



September 17, 2025

Addendum No. 1

RP022-25, Lease of 1.816 Acre Site with Existing Improvements at Gwinnett County Airport- Briscoe Field (LZU)

****The proposal deadline has been postponed to 2:50 P.M. on September 29, 2025.****

Revisions:

- R1. Please submit all proposals to the following address.
Mr. Michael Milstein, Purchasing Associate II
75 Langley Drive, **4th Floor, Nash Building**
Lawrenceville, GA 30046

Questions & Answers:

- Q1. Can the old road in front of the building be closed off to facilitate increased parking at the site?**
A1. Diagonal parking spaces exist (right-side lane), west-bound travel lane (left-hand lane) is designated as a through lane for vehicle traffic.
- Q2. Can the trees and curbing in front of the building be removed to facilitate increased parking at the site?**
A2. It is possible, however, the airport would need to review the specific proposal to give a determination. In addition, tenant would have to consult with City and or County Planning and Development department(s) to address issues related to design standards, stormwater drainage, utilities, etc.
- Q3. Is the grassland between the property and the Quest hangar part of the property? (The RFP shows it not included in the property; Exhibit E shows it to be part of the property).
If it is not part of the property, can all or part of it be added to the site to allow for expansion of the facilities?**
A3. No. The land adjacent to 450 Building IS NOT being considered for inclusion in this RFP.
- Q4. What are the dimensional limits of the taxiway that must be allowed across the site ramp area for Quest traffic to reach the runway?**
A4. There is no taxiway located on the ramp. There is a requirement to provide a taxilane, which has different dimensional and marking requirements than a taxiway. All dimensional limits at U.S. airports must meet F.A.A. guidelines/standards.
- Q5. Can some of the ramp area be used to enlarge the hangar building by extending it toward the runway?**
A5. The distance a building can extend into the ramp is a function of its proposed height. Any proposed building would need to be evaluated by the airport and the FAA to ensure it did not infringe on any imaginary surfaces, restrict the visibility of the Air Traffic Control Tower, or provide some other hazard to aircraft movements.
- Q6. Can the internal cinder block structure be removed from inside the hangar to make more room inside the hanger itself?**
A6. Yes, to the extent that proposed alterations meet building code and standards, and do not negatively impact utilities or compromise the hangar structure.
- Q7. Since improvements to the building must be made before occupancy, what is the date the building be available to start such work?**
A7. The building will be available to start work when the new lease agreement goes into effect. However, that date will NOT be before January 1, 2026.
- Q8. The ramp is close to the run-up area and taxiway at the end of runway 7. Can a taxiway be added (at our cost) to directly connect the property and the Quest property to the run-up area or nearby taxiway to avoid Quest aircraft taxiing directly across the property ramp?**
A8. All surfaces designed for aircraft movement must meet design standards set forth by the FAA, therefore any proposed construction would need to be evaluated by the airport and the FAA to ensure it complies with established FAA design standards.
- Q9. Who controls the gate access to the property ramp area? Does the gate currently work?**
A9. The gate on the lease is the tenant's responsibility. Current condition and maintenance is unknown to staff.

Attachments:

- A1. Request of Proposal
- A2. Summary Schedule Page
- A3. Firm Information Sheet
- A4. Contractor Affidavit
- A5. Code of Ethics Form
- A6. Proposal Questionnaire
- A7. No Bid Response Form

Acknowledge receipt of this addendum on the firm information page of the request for proposal.

Sincerely,

Michael Milstein Purchasing Associate II



August 27, 2025

**REQUEST FOR PROPOSAL:
RP022-25**

The Gwinnett County Airport Authority and the Gwinnett County Board of Commissioners are soliciting competitive sealed proposals from qualified consultants to **Lease of 1.816 Acre Site at Gwinnett County Airport- Briscoe Field (LZU)** for the Department of Transportation, Aviation Division.

