

**CITY OF EL PASO, TEXAS  
REQUEST FOR COUNCIL ACTION (RCA)**

**DEPARTMENT:** Financial Services Department-Purchasing Division  
**AGENDA DATE:** February 27, 2007  
**CONTACT PERSON/PHONE:** Terrance Freiburg– Purchasing Manager, 541-4308  
**DISTRICT(S) AFFECTED:** 3

**SUBJECT:**

This item is to exercise the City’s option of extending the term of contract 2004-061R with Ricondo & Associates, titled “Airport Financial and General Planning Services” for twelve (12) additional months or not to exceed amount of \$300,000.00, whichever comes first, for the Department of Aviation.

**BACKGROUND / DISCUSSION:**

This contract will meet an ongoing and essential need for “Airport Financial and General Planning Services”. As directed by the Director of Aviation, in response to specific needs and requirements, the Contractor provides technical and financial analyses, cost estimates, scheduling, strategic planning consultation and associated support services on tasks related to all aspects of airport development, management and operations. Airline leases are up for re-negotiation this year, and it is essential that the Airport have the expertise of airport consultants readily available.

**PRIOR COUNCIL ