



REQUEST FOR QUALIFICATIONS

Addison Airport Redevelopment - 16 Acres

[Abstract](#)

The Town of Addison is seeking statements of qualifications from developer entities to execute a redevelopment plan for approximately 16 acres at Addison Airport in Addison, Texas

RFQ # 15-03

**REQUEST FOR QUALIFICATIONS ADDISON AIRPORT PROPERTY REDEVELOPMENT
– 16 ACRES**

TOWN OF ADDISON, TEXAS

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REQUEST FOR QUALIFICATIONS (RFQ)
ADDISON AIRPORT PROPERTY REDEVELOPMENT – 16 ACRES
TOWN OF ADDISON, TX

Important Dates:

- First Pre-submittal Conference: [November 18, 2014 at 10:00am at Airport Administration Office](#)
- Second Pre-submittal Conference: [January 14, 2015 at 10:00am at Airport Administration Office](#)
- Deadline for Submitting Questions Through BidSync: [January 16, 2015 at 5:00pm](#)
- RFQ Response Deadline: [January 23, 2015 at 3:00pm at Addison Finance Building](#)
- Successful Candidate Announced: On or about [February 11, 2015](#)

GENERAL INFORMATION:

1. Opportunity/Vision

The Town of Addison is seeking Qualifications Statements from developer entities or teams capable of planning, financing, and executing a redevelopment plan for approximately 16 acres of real property situated in the southeast quadrant of Addison Airport near Arapaho Road and Addison Road. The Town's objective is to leverage the site's extraordinary landside and airside visibility and accessibility to achieve a high-profile, aeronautical-oriented development designed to complement existing businesses and benefit airport users. Equally important is the Town's desire for a new development that is sensitive to and compatible with the vitality and vibrancy of the Addison community. The selected developer will be able to demonstrate an understanding and a history of creating and executing plans that yield financial and economic benefit. In addition, experience is preferred in aviation development with a strong preference for general aviation, which will transfer to the Addison Airport project to help assure its long-standing position as a premier general aviation airport for many years to come.

The Town's primary goals for the airport, as expressed in the 2014 *Addison Airport Strategic Plan*, are to:

- 1) Continue to enhance the airport's overall value for the benefit of stakeholders
- 2) Fully integrate the airport with the Town of Addison
- 3) Continue to promote industry-leading practices in all aspects of airport management, development, operations, and maintenance

The Town sees this project as a unique opportunity for the developer, the airport, and the community.

Developer Opportunity:

- Partner with the Town of Addison to create a new market-driven, aviation-oriented development to support and complement existing and future airport operations
- Create a gateway to Addison Airport through the implementation of creative and innovative designs, techniques, and themes

- Take advantage of the site’s proximity to Addison Circle Park and the Addison Conference Center, building upon the visibility, aesthetics, and environment presented by these amenities
- Take advantage of nearly 1,400 feet of prime flight-line frontage on the airport’s 7,200 foot runway
- Leverage the commercial synergies to bring in new businesses and/or expand opportunities for existing businesses.

Addison Airport:

- Continue to be an industry-leading reliever airport serving the needs of aviation commerce and general aviation
- Be a safe, thriving general aviation airport offering superior services, an attractive appearance, and an enhanced sense of community
- Provide a high-quality experience for tenants, businesses, visitors, and all stakeholders
- Lead in creativity, innovation, and environmental and fiscal responsibility within a culture of excellence and regard for others

Addison Community:

- Continue to enhance the airport’s overall value for the benefit of stakeholders
- Infuse the airport with the spirit and image of the Town of Addison
- Experience a more inviting edge to the airport with a development that promotes a sense of place and pride in Addison residents and businesses
- Benefit from the improvement in performance that the redeveloped property will bring to the community and the corresponding enhancement of municipal services

Goals and Objectives of the Redevelopment:

The goal of the redevelopment is to enter into a public/private partnership that will result in a newer, more modern, and economically supportable project that will yield a number of positive benefits, among them:

- Utilize sustainable, innovative, sensitive designs and techniques to improve aesthetics and integrate the airport with development in the surrounding area and the community overall
- Improve the competitive position and economic performance of the subject property
- Implement the goals outlined in the 2014 *Airport Strategic Plan*
- Upgrade the infrastructure serving the site

It is important to all of the airport stakeholders that these goals and opportunities are clearly understood and creatively executed in the redevelopment of the site.