Proposals must be returned in a sealed container marked on the **outside** with the proposal number and company name. Proposals will be received until **2:50pm local time on September 29, 2025** at the Gwinnett County Financial Services - Purchasing Division - 4th Floor Charlotte J. Nash Building, 75 Langley Drive, Lawrenceville, Georgia 30046. NOTE THAT THE PURCHASING DIVISION WILL BE TEMPORARILY RELOCATING. ALL BIDS MUST BE SUBMITTED AT THIS LOCATION. Any bid received after this date and time will not be accepted. Bids will be publicly opened and read at 3:00 P.M. Apparent bid results will be available the following business day on our website www.gwinnettcounty.com.

An on-site pre-proposal conference is scheduled for **10:00 a.m. on September 12, 2025** in person at 600 Briscoe Blvd., Lawrenceville, GA 30046. Interested parties are urged to attend but it is not required to submit a proposal.

Questions regarding proposals should be directed in writing to Michael Milstein, Purchasing Associate II at 770-822-7833, Fax: 770-822-8735 or Michael.Milstein@gwinnettcounty.com no later than **September 16, 2025**. Proposals are legal and binding upon the bidder when submitted. One unbound single sided original, one electronic copy, and five (5) copies should be submitted. All copies must be identical.

Successful supplier will be required to meet insurance requirements. Insurance and Bonding Company should be licensed to do business by the Georgia Secretary of State, authorized to do business in Georgia by The Georgia Insurance Department, listed in the Department of Treasury's Publication of Companies holding Certificates of Authority as Acceptable Surety on Federal Bonds and as acceptable reinsuring companies. The payment bond and performance bond must have an A.M. Best rating of A-5 or higher.

Gwinnett County does not discriminate on the basis of disability in the admission or access to its programs or activities. Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of Gwinnett County Government should be directed to the ADA Coordinator at the Gwinnett County Justice and Administration Center, 770-822-8165.

The written proposal documents supersede any verbal or written prior communications between the parties.

Selection criteria are outlined in the request for proposal documents. Gwinnett County reserves the right to reject any or all proposals to waive technicalities, and to make an award deemed in its best interest.

All companies submitting a proposal will be notified in writing of award. We look forward to your proposal and appreciate your interest in Gwinnett County.

Attachments:

- Exhibit A – Lease Agreement with Gwinnett County Airport and Vendor
- Exhibit B – Minimum Standard for Commercial Aeronautical Activities at Gwinnett County Airport
- Exhibit C – Airport Master Plan
- Exhibit D – Design and Development Guide
- Exhibit E – Condition Assessment Report
- Exhibit F – Appraisal Report

Sincerely,

Michael Milstein
Purchasing Associate II

FAILURE TO RETURN THIS PAGE AS PART OF YOUR I PROPOSAL DOCUMENT MAY RESULT IN REJECTION OF PROPOSAL.

SUMMARY SCHEDULE

| Proposed Lease Terms | | | | | |
|--|---------------------------------|------------------|--|--|---|
| Lease Term Proposed | Square Foot Rate, Per Year | Leasehold Size | Annual Rate (Square foot rate X leasehold size) | Number of Aircraft proposed to be based in leasehold | Value of Aircraft proposed to be based in leasehold |
| ____ Years | \$____ per square foot per year | ____ square feet | \$_____ | ____ Aircraft | \$_____ |
| Market Adjustment (if different than every 10 years provide justification) | | | CPI Adjustment (if different than every 3 years provide justification) | | |
| Comments: | | | | | |

Vendor Name: _____

Authorized Representative Signature: _____

A3 FAILURE TO RETURN THIS PAGE AS PART OF YOUR I PROPOSAL DOCUMENT MAY RESULT IN REJECTION OF PROPOSAL.

FIRM INFORMATION

The undersigned acknowledges receipt of the following addenda, listed by number and date appearing on each:

| Addendum No. # | Date |
|----------------|------|
| | |
| | |
| | |
| | |

Certification Of Non-Collusion in Proposal Preparation _____
(Signature) (Date)

In compliance with the attached specifications, the undersigned acknowledges all requirements outlined in the "Instructions to Proposers" and all documents referred to therein, if this proposal is accepted by the Board of Commissioners within one hundred and twenty (120) days of the date of proposal opening, to negotiate an agreement for any or all of the items proposed, within the timeline specified in the proposal submittal.

Legal Business Name _____

Address _____

Does your company currently have a location within Gwinnett County? Yes No

Representative Signature _____

Print Authorized Representative's Name _____

Phone Number: _____ **Email Address:** _____



CONTRACTOR AFFIDAVIT AND AGREEMENT
(THIS FORM SHOULD BE FULLY COMPLETED AND RETURNED WITH YOUR SUBMITTAL)
Solicitation# & Description RP022-25 Lease of 1.816 Acre Site at Gwinnett County Airport- Briscoe Field (LZU)

By executing this affidavit, the undersigned contractor verifies its compliance with The Illegal Immigration Reform Enhancements for 2013, stating affirmatively that the individual, firm, or corporation which is contracting with the Gwinnett County Board of Commissioners has registered with and is participating in a federal work authorization program* [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security] to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act, in accordance with the applicability provisions and deadlines established therein.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services or the performance of labor pursuant to this contract with the Gwinnett County Board of Commissioners, contractor will secure from such subcontractor(s) similar verification of compliance with the Illegal Immigration Reform and Enforcement Act on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to the Gwinnett County Board of Commissioners at the time the subcontractor(s) is retained to perform such service.

E-Verify * User Identification Number

Date Registered

Legal Company Name

Street Address

City/State/Zip Code

BY: _____
Authorized Officer or Agent
(Contractor Signature)

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

For Gwinnett County Use Only:
Document ID

Issue Date: _____
Initials:

* As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is "E-Verify" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).



Solicitation# & Description RP022-25 Lease of 1.816 Acre Site at Gwinnett County Airport- Briscoe Field (LZU)

CODE OF ETHICS AFFIDAVIT

PLEASE RETURN THIS FORM COMPLETED WITH YOUR SUBMITTAL. SUBMITTED FORMS ARE REQUIRED PRIOR TO EVALUATION.

In accordance with Section 54-33 of the Gwinnett County Code of Ordinances the undersigned bidder/proposer makes the following full and complete disclosure under oath, to the best of their knowledge, of the name(s) of all elected officials whom it employs or who have a direct or indirect pecuniary interest in or with the vendor, its affiliates or its subcontractors:

1. _____
Company Submitting Bid/Proposal

- 2. Please select one of the following:
 - No information to disclose (*complete only section 4 below*)
 - Disclosed information below (*complete section 3 & section 4 below*)

3. If additional space is required, please attach list:

Gwinnett County Elected Official Name

Gwinnett County Elected Official Name

Gwinnett County Elected Official Name

Gwinnett County Elected Official Name

4. BY: _____
Authorized Officer or Agent Signature

Sworn to and subscribed before me this

Printed Name of Authorized Officer or Agent

_____ day of _____, 20__

Title of Authorized Officer or Agent of Contractor

Notary Public

(seal)

Note: See Gwinnett County Code of Ethics Ordinance EO2011, Sec. 54-33. The ordinance will be available to view in its' entirety at **GwinnettCounty.com**

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PROPOSAL QUESTIONNAIRE ([REDACTED])

All information requested in this Questionnaire to accompany proposal must be furnished by the proposer and should be submitted with the proposal. All statements must be complete and accurate. Omission of information or inaccurate or misleading information may be cause for rejection of the proposal.

1. Print the present legal name, address, and telephone number of the Proposer and the Proposer's contact person.

Legal Name_____

Address_____

Contact person's name_____

Telephone number_____ Facsimile number_____

E-mail address_____

2. In the event this proposal is accepted, list below the legal name of the business/individual exactly as it will appear on the lease document, and the address at which the business/individual will elect to receive notices.

