. **September 2024:** Development Solicitation

Throughout each step of the project, AGP will conduct quality control reviews and resulting documents to ensure accuracy. Contractor's documentation process shall be an iterative process that involves developing and submitting draft documents for review, obtaining Nevada County Airport Manager's comments, and revising documents until they meet County's needs and expectations. Contractor will issue interim documents in order to receive early input from airport Manager to ensure issues are being addressed properly, make corrections when necessary, and make continuous progress on report development rather than waiting for the end of a project to prepare reports.

Before submitting documents, an independent review of our submittals will be performed to provide a fresh set of eyes reviewing documents for understandability, grammar, and typographical errors. The Contractor team shall provide staff redundancy to ensure QC throughout the process and involving experts on the Team to provide independent reviews of final work products in their area of expertise.

## **3. CONTRACTOR DELIVERABLES:**

1. Develop a list of feasible projects that lead to sustainable annual airport revenue within a 10-year span. Including a defined path forward to implement/execute defined projects.
2. Assign a priority, estimated cost, and project timeline to the proposed project list.
3. Lead or support at least 1 presentation to the Nevada County Board of Supervisors and one presentation to the Nevada County Airport Commission if requested by the Airport Manager.

## **4. COUNTY SUPPORT AND DELIVERABLES:**

1. Current operating budget information.
2. Current Airport drawings and surrounding county owned property.
3. Information on revenue producing projects known to County staff.

**EXHIBIT B**

**SCHEDULE OF CHARGES AND PAYMENTS**

Maximum Limit

Contractor's compensation shall be paid at the schedule shown below. Reimbursement of travel, lodging and miscellaneous expenses is not authorized. All expenses of Contractor, including any expert or professional assistance retained by Contractor to complete the work performed under this Contract shall be borne by Contractor.

The total of all payments made under this Contract shall not exceed the amount shown in Section 2 of this Contract.

Fee Schedule

Names of Principal Staff Members	Role in Study	Time (%) Over Contract Period*	Contract months											Hourly Rate (\$)	Cost
			TASK 1	TASK 2	TASK 3	TASK 4	TASK 5	SUPP TASK 1	SUPP TASK 2	SUPP TASK 3	SUPP TASK 4	Total			
<b>Aeroplex Group Partners</b>															
Curt Castagna	Project Principal	6.1%	5	12	8	12	12	0	10	0	5	64	\$325.00	\$ 20,800	
Ryan Leick	Project Manager	7.7%	10	0	20	20	8	0	0	12	10	80	\$250.00	\$ 20,000	
<b>InterVISTAS</b>															
Steve Domino	Planning Subject Matter Expert Lead	2.6%	2	12	8	5	0	0	0	0	0	27	\$250.00	\$ 6,750	
Steve Derengowski	Planning Subject Matter Expert	2.5%	2	0	16	8	0	0	0	0	0	26	\$250.00	\$ 6,500	
<b>C&amp;S Companies</b>															
Arnie White	Managin Engineer	1.7%	2	0	0	0	0	16	0	0	0	18	\$285.00	\$ 5,130	
Anna Strong	Senior Project Engineer	3.6%	2	0	0	0	0	36	0	0	0	38	\$243.00	\$ 9,234	
Anna Strong	Staff Engineer	5.4%	0	0	0	0	0	56	0	0	0	56	\$143.00	\$ 8,008	
<b>GRAND TOTAL PROJECT</b>			19	24	52	45	20	72	10	12	15	309		76,422	
Notes:			Contract months												
* Total hours divided by 174 hours/month divided by contract months.			6												

DESCRIPTION	COST
Task 1- Review of Policies and Procedures	\$ 6,181
Task 2- Site Visit and Project Kick-off	\$ 6,900
Task 3- Airport Land Use Plan	\$ 13,600
Task 4- Project Workshop and Presentation	\$ 12,150
Task 5- Development Solicitation (if requested)	\$ 5,900
Supplemental Task – Develop Site Civil/Utility Plans and Estimate Rough Order of Magnitude	\$ 21,316
Supplemental Task – Evaluate Economic Incentives	\$ 3,250
Supplemental Task –Develop Financial Pro Forma	\$ 3,000
Supplemental Task- Competitive Analysis	\$ 4,125
<b>TOTAL COST:</b>	<b>\$ 76,422</b>

A change order may be requested from the Nevada County Airport Manager for additional related services or expansion of scope. The change order shall be approved in writing by both parties and funded by the additional 10% contingency allowance in the amount not to exceed \$7,642 and authorizes the Purchasing Agent to execute change orders as needed.

### Invoices

Invoices shall be submitted to County monthly in a form and with sufficient detail as required by County including the following items:

1. Contract Number
2. Task(s) being billed
3. Percentage of task(s) complete
4. Remaining percentage of task(s)
5. Total number of hours worked including person working on the task(s)

Work performed by Contractor will be subject to final acceptance by County project manager(s).

Submit all invoices to:

Nevada County  
Airport Department  
Address: 13083 John Bauer Ave  
City, St, Zip Grass Valley, CA 95945  
Attn: Kevin Edwards  
Email: kevin.edwards@nevadacountyca.gov  
Phone: 530-470-2839

County will make payment within thirty (30) days after the billing is received and approved by County and as outlined above.

Unless otherwise agreed to by County, all payments owed by County to Contractor under this Contract shall be made by Automated Clearing House ("ACH"). In the event County is unable to release payment by ACH Contractor agrees to accept payment by County warrant.

