



City of San Antonio

Agenda Memorandum

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Agenda Date: 3/20/2018

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
AVIATION DEPARTMENT
INTERDEPARTMENTAL MEMO**

TO: Sheryl Sculley, City Manager

FROM: Russell J. Handy, Aviation Director, Aviation Department

COPY: Audit and Accountability Committee; Carlos Contreras, Assistant City Manager; Ben Gorzell Jr., CPA, Chief Financial Officer; Kevin Barthold, City Auditor; Troy Elliott, CPA, Deputy Chief Financial Officer, Finance

SUBJECT: Post-Solicitation Briefing for Airport Development & Strategic Planning Services

DATE: March 20, 2018

The Airport Development & Strategic Plan will be implemented in two phases under this contract. Phase I will generally consist of evaluating existing conditions, developing aviation demand forecasts, generating facility requirements and updating the 2012 Economic Impact Study. Based on the information and knowledge gained from the technical analysis in Phase 1 and stakeholder input, Phase 2 will be more specifically tailored. Phase 2 will generally consist of airport alternatives development and evaluation, facilities implementation plan/CIP, financial feasibility analyses, and development of the Airport Layout Plan. Phase 1 is anticipated to take six to ten months from anticipated award. Following the development of Phase 1 which is expected to be completed in the fall of 2018, the City will bring back an amendment to the agreement to City Council that will allow the selected consultant to initiate work on Phase 2.

The Airport Development & Strategic Plan will describe the most appropriate development options regarding land use, facilities and services required to meet the strategic objectives of the San Antonio International Airport and the community to accommodate the expected projected growth of the population and economy of the San Antonio region. The implementation plan for short-, medium-, and long-term development will include flexibility options to allow for adjusting the industry and demand changes, and will assist with critical capital investment decisions.

On June 9, 2017, a Request for Qualifications (RFQ) was released seeking qualified and experienced consultant (s) to provide development and strategic planning services required to complete a Master Plan and various

engineering and planning tasks for the San Antonio International Airport. The estimated cost for these services \$3.6M.

The RFQ was advertised in the *Express-News* and on COSA Bidding Opportunities, FAA DBE Connect, American Association of Airport Executives and Airports Council International websites on June 9, 2017. A total of five (5) five Statements of Qualifications (SOQs) were received on August 1, 2017. An evaluation committee comprised of representatives from the Aviation Department, San Antonio Economic Development Foundation, Airport Advisory Commission, and Southwest Airlines evaluated and ranked the submissions.

The selection committee evaluated and scored the proposals based on the published criteria which included: experience, background and qualifications; teams experience with San Antonio region issues; proposed approach/management plan; and Disadvantaged Business Enterprise Program.

This item is tentatively scheduled for Council consideration March 29, 2018.