2. Addison Airport and the Town of Addison

Also See: [Town of Addison - Website](#) [Town of Addison Economic Development](#)

The Town of Addison

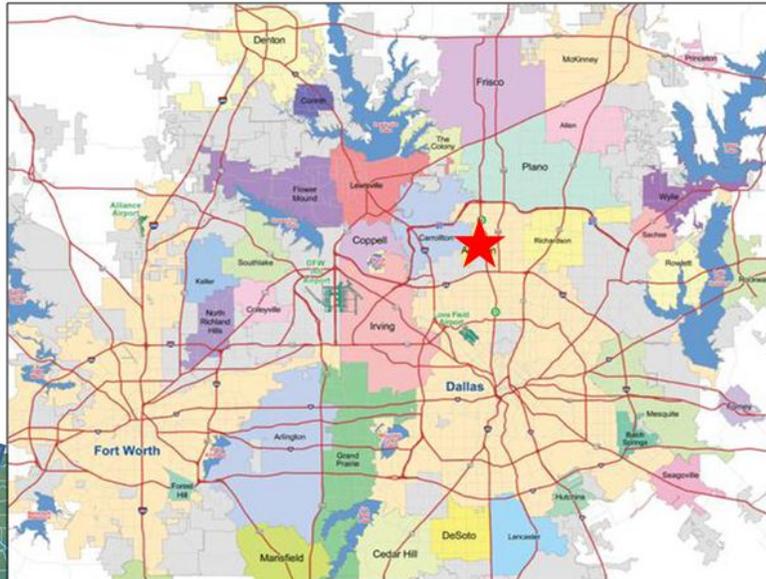
Located along Dallas North Tollway between LBJ Freeway (Highway 635) and President George Bush Turnpike, Addison is a small town with big city amenities. Despite its 4.35 square mile area and 15,830



Location

Addison, Texas:

- Founded on June 15, 1953
- Town named after Addison Robertson, town's second postmaster
- In 1975, residents voted to allow the sale of liquor by the drink which led to the explosive growth of restaurants
- Despite the Town's 13,000 residential population, there are over 125,000 people in Addison on any given day
- The Town covers an area of 4.35 square miles



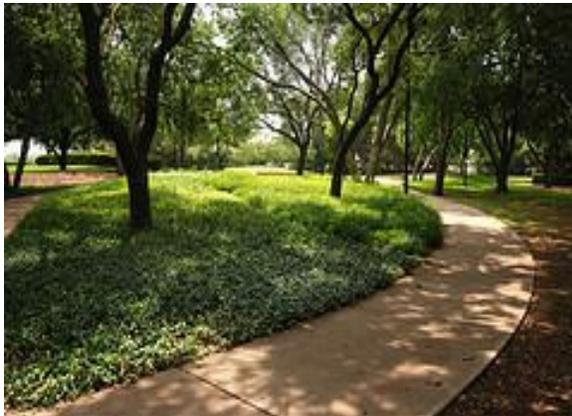
- ✓ Superior Infrastructure
- ✓ Safe Place
- ✓ Quality Services
- ✓ Excellent Location
- ✓ Quality Executive Airport
- ✓ High Business Ethics

residents, Addison attracts over 125,000 people on any given day for business and leisure activities. Local companies have cultivated a diverse and highly-skilled labor force ready to meet the needs and expand the opportunities of small start-ups and major corporate headquarters alike. The Town is alive with entrepreneurial spirit, well-supplied with quality office space, and is home to a broad array of corporate entities.



Addison's compact urban center, towering office buildings, upscale shopping, beautifully landscaped residential communities, award-winning parks, selection of dining and lodging options, and numerous festivals and special events produced by the Town combine to create a unique destination and a premier address in the north Texas region. The airport is conveniently situated within 10 to 15 miles of several important business centers—downtown Dallas, Legacy Business Park in Plano, Las Colinas in Irving, the

Telecom Corridor in Richardson—and two high-volume commercial airports—Dallas/Fort Worth International Airport and Dallas Love Field. Within Addison, there are more than 20 hotels and 170 restaurants hosting visitors, employees, and local residents.



Also See: [Town of Addison Location Map](#)

[Town of Addison Interactive Map](#)

Addison Airport

Addison Airport was constructed in 1957 as a private airfield in a rural area north of Dallas and was subsequently acquired by the Town of Addison in 1976. For nearly 60 years, the airport has been an important contributor to the economic prosperity of both the community and the region, and today it is one of the top-tier general aviation airports in the nation. It functions as a reliever airport for Dallas-Fort Worth International Airport and Dallas Love Field and is the most important facility of its type in the state of Texas. It is located approximately one mile west of the Dallas North Toll way and situated between Addison Road (east), Midway Road (west), Trinity Mills (north), and Arapaho Road (south). According to a 2011 University of North Texas study, the airport supports approximately 2,340 jobs and yields an annual economic impact of \$370 million in the region. **The airport represents the single most valuable asset owned by the Town of Addison, and its future development/redevelopment must embody the goals, aspirations, values, and aesthetic qualities of the community.**

Designed and operated for corporate executives, charter and cargo flights, and private aircraft owners, Addison Airport hosts an average of 95,000 aeronautical operations (aircraft take-offs and landings) per year without the delay experienced at airports that also serve commercial passenger carriers. The airport's aviation services, safety, and security are world-class and include an FAA control tower, an on-

site U.S. Customs facility, and two highly service-oriented FBOs with amenities to welcome and serve discriminating travelers and professional aviators. A full range of aviation services is available on-site— avionics, maintenance, FAA certified inspections, custom aircraft interiors, charter and cargo services, aircraft detailing, flight instruction, fleet management, and financial services.



The airport is a base of operations for a number of major corporate flight departments that appreciate the convenience and efficiency of a close-in location and the lack of congestion found in many commercial hubs. The corporate fleets stationed at the airport are owned by leaders in a variety of industries, and dozens of private aircraft owners who value state-of-the-art facilities with easy access to their destinations also choose Addison Airport for their base.

The airport is currently served by two nationally recognized fixed based operators, Million Air Dallas and Atlantic Aviation. There are approximately 70 other specialized aeronautical operators operating on or adjacent to the Airport catering to the nearly 700 based aircraft and transient traffic frequenting the Airport. The Airport also provides U.S. Customs clearing services 24:7.

The following table summarizes the Airport Fuel Sales from 2001 through 2013:

Year	AvGas (Gallons)	JetA (Gallons)	Total (Gallons)
2001	876,306	7,008,490	7,884,796
2002	803,258	8,119,223	8,922,481
2003	754,703	7,262,697	8,017,670
2004	674,908	7,864,767	8,539,675
2005	1,047,409	8,100,952	9,148,361
2006	801,976	7,386,500	8,188,476
2007	743,372	6,730,221	7,473,593
2008	743,542	5,307,561	6,051,103
2009	668,469	4,780,903	5,449,372
2010	652,174	5,256,210	5,908,384
2011	562,495	4,650,451	5,212,946
2012	598,818	5,523,990	6,122,808
2013	594,703	5,595,997	6,190,700

The following table summarizes Addison Airport's aeronautical operations from Calendar Year 2002 through 2013:

ADDISON AIRPORT AERONAUTICAL OPERATIONS					
Year	Total IFR	Total VFR	Total Itinerant	Local	Operations
2002 Total	53,243	89,454	142,697	16,124	158,821
2003 Total	49,948	76,453	126,401	22,407	148,808
2004 Total	51,234	65,610	116,844	16,912	133,756
2005 Total	51,218	72,033	123,251	11601	134,852
2006 Total	50,300	71,636	121,936	11,623	133,559
2007 Total	51,453	66,240	117,693	18,435	136,128
2008 Total	42,268	73,996	116,264	23,680	139,944
2009 Total	36,677	53,864	90,541	14292	104,833
2010 Total	37,723	52,851	90,574	8194	98,768
2011 Total	32,686	51,916	84,602	6524	91,126
2012 Total	30,572	45,512	76,084	5486	81,570
2013 Total	35,017	54,724	89,741	6,091	95,832

3. Subject Property

The property in question is comprised of multiple parcels totaling approximately 16.3 acres. It is generally triangular in shape and located near the southeast corner of the airport and just north of the northwest corner of Addison Road and Arapaho Road. The property has no direct frontage on Arapaho Road, but approximately half of the eastern boundary fronts on Addison Road. East/west accessibility through the property is currently provided via two substandard, unplatted rights-of-way (George Haddaway Drive along the northern boundary; Roscoe Turner Drive/Taxiway Papa near the center of the site). A fuel facility separates the portion of the property north of Roscoe Turner Drive from Addison Road; the fuel facility is not included in the redevelopment parcel.



The site is directly west of Addison Circle Park and Addison Conference Center, and Town officials want to capitalize on this proximity with a redevelopment plan that reflects the quality and aesthetics of the park. The age, condition, and appearance of the improvements on the site suggest that the most likely course of action is to demolish the buildings. All but two of the current leases are operating on a month-to-month basis. Any issues with existing lease agreements will be resolved to facilitate the preferred plan; the status of the leases should not be considered an impediment to the redevelopment plan.

Existing Site Improvements

Owned and Control by the Town of Addison

Three T-hangars buildings constructed in 1956; 62 T-hangars total, each 40' wide, 30' deep (shaded in green);

- #0010 Hangar P-2, 18,800 SF (4702 Roscoe Turner Drive)
- #0020 Hangar P-4, 17,200 SF (4744 Roscoe Turner Drive)
- #003A Hangar P-6, 13,200 SF (4766 Roscoe Turner Drive)

- Corrugated sheet metal over steel pipe frames
- Predominantly gravel floors
- Not served by utilities; buildings tend to flood
- Structures do not meet current building standards and are in poor condition
- Internal circulation and off street parking are lacking
- Pavement and safety areas do not meet FAA standards
- Safety areas do not meet FAA standards

Two large jet hangars, constructed in 1958; each approximately 160' wide, 160' deep (shaded in green to the north)

- Land and improvements owned by the municipality
- West Collins Hangar, 20,500 SF (4726 George Haddaway Drive)
- East Collins Hangar, 29,500 SF (4730 George Haddaway Drive)
- 30' tall hangar doors
- Access way needs to be reconstructed
- Internal circulation and off street parking are lacking
- 10' easement on Addison Rd. for street widening; additional right-of-way may be required for a future southbound deceleration/turn lane near Addison Road
- Lack of dedicated ramp
- See Partner Property Condition Report, May 18, 2012 Attachment

There is a small amount of vacant and unimproved land within the development site (shaded yellow), also owned by the Town within the subject site. The Airport's centralized bulk fuel facility (also shown in green here) is north of and adjacent to (and not a part of) the subject property.

Not Control by the Town of Addison

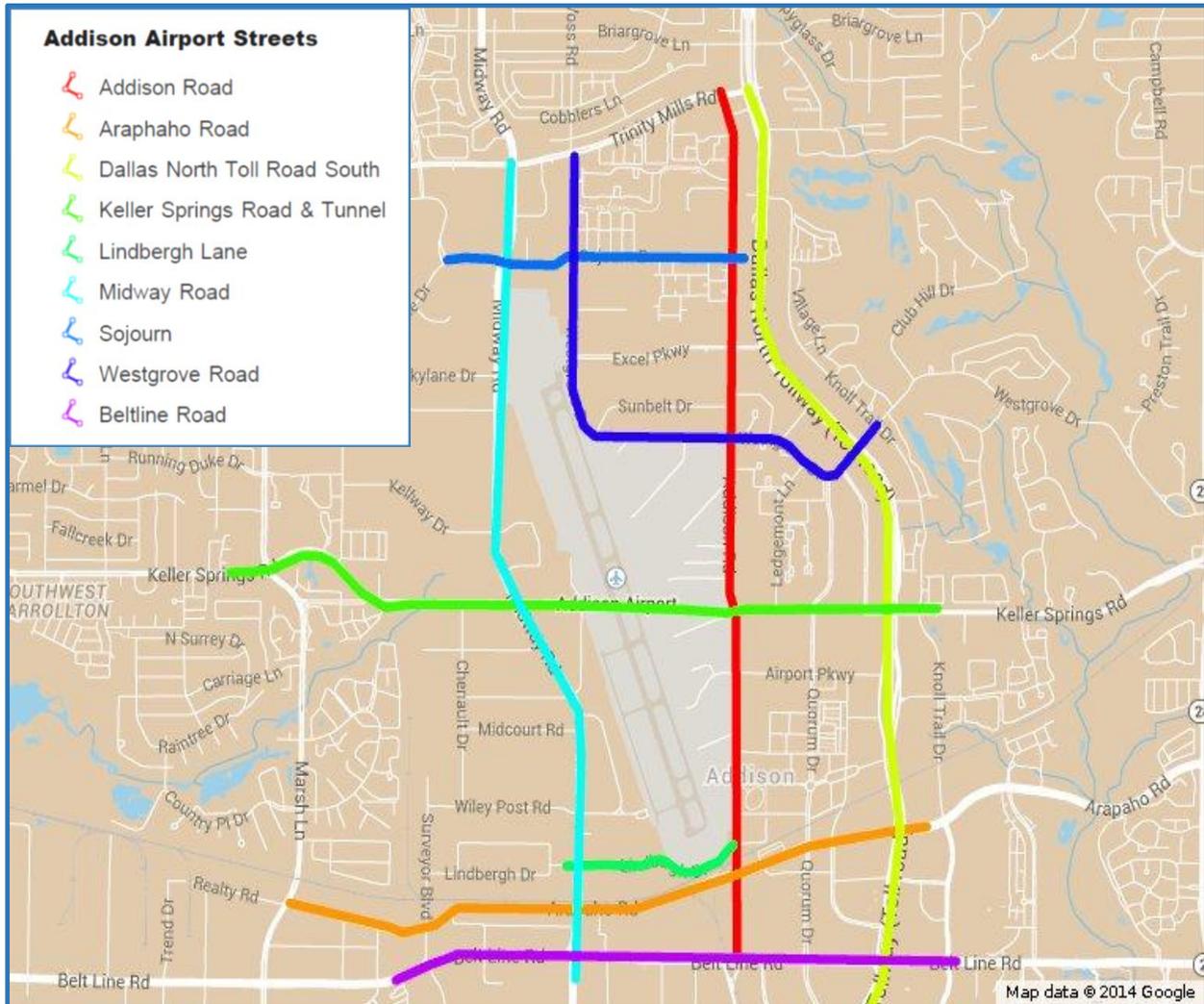
One conventional hangar building, constructed in 1966 (shaded blue)

- Subject to ground lease with reversion provision scheduled to expire in 2020
- Midway Hangar Associates, 6,600 SF (4701 Roscoe Turner Drive)
- No unrestricted landside access available
- Internal circulation and parking are lacking

Adjacent Land Uses

- Fraternal lodge, retail building, Lindbergh Drive, railroad track, bar/restaurant building south of the property and west of Addison Road
- Addison Circle Park and Addison Conference and Theatre Centre to the east across Addison Road
- Airport runway to the west of the subject property
- Additional hangar space to the north
- DART local transit station approximately .5 miles to the east
- Future Transit Oriented Development site adjacent to the DART station

2013 Daily Traffic Counts Near Addison Airport



Street	Vehicles Per Day
Addison Road	17,687 north of Arapaho Road 16,694 adjacent to the property 10,279 south of Sojourn Drive
Arapaho Road	14,673 west of Addison Road
Dallas North Tollway – Service Roads Only	25,177 north of Arapaho Road 32,173 south of Arapaho Road
Keller Springs Road	7,732 west of Addison Road (Toll Tunnel) 13,767 east of Addison Road
Lindbergh Lane	4,729 west of Addison Road
Midway Road	33,851 adjacent to the airport
Sojourn	3,751 west of Addison Road 8,256 east of Midway Road
Westgrove	6,879 west of Addison Road 9,481 south of Sojourn Drive

Property Constraints

There are several aspects of the site that could be considered constraints to redevelopment:

- Demolition costs
- Potential street widening and right-turn lane construction on Addison Road
- Inadequate utility services (specifically water, storm sewer, sanitary sewer, electricity)
- Need to construct/reconstruct appropriate access
- Regulatory and statutory restrictions, including but not limited to FAA Grant Assurances, TXDOT-Aviation and Texas Transportation Code

Zoning and Parking

The property is zoned I-3 Industrial, but restricted to aviation/aviation-related uses. Town of Addison ordinances do not contain a parking ratio specifically for aviation uses. In practice, staff has determined that the standard minimum requirement for warehouse uses—one space for each 1,000 square feet of building area—is not adequate for commercial airport uses. Developers are advised to make realistic estimates of parking and circulation requirements based on prior experience with similar facilities.

Other applicable rules/regulations

- 530' minimum setback from runway centerline - building restriction line (BRL)
- Existing 4.2 BRL 2004 ALP
- 10' utility and right-of-way easement along Addison Road (eastern boundary of the property)
- 25' building setback line along Addison Road
- FAR Part 77 building height restrictions with 7:1 vertical slope requirement (beginning 500' from the runway centerline; (numerous existing structures on the airport property are non-conforming exceeding the Part 77 height limitations)
- 2009 International Building Code
- FAA regulations and requirements

Development Approval Process

- The Town of Addison views this development as an important project and will expedite the approval process if all of the required documents are in proper order and no rezoning is required.

QUALIFICATIONS STATEMENTS

4. RFQ Requirements

The Statement of Qualifications should be clear, concise, and responsive to all of the requirements described herein. The developer/development team must be able to demonstrate a proven ability to conceptualize and execute projects that create a strong sense of place. The ultimate plan must exemplify and stimulate the type of development and community enhancement envisioned in the *Airport Strategic Plan* and must be able to generate economic benefit to the airport, the community and the north Texas region.

All portions of the RFQ response must be typewritten or computer-generated (no handwritten submittals accepted) and should be prepared to meet the following criteria:

- Cover letter from the lead organization, including a manual signature of an owner/officer/agent/partner of that organization authorized to sign contracts on its behalf, with printed name and title
- Title page referencing Town of Addison **RFQ 15-03** divider pages and table of contents, if appropriate
- Demonstration of an understanding of the Town of Addison and the project goals and opportunities
- Project manager contact information (name, title, phone number, email address)
- Description of developer/development team, including an organizational chart showing the roles of the key team members assigned to the project and designating the lead team member for each firm if the team decides to joint venture, partner with, or subcontract with other firms to best meet the requirements of the scope
- General description of the firm's/firms' business and development philosophy, resources, and experience
- Team member resumes (maximum 2 pages per person)
- Comparable projects and/or relevant experience for each team member within the last 10 years, including:
 - Demonstrated experience working in an aviation/general aviation environment
 - Team member's role in the design, construction, leasing, and marketing of the project goals and opportunities
 - Significant challenges and solutions
 - Project timetable and completion date (design, approvals, construction)
 - Client contact information
- Description of any pending claims and disputes, including all civil or criminal actions whether closed, active, or pending, against the company or its officers within the 2 years where the award, settlement, claim, or fine exceeds \$10,000
- Other relevant financial information involving any and all team members that will have financial responsibility or ownership interest in the project
- Information describing the financial position of the redevelopment team for the past five years, including financial resources, business volume, financial performance of sample projects, and ability to obtain private finance for this particular project; information must include:
 - Summary of annual financial reports, published financial ratings reports and/or other supportive information indicating the financial condition of the development company, its subsidiaries, and the parent organization
 - List of primary banks, financial and lending institutions and/or individuals who have provided financing to the developer in the past two years or who have significantly participated financially in any of the developer's projects, including contact name and telephone number for these institutions
 - Description of the developer's access to sources of equity, internal or external, that may be part of the project financing
 - Certified statement by an authorized company officer or other authorized individual attesting to the accuracy, credibility, and reasonableness of all financial information submitted in response to this RFQ either initially or subsequently
- General description of the potential financing structure for this project, including any potential risk or down side and the level of commitment potentially expected from the municipality, which should

not include an assumption of the issuance of any public debt or other financial liability for the construction of private improvements

- Schedule describing the major phases of the project, such as design, financing, construction, marketing, etc., with milestones, associated coordination activities, and the schedule for each
- Other pertinent information at the respondent's discretion; respondents are encouraged to use photographs, images, and other visuals to convey their preliminary vision of the future project or the characteristics of similar developments

Each submittal must disclose in writing all contracts, engagements, deals, or real estate advisory services which, in any way, could be considered as conflicts, potential conflicts, or awkward parallels to this project. This requirement is not intended to limit any party's right to engage in other business or personal activities not related to the Town of Addison.

Responses must not exceed 20 pages, excluding title page, divider pages, the index and/or table of contents, conceptual illustrations, team member resumes, and the disclosures listed above (contracts, engagements, deals, or real estate advisory services) and pending claims and disputes (as described on page 8). One page is one side of a single-spaced, typewritten, 8.5" x 11" sheet of paper. Information in excess of the page limitation will not be considered.

One original and five copies of the RFQ response, including all required forms and supporting documentation, must be submitted under sealed cover and plainly marked RFQ 15-03 mailed/delivered to Caitlin Smelley, Management Analyst, Town of Addison, Finance Building 5350 Belt Line Road, Dallas, TX 75254 and **must be received no later than by 3:00 PM Central Time, January 23, 2015**. The submittal must be physically received, not simply postmarked, in compliance with the deadline. **Only hard copies of the response will be accepted. Submissions through Bidsync will be considered non-compliant.**

All costs required to prepare and submit the RFQ response will be borne by the respondents.

5. Pre-Submittal Conferences

The Town of Addison will conduct two pre-submittal conferences in advance of the deadline. The first will be held on **10:00 a.m./Tuesday, November 18, 2014** at Addison Airport Administrative Offices, 16051 Addison Road Suite 220, Addison, TX 75001, and the second on **10:00 a.m./Wednesday, January 14, 2015** at Addison Airport Administrative Offices, 16051 Addison Road Suite #220 Addison, TX 75001. At least one member of the lead developer's team is **strongly encouraged to attend** one of these pre-submittal conferences. A question/answer document will be issued to address any issue raised at the pre-submittal conferences which directly affects an interpretation or change to this RFQ. This document will be considered part of the RFQ and will be emailed to those in attendance at the conferences, all entities on the RFQ distribution list, and other interested persons at their request.

6. Deadline to Submit Questions

Questions may be submitted in writing to BidSync up to and until January 17, 2015 at 5:00pm. Contact after the deadline for questions may only be initiated by a Town official, employee or consultant in order to obtain information or clarification needed to develop a proper and accurate evaluation of the submittal. Ex part communication may be grounds for disqualification of the

respondent from consideration for this project or future solicitations. All questions will be responded to through BidSync

7. Costs to Prepare Response

All costs required to prepare the RFQ response and attend the pre-submittal conference will be borne by the respondents.

EVALUATION AND SELECTION

8. Evaluation Criteria

A team of persons will be assembled by the Town of Addison/Addison Airport to review and rank the RFQ responses. Among the criteria used to make the selection will be:

- Completeness and clarity of content and responsiveness to RFQ instructions
- Understanding of the goals of the Town of Addison, Addison Airport, and the Addison community for the redevelopment
- Team's experience with the aviation/general aviation environment and comparable projects, preferably including public/private partnerships
- Team's qualifications
- Project methodology and approach
- Creativity of vision
- Developer's ability to secure financing—construction and permanent, debt and equity—for the project

9. Selection

Once the ranking is complete, the committee may request interviews with one or more of the highest-ranking firms. After the interviews, the committee will rank the teams a second time and advise the Town Council of the highest-ranking team. The Town Council will determine whether to invite the team to enter into negotiations aimed at executing a development agreement. The Town of Addison expects to make an announcement of the selected developer/development team within 45 days of the deadline for submittals.

MUNICIPALITY'S ROLE

10. Town's Role in the Redevelopment Effort

The goal of the Town of Addison is to enter into a public/private partnership to facilitate the redevelopment of the subject property for the betterment of the airport and the community. In addition to making the land available for ground lease for a period up the maximum statutory limit (currently 40 years), the Town is willing to discuss a development agreement including other appropriate incentives/participation in order to implement the best plan for the property. The package of incentives/participation will be the subject of negotiations with the chosen developer and will be based on the merits of the redevelopment proposal. Among the factors that could be viewed favorably in the incentive discussion are design concessions, aesthetics and amenities, public improvements, and

long-term economic returns to the community. The details of the proposal, incentives, performance criteria, and public benefits will be documented in an agreement binding upon all parties involved once signed. Any necessary regulatory changes, such as rezoning variance approvals, etc., must be considered separately by the Addison Town Council prior to the approval of the development agreement.

