



# AUDIT COMMITTEE

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## INDIVIDUAL PRE-SOLICITATION BRIEFING FOR AIRPORT DEVELOPMENT & STRATEGIC PLANNING SERVICES

**May 30, 2017**

**Russ Handy  
Director  
Aviation Department**

# Solicitation Overview



**Originating Department: Aviation**



**Solicitation Type: Request for Qualifications (RFQ)**



**High Profile Designation: Over \$1 Million**



**Estimated Value: City Match (\$875K) Phase 1**  
**Total Value (\$3.5M) Phase 1**



**Current Contract Status: New Contract**



**Proposed Term: Upon Award Through Completion**

# Airport Development & Strategic Planning Services

## Phase I - \$3.5M

- Existing Conditions, Aviation Forecasts, Facility Requirements
- 75% FAA/25% City
- \$2.625M FAA and \$875K City

## Review & Input

- Air Service Task Force
- City-County Air Service Infrastructure Task Force

## Phase II

- Noise Exposure Map
  - 80% FAA/20% City
- Airport Alternatives Development, Airport Layout Plans, Facilities Implementation Plan/CIP, Financial Feasibility

# Airport Development & Strategic Planning Services

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## What

- A comprehensive study of the airport and typically describes short-, medium-, and long-term plans for airport development
- Composed of several planning elements

## Federal Requirements

- Federal Aviation Administration (FAA) requires an updated Airport Layout Plan which must be maintained per US Code and FAA grant assurances

# Solicitation Requirements

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## Evaluation Criteria

- Experience, Background, Qualifications: 45 Points
- Team's Experience with San Antonio Region Issues: 5 Points
- Proposed Plan: 30 Points
- DBE Program: 20 Points



## Additional Requirements

- SBEDA: Not Applicable
- Local Preference Program: Not Applicable
- Veteran Owned Small Business Preference Program: Not Applicable
- Audited Financial Statements: Not Required

# Outreach Efforts

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## NIGP Codes Identified

- 91817: Aviation Consulting

## Number of Vendors to be Notified

- Central Vendor Registry: 78
- Veteran Owned Small Business (SBA): 23

## Advertising

- TVSA Channel 21
- COSA Bidding Opportunities Website
- Express News
- FAA DBE Connect
- Industry Publications: American Association of Airport Executives, Airports Council International

# Project Evaluation Committee

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| Voting Members   | Advisory Members  |
|--|---|
| Carlos Contreras, Assistant City Manager, City Manager's Office            | Katinka Howell, Assistant City Attorney, City Attorney's Office       |
| Russ Handy, Director, Aviation Department                                  | Lisa Brice, Special Projects Manager, Aviation Department             |
| Loyce Clark, Chief Asset and Planning Officer, Aviation Department         | Arturo Arispe, Sr. Compliance Analyst, Aviation Department            |
| Ryan Rocha, Chief of Operations, Aviation Department                       | Debbie Drew, Planning & Administration Manager, Aviation Department   |
| Jenna Saucedo-Herrera, President & CEO, SA Economic Development Foundation | Susan St. Cyr, PE, CM, Special Projects Manager, Aviation Department  |
| Tripp Riedel, Airport Advisory Commission                                  | Jacob Powell, PE, CFM, Senior Engineer, Floodplain Administrator, TCI |
| Dave Sellers, Manager, Airport Affairs, Southwest Airlines                 | David Ellison, Project Manager, Aviation Department                   |
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# Project Timeline

## Pre-Solicitation

Audit Committee  
Pre Solicitation  
Briefing:

- May 30, 2017

**Release RFQ:**

- **June 9, 2017**

## Solicitation

Pre-Submittal  
Conference:

- June 27, 2017

Deadline for  
Questions:

- July 17, 2017

**RFQ Due:**

- **July 31, 2017**

## Post – Solicitation

Evaluation  
Complete:

- October 2017

Contract Negotiated:

- Oct/Nov 2017

**Audit Committee  
Post Solicitation**

**Briefing:**

- **November 21, 2017**

## Finalization

**City Council  
Consideration:**

- **December 14, 2017**

Contract Start Date:

- Upon Council Award



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