Name_____

Address_____

Attn: _____

3. The above legal entity will be doing business under the following fictitious/dba name (if applicable).

4. The proposer intends to carry on the business as a (n):

___ Partnership

___ Joint Venture

___ Corporation

___ L.L.C.

___ Or other (If other explain below:

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5. If the Proposer is a partnership or a joint venture, a copy of the Partnership or Joint Venture Agreement should be submitted with proposal and provide the following information:

| Name (all parties) of Partnership | Address | Share |
|--------------------------------------|---------|-------|
|--------------------------------------|---------|-------|

a. Partnership formed or to be formed: _____

b. Date of organization: _____

c. General or Limited Partnership (if applicable): _____

6. If the proposer is a corporation, or if a partner listed in section 5 above, is a corporation provide the following information:

a. Date of incorporation: _____

b. State where incorporated: _____

c. If incorporated in a state other than Georgia, is the proposing corporation authorized to do business in Georgia? _____

d. Provide the corporation's Article of Incorporation.

e. Name, address, and the amount of stock held by the following officers (attach additional sheets as necessary).

President

(Name)

(Address)

(Amount of Stock)

Vice President

(Name)

(Address)

(Amount of Stock)

Secretary

(Name)

(Address)

(Amount of Stock)

Treasurer

(Name)

(Address)

(Amount of Stock)

Other Officers

(Name)

(Address)

(Amount of Stock)

(Name)

(Address)

(Amount of Stock)

f. Name, address, and shares of stock held by each member of the Board of Directors of the Corporation.

Chairperson

(Name)

(Address)

(Shares of Stock)

All other members

(Name)

(Address)

(Shares of Stock)

(Name)

(Address)

(Shares of Stock)

(Name)

(Address)

(Shares of Stock)

(Name)

(Address)

(Shares of Stock)

(Name)

(Address)

(Shares of Stock)

7. If Proposer is a L.L.C. provide name, address, title of the managing member(s) and all other parties of the L.L.C.

(Name)

(Address)

(Title)

(Name)

(Address)

(Title)

(Name)

(Address)

(Title)

(Name)

(Address)

(Title)

(Name)

(Address)

(Title)

(Name)

(Address)

(Title)

8. What is the extent and duration of your experience in general aviation and/or construction of similar facilities?

9. Submit a list of locations at which you have operated, constructed, and managed similar facilities.

10. Attach the names, addresses, and telephone numbers of at least three references that can attest to your financial ability to carry out the proposed construction, your technical ability to construct the proposed structure, and personal references:

Name _____

Address _____

Telephone number _____ Email: _____

Name _____

Address _____

Telephone number _____ Email: _____

Name _____

Address _____

Telephone number _____ Email: _____

The undersigned hereby certified to the truth and accuracy of all statements, answers, and representations made in this questionnaire, including all supplementary statements attached hereto. The County is authorized to contact references given herein and it is understood and agreed that the County will initiate any other investigative processes deemed necessary to determine the financial responsibility and experience of the Proposer.

Legal Name of Proposer _____

Corporate Seal (if applicable)

By: _____

Printed Name: _____

Date: _____

RP022-25

FAILURE TO RETURN THIS PAGE MAY RESULT IN REMOVAL OF YOUR COMPANY FROM COMMODITY LISTING.

RP022-25

Buyer Initials: MM

IF YOU DESIRE TO SUBMIT A "NO BID" IN RESPONSE TO THIS PACKAGE, PLEASE INDICATE BY CHECKING ONE OR MORE OF THE REASONS LISTED BELOW AND EXPLAIN.

- Do not offer this product or service; remove us from your bidder's list for this item only.
- Specifications too "tight"; geared toward one brand or manufacturer only.
- Specifications are unclear.
- Unable to meet specifications
- Unable to meet bond requirements
- Unable to meet insurance requirements
- Our schedule would not permit us to perform.
- Insufficient time to respond.
- Other

COMPANY NAME _____

AUTHORIZED REPRESENTATIVE _____

SIGNATURE