



City of San Antonio

Agenda Memorandum

File Number:20-2265

Agenda Item Number: 5.

Agenda Date: 3/17/2020

In Control: Audit and Accountability Committee

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

TO: Erik Walsh, City Manager

FROM: Jesus H. Saenz, Jr., IAP, Director of Airports

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

SUBJECT: Consideration of a Completed High Profile Solicitation

DATE: March 17, 2020

The following high-profile project has completed the solicitation process. This item is presented to the Audit and Accountability Committee for review prior to the full City Council for consideration.

Financial Consulting Services for San Antonio International Airport - City of San Antonio solicited proposals from qualified firms to provide financial consulting services to include but not limited to: preparation of Passenger Facility Charge (PFC) applications, assistance with issuance of future General Aviation Revenue Bonds and PFC Bonds, forecasting of airline rates and charges and modeling of Capital Improvements Plan (CIP), negotiation of Airline Lease and Use Agreement, and provision of other financial planning services such as financial feasibility services for the implementation of the Strategic Development Plan CIP, etc.

- Solicitation Type: Request for Proposals
- Contract Value: \$1,600,000
- Term of Contract: 3 years with 2, 1 year renewal options
- Number of Respondents: 2
- Contracts to be Awarded: 1
- Council Consideration: April 2, 2020
- Evaluation Criteria:
 - Experience, Background, Qualifications - 35 points
 - Proposed Plan - 30 points
 - Price - 10 points

- SBE Prime Contract Program - 5 points
- M/WBE Prime Contract Program - 5 points
- Local Preference Program - 10 points
- Veteran Owned Small Business Enterprise Preference Program - 5 points
- Voting Committee Members:
 - Tom Bartlett, Deputy Director, Aviation Department
 - Mukesh Patel, Chief Administration Officer, Aviation Department
 - Virginia Cobarrubias, Department Fiscal Administrator, Aviation Department
 - Margaret U. Villegas, Assistant Director, Finance Department
 - Michael Garnier, Sr. Regional Leader, Airport Affairs, Southwest Airlines

RFP for FINANCIAL CONSULTING SERVICES (19-114; 6100012118) Score Summary *FINAL EVALUATION FEBRUARY 4, 2020	Maximum Points	Vendor A	Vendor B
A - Experience, Background, Qualifications	35	34.80	24.00
B - Proposed Plan	30	28.60	20.20
A - B Sub-Total	65	63.40	44.20
C - Price	10	6.85	10.00
D - Small Business Economic Development Advocacy Program	10	0.00	0.00
E - Local Preference Program	10	0.00	0.00
F - Veteran-Owned Small Business Preference Program	5	0.00	0.00
TOTAL SCORE	100	70.25	54.20
RANK BASED ON TOTAL SCORE		1	2

* One evaluation meeting held with no interviews conducted.

Due diligence conducted for the respondents to the above solicitations included a search of federal and state debarment lists, prohibited political contributions, conflicts of interest, delinquent City/County taxes, outstanding payments to the City, payment of state franchise fees as well as a search of the internet for pertinent business information. No findings were noted that would prevent the City from awarding to the selected vendor.

Staff recommends committee approval to proceed with scheduling this item for full City Council consideration.