



**City of Waupaca
Wisconsin**

**REQUEST FOR PROPOSALS TO LEASE AIRPORT
CROP AND GRASS LAND**

**Proposals Due: October 22 (4:00 PM)
Anticipated Award: November 2 (6:00 PM)**

September 2021

City of Waupaca Wisconsin

REQUEST FOR PROPOSALS TO LEASE AIRPORT CROP AND GRASS LAND

I. REQUEST FOR PROPOSALS

The City of Waupaca (City) is requesting proposals to lease crop and grassland around Waupaca Municipal Airport PCZ (Airport). Proposals must be delivered Waupaca City Hall, 111 S. Main Street, Waupaca, WI 54981, no later than **4:00 P.M. on Friday, October 22, 2020** on the enclosed proposal forms. Proposals can also be submitted via email to: jberrens@cityofwaupaca.org

II. BACKGROUND

The City owns land around the Airport and has an interest in leasing this land out to an area farmer (Lessee). There is approximately 127 acres of tillable crop land and/or acres for grassland. An aerial map is enclosed for reference. The 127 acres of land may be farmed with any low lying agricultural crops, no livestock or animal raising is allowed. The agricultural crop must be maintained under 12-inches, considered temporary, or harvested to reduce wildlife attraction. Agricultural activities shall not interfere with airport operations or violate Bureau of Aeronautics and the Federal Aviation Administration regulations and standards.

III. GENERAL TERMS

- The Lessee shall go into a signed agreement with the City for a period of 5 years and may have the option to renew for another 5 years upon agreeable with the Lessee and the City.
- Lessee must follow all agricultural performance standard located in NR151.
- Lessee must ensure that impacts to the environment from nutrient depletion, soil erosion, and discharge of fertilizers and pesticides to waterways are minimized.
- The City may reduce the total acreage at any time during the term of the agreement for land sales, development, utility or roadway maintenance. The City will reimburse Lessee the fair market value of unharvested and/or damaged crops.
- Lessee may sublet all work with written approval from the City.
- Lessee will be responsible for any potential tree trimming or stone removal. Stones removed shall not be placed within the City right-of-way.
- The City will not provide lease rate adjustment for crop failures due to extreme weather conditions.
- City will invoice Lessee each year on or around September 1. Payment is due within 60 days of invoice. Non-payment exceeding 90 days may result in contract termination.

- Lessee may leave stage equipment on City property with permission from the Airport Manager to reduce transportation expenses but may not leave equipment for an extended period of time or storage.
- Lessee shall receive permission from the Airport Manager before driving onto or crossing any or all runways or taxiways of the Airport.

V. SUBMITTAL

Interested parties should submit a proposal on the attached form. Forms shall be submitted by hand delivery to City Hall, postage mail, or emailed to:

Justin Berrens
Director of Public Works
City of Waupaca
111 S. Main Street, Waupaca, WI 54981
jberrens@cityofwaupaca.org

VI. SELECTION CRITERIA

Selection will be based on highest value to the City; considering lease rate per acre, lessee proximity to City-owned land, Lessee compliance with agricultural performance standards, Lessee financial history. Any proposal not received by the date and time listed above may be disqualified. The City reserves the right to reject any and/or all proposals, and to request submission of additional information. Failure to submit any required data item may be cause for rejection. **A contract award for these services is expected at the Wednesday, November 4, 2020 Common Council Meeting.** If you wish to discuss this request or visit the proposed site, please use contact information above.

Prior to contract award, all respondents shall present evidence of maintaining the following types and minimum amounts of insurance coverage:

- Worker's Compensation (including employer's liability) - statutory
- Comprehensive Business Vehicle - \$100,000 per person; \$300,000 per occurrence and \$100,000 for property damage
- General Liability Insurance - \$3,000,000 per each occurrence

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REQUIRED PROPOSAL FORM

ITEM	\$/ACRE
1. Section A Crop Land (59 acres)	\$ _____
2. Section B Crop Land (68 acres)	\$ _____

Name of Corporation, Partnership or Proprietor (if applicable)

Authorized Signature

Printed Name

Title

Street Address

City

State

Zip Code


Date


Telephone

Email

MAP B



 Section B (68 Acres)

 1 inch = 400 feet