## EXHIBIT C

### INSURANCE REQUIREMENTS

**Insurance.** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractor, its agents, representatives, or employees. Coverage shall be at least as broad as:

1. **Commercial General Liability CGL:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** Insurance Services Office Form Number CA 0001 covering, Code 1 (any auto), or if Contractor has no owned autos, Code 8 (hired) and 9 (non-owned), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers' Compensation:** Insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

If Contractor maintains broader coverage and/or higher limits than the minimums shown above, County requires and shall be entitled to the broader coverage and/or the higher limits maintained by Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to County.

#### Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. **Additional Insured Status: County, its officers, employees, agents, and volunteers are to be covered as additional insureds** on the CGL policy with respect to liability arising out of the work or operations performed by or on behalf of Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10, CG 20 25, CG 20 33, or CG 20 38; and CG 20 37 forms if later revisions used.)
2. **Primary Coverage** For any claims related to this contract, **Contractor's insurance shall be primary** insurance primary coverage at least as broad as ISO CG 20 01 04 13 as respects County, its officers, employees, agents, and volunteers. Any insurance or self-insurance maintained by County, its officers, employees, agents, and volunteers shall be excess of Contractor's insurance and shall not contribute with it.
3. **Notice of Cancellation** This policy shall not be changed without first giving thirty (30) days prior written notice and ten (10) days prior written notice of cancellation for non-payment of premium to County.
4. **Waiver of Subrogation** Contractor hereby grants to County a waiver of any right to subrogation which any insurer or said Contractor may acquire against County by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any



endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not County has received a waiver of subrogation endorsement from the insurer.

5. **Sole Proprietors** If Contractor is a Sole Proprietor and has no employees, they are not required to have Workers Compensation coverage. Contractor shall sign a statement attesting to this condition, and shall agree they have no rights, entitlements or claim against County for any type of employment benefits or workers' compensation or other programs afforded to County employees.
6. **Deductible and Self-Insured Retentions** Deductible and Self-insured retentions must be declared to and approved by County. County may require Contractor to provide proof of ability to pay losses and related investigations, claims administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or County.
7. **Acceptability of Insurers:** Insurance is to be placed with insurers authorized to conduct business in the State with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to County.
8. **Verification of Coverage** Contractor shall furnish County with original Certificates of Insurance including all required amendatory endorsements (or copies of the applicable policy language effecting coverage required by this clause) and a copy of the Declarations and Endorsement Page of the CGL policy listing all policy endorsements to County before work begins. However, failure to obtain and provide verification of the required documents prior to the work beginning shall not waive Contractor's obligation to provide them. County reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.
9. **Subcontractors** Contractor shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that County is an additional insured on insurance required from subcontractors. For CGL coverage subcontractors shall provide coverage with a format at least as broad as CG 20 38 04 13.
10. **Special Risks or Circumstances** County reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.
11. **Conformity of Coverages** If more than one policy is used to meet the required coverages, such as an umbrella policy or excess policy, such policies shall be following form with all other applicable policies used to meet these minimum requirements. For example, all policies shall be Occurrence Liability policies, or all shall be Claims Made Liability policies, if approved by County as noted above. In no cases shall the types of policies be different.
12. **Premium Payments** The insurance companies shall have no recourse against County and funding agencies, its officers, and employees or any of them for payment of any premiums or assessments under any policy issued by a mutual insurance company.



13. **Material Breach** Failure of Contractor to maintain the insurance required by this Contract, or to comply with any of the requirements of this section, shall constitute a material breach of the entire Contract.

14. **Certificate Holder** the Certificate Holder on insurance certificates and related documents should read as follows:

County of Nevada  
950 Maidu Ave.  
Nevada City, CA 95959

Upon initial award of the Contract to your firm, you may be instructed to send the actual documents to a County contact person for preliminary compliance review.

Certificates which amend or alter the coverage during the term of the Contract, including updated certificates due to policy renewal, should be sent directly to Contract Administrator.

**Contractor Name:** Aeroplex Group Partners

**Description of Services:** Revenue Sustainability and Development Plan for Nevada County Airport

**SUMMARY OF MATERIAL TERMS**

**Max Annual Price:** \$84,064

**Contract Start Date:** 6/25/2024

**Contract End Date:** 12/31/2024

**Liquidated Damages:** NA

**INSURANCE POLICIES**

**FUNDING:**

<b>Commercial General Liability (\$2,000,000)</b>	Click or tap here to enter text.
<b>Automobile Liability (\$1,000,000)</b>	Click or tap here to enter text.
<b>Worker's Compensation (Statutory Limits)</b>	

**LICENSES AND PREVAILING WAGES**

Designate all required licenses: N/A

**NOTICE & IDENTIFICATION**

**COUNTY OF NEVADA:**

Nevada County  
Airport Department

**Address:** 13083 John Bauer Ave  
City, St, Zip Grass Valley, CA 95945

**Attn:** Kevin Edwards  
**Email:** kevin.edwards@nevadacountyca.gov  
**Phone:** 530-470-2839

**CONTRACTOR:**

Aeroplex Group Partners

**Address** 3333 East Spring Street, Suite 204  
**City, St, Zip** Long Beach, CA 90806

**Attn:** Curt Castagna  
**Email:** Castagna@aeroplex.net  
**Phone:** 562-981-2659

**Contractor is a:** (check all that apply)

- Corporation:  Calif.,  Other,  LLC,   
 Non-Profit  Corp   
 Partnership:  Calif.,  Other,  LLP,  Limited   
 Person:  Indiv.,  Db,  Ass'n  Other

**EDD Worksheet Required**

Yes  No

**ATTACHMENTS**

**Exhibit A:** Schedule of Services

**Exhibit B:** Schedule of Charges and Payments

**Exhibit C:** Insurance Requirements