

## **NOTICE OF REQUEST FOR PROPOSALS**

The Port of Moses Lake is accepting Statements of Interest and Proposals to purchase the 401 Building (the "Building") located at the Grant County International Airport with a ground lease. Requests for Proposal packets will be available for pick up at 7810 Andrews St NE, Moses Lake, WA 98837 during regular business hours or by emailing [rjmueller@portofmoseslake.com](mailto:rjmueller@portofmoseslake.com). Statements of Interest and Proposals shall be returned to the Port no later than 4:30 PM on May 5, 2025.

### **REQUEST FOR PROPOSALS**

#### **I. PURPOSE OF REQUEST**

The Port of Moses Lake (the "Port") is requesting Statements of Interest and Proposals from interested parties to purchase the 401 Building located at the Moses Lake Municipal Airport and enter into a long-term ground lease.

The interested party who is ultimately selected by the Port (the "Selected Party") will be required to execute a ground lease, a purchase and sale agreement for the Building, and a security agreement as well as such ancillary agreements as may be required to effectuate the transactions described herein (collectively referred to as the "Agreements"). The Agreements will require the Selected Party to complete the following work within Twelve (12) months after closing on the purchase (the "Improvements"):

- Replace the roof or strengthen existing trusses so that the roof is safe and functional with an expected lifespan of at least Twenty (20) years.
- Undertake such other work as necessary to restore the Building to a usable and habitable condition.

Failure to timely complete the Improvements would entitle the Port to foreclose on the Building and terminate the ground lease.

It is the Port's intent to select one or more interested parties, hereby known as an "Interested Party," with whom to negotiate. Review of the Statements of Interest and Proposals will be completed by 11:59 p.m. on May 16, 2025. Once the Statements of Interest and Proposals have been reviewed, one or more Interested Parties may be requested to provide additional information and/or participate in an interview process.

For additional information or explanation of the contents or intent of this Request for Proposals, please e-mail your questions to Rich Mueller at [rjmueller@portofmoseslake.com](mailto:rjmueller@portofmoseslake.com).

#### **II. TIME SCHEDULE**

It is the Port's intent to enter into an agreement with an Interested Party by June 23, 2025 in accordance with the following time scheduled:

Publish Request for Proposals

March 3, 2025

Required Site Visit and Receipt of Engineering Reports (by arrangement)	March 3 – May 2, 2025
Deadline for Submittal of Statements of Interest and Proposals	May 5, 2025
Additional Information and/or Interview	May 19 – 23, 2025
Notification to Interested Party Chosen	May 30, 2025
Execution of agreements	June 23, 2025

### III. INSTRUCTIONS TO INTERESTED PARTIES

1. The Statement of Interest and Proposal must be received by 4:30 PM on May 5, 2025. It is the responsibility of the Interested Party to ensure that the Statement of Interest and Proposals arrives on time and at the correct location. Any Statement of Interest and Proposals received after the scheduled closing time shall be rejected.

2. Statements of Interest and Proposal may be delivered via hand delivery, mail, or by courier to:

Port of Moses Lake  
ATTN: Airport Director  
7810 Andrews St NE  
Moses Lake, WA 98837

3. If additional information is requested, or there is an addendum to this Request for Proposals issued by the Port prior to the submittal deadline, the Port will mail or e-mail such information directly to known interested parties.

4. Statements of Interest and Proposal should be prepared simply, providing a straightforward and concise description of the Interested Party's interest in the Building, including roof repair.

5. All Statements of Interest and Proposal must include at least the following information to be considered responsive:

a. A cover letter/statement of interest indicating the Interested Party's interest in the Building and an acknowledgment of its intent to perform the repair of the roof and any other work necessary to restore the Building to a usable and habitable condition within Twelve (12) months.

b. A brief overview of the Interested Party.

c. The offering price for the Building.

d. A proposed approach to the repair of the roof, including key activities, milestones, and materials to be used.

e. An explanation of how the Improvements will be financed.

f. The intended **aeronautical** purposes for which the Interested Party would use the Building.

g. A statement that the interested party has received copies of the engineering reports and reviewed the proposed purchase and sale agreement and ground lease and agrees to the terms and conditions therein. **NOTE: OTHER THAN THE PURCHASE PRICE FOR THE BUILDING, THE TERMS AND CONDITIONS OF THE PURCHASE AND SALE AGREEMENT AND GROUND LEASE ARE NOT NEGOTIABLE AND ANY REQUEST TO NEGOTIATE THE TERMS OF THE PURCHASE AND SALE AGREEMENT AND GROUND LEASE WILL BE REJECTED.**

#### **IV. INSPECTION**

Interested parties must arrange and complete a mandatory, on-site inspection with Port staff between the dates of March 3, 2025 and May 2, 2025 (inclusive), to inspect the Building and receive copies of engineering reports pertaining to the structural condition of the building.

#### **V. SELECTION CRITERIA**

The Port will evaluate Proposals based on the following factors:

- The Interested Party's (or approved contractor's) experience with construction projects.
- The Interested Party's plans and timeline for performing the Improvements.
- Planned **aeronautical** use(s) of the Building.
- Financial ability to complete the Improvements and to satisfy the terms of the ground lease.
- Benefits to the Port, and/or Port tenants, of the Interested Party's intended use(s) of the Building.

#### **VI. TERMS AND CONDITIONS**

1. The Port reserves the right to reject any and all Statements of Interest and Proposals, and to waive minor irregularities in any Statement of Interest and Proposals.

2. The Port reserves the right to request clarification of irregularities submitted and to request additional information from any Interested Party.

3. The Port reserves the right to request clarification of information submitted and to request additional information from any Interested Party.

4. The Port shall not be responsible for any costs incurred by the Interested Party in the preparation, submission, or presentation of its response to the Request for Proposals.

5. The Federal Aviation Administration (FFA) requires the use of this building to be **aeronautical** in nature.

6. The Port reserves the right to modify the Request for Proposals terms at any point prior to the submittal deadline.

## **VII. NEGOTIATION OF PURCHASE PRICE**

The Port will enter into negotiations regarding the purchase price of the Building with the Selected Party. **OTHER THAN THE PURCHASE PRICE FOR THE BUILDING, THE TERMS AND CONDITIONS OF THE PURCHASE AND SALE AGREEMENT AND GROUND LEASE ARE NOT NEGOTIABLE AND ANY REQUEST TO NEGOTIATE THE TERMS OF THE PURCHASE AND SALE AGREEMENT AND GROUND LEASE WILL BE REJECTED.** Until the Agreements are mutually executed, the Port reserves the right to terminate negotiations with the Selected Party and to enter into negotiations with a different Interested Party. The Agreements shall be on forms suitable to the Port and shall reflect the provisions in this Request for Proposals. Once agreement is reached at the staff level, the Agreements will be subject to final approval by the Port's Board of Commissioners.