11. Municipal Resources (Documents, Databases, Personnel)

The Town of Addison will provide personnel to manage and coordinate the municipal side of the project and will make existing databases and documents available to the development team.

12. Notifications

No officer or employee of the Town will have a financial interest, direct or indirect, in any contract with the Town. Ex parte communication initiated by a respondent with a Town official, employee, or consultant evaluating or considering the RFQ responses prior to the selection of a preferred developer is prohibited.

All information contained in the Statement of Qualifications is valid for 90 days from the date of submittal or until a final contract is approved, whichever is first. The Town will not be responsible for attorney fees associated with any challenge to the determination of highest-ranking proposer, award of contract, or rejection of the proposal. Submission of a response to this RFQ constitutes agreement with these conditions.

It is the policy of the Town to afford all people an equal opportunity to bid on any contract being considered and to prohibit discrimination against any person because of race, religion, sex, color, ethnicity, or national origin in the award of performance of any contract.

All submittals become the property of the Town as of the deadline and one copy will be retained for the official files and become part of the public record. Submittals will remain confidential until selection of the preferred developer is publicly announced as allowed under the Texas Public Information Act. After the award, all materials will be considered to be public records and will be made available to the public upon request, except for any information the respondents consider and clearly identify as CONFIDENTIAL. Marking an entire Statement of Qualifications CONFIDENTIAL is not in conformance with the Texas Public Information Act.

Respondents are responsible for making all investigations and examinations necessary to ascertain conditions affecting the requirements of this RFQ. Failure to do so will not relieve the respondent from its obligation to comply with all provisions and requirements of this RFQ.

All submittals must clearly and specifically detail and explain all exceptions to the requirements of the RFQ. If a service requirement cannot be met by a respondent, an alternative equivalent service may be offered for the Town's consideration. If an alternative equivalent service cannot be provided, the response will be considered irregular and subject to rejection.

Respondents may withdraw their submittals at any time prior to the deadline by sending written notice signed by an authorized agent of the organization and may resubmit a new response, if desired, up until the deadline. The final proposal cannot be changed or withdrawn after the deadline except for

modifications requested by the Town and following the interviews. Oral changes and interpretations will not be accepted. Submittals not received before the specified date and time will not be considered and will be returned unopened after recommendation of the award.

The Town of Addison must be advised of changes in personnel on the selected developer team within 30 days of such change and of new personnel engaged or assigned to fulfill the responsibilities, if not fulfilled by existing team members. The Town reserves the right to approve such personnel changes and cancel any task request if it determines that the proposed staff is not available or is unable to contribute to the task.

13. Town's Rights and Reservations

The Town reserves the right to request additional information or to meet with representatives from firms who may submit a Statement of Qualifications to discuss points in the RFQ before and/or after submission. This information or discussion may be used in selecting the preferred developer.

The Town of Addison reserves the right to select or reject any developer based on its judgment as to which developer or development team is best qualified to serve the interest of the Town and this project. The municipality may also extend the deadline for submittals, waive any defects or irregularities, cancel the project, request additional information, reject any or all submittals, and/or re-advertise and begin the RFQ process again. The Town may also negotiate with other candidates if the top candidates fails to complete the development agreement negotiations or becomes disqualified.

A developer candidate may be disqualified for failure to provide or disclose pertinent financial, legal, or ownership information, providing materially inaccurate or misleading information, or failure to notify the Town of a change in the status of the above during the evaluation or negotiation process.

14. Development Agreement

The Town of Addison intends to enter into one or more contracts for redevelopment of the subject property and to move the project forward expeditiously. The selected developer and the Town will have an exclusive period of 90 days to negotiate a comprehensive development agreement. Either party may withdraw during the negotiation period. If no agreement can be reached, the Town will notify the respondent and either extend the negotiation period at the Town's sole discretion or terminate negotiations. The Town may then begin discussions with the second highest-ranking respondent.

Upon execution by the Town and the developer, the development agreement becomes contractually binding and must include the scope of the project, public and private responsibilities, and a schedule.

ATTACHMENTS

Note: The attachments included may contain errors; the developer is responsible for verifying the accuracy of the information

- As-built Survey of Subject Property

- Partner Building Assessment Report Dated May 18, 2012 of 4726 & 4730 George Haddaway Drive
- Addison Airport Strategic Plan - 2013