



City of San Antonio

Agenda Memorandum

File Number:19-7594

Agenda Item Number: 2.

Agenda Date: 10/15/2019

In Control: Audit and Accountability Committee

**CITY OF SAN ANTONIO
AVIATION DEPARTMENT
Interdepartmental Correspondence**

TO: Erik Walsh, City Manager

FROM: Russell J. Handy, Director, Aviation

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

SUBJECT: Consideration of High Profile Solicitation for Release

DATE: October 15, 2019

The following high profile solicitation is scheduled to be released within the next month.

Financial Consulting Services (Aviation) - The City of San Antonio is soliciting proposals for a contractor to provide financial consulting services to support San Antonio Airport System projects to include but not limited to: Passenger Facility Charge (PFC) application preparation; assist with issuance of future General Airport Revenue Bond (GARB) and PFC Bonds; airline rates and charges/CIP forecasting model(s) preparation; Airline Lease and Use Agreement negotiations; Airport Facility Usage Study; and, miscellaneous financial planning services including financial feasibility services for implementation of Master Plan CIP and Airport finance training seminars.

Department:	Aviation
Solicitation Type:	Request for Proposals
Contract Value:	\$1.25 Million
Term of Contract:	3 years with 2, 1-year renewal options
Release Date:	October 25, 2019
Closing Date:	December 11, 2019
Proposed Council Date:	March 2020
Contact Information:	Russell J. Handy, Director, Aviation
Evaluation Criteria:	Experience, Background, Qualifications: 35 points Proposed Plan: 30 points

Price: 10 points

Prime Contract Program: 10 points (SBE Prime 5 points; M/WBE Prime 5 points)

Local Preference Program: 10 points

Veteran Owned Small Business Preference Program: 5 points

Voting Members:

Tom Bartlett, Deputy Director, Aviation

Mukesh Patel, Chief Administration Officer, Aviation

Virginia Cobarrubias, Dept. Fiscal Administrator, Aviation

Margaret U. Villegas, Assistant Director, Finance

Michael Garnier, Sr. Regional Leader, Airport Affairs, Southwest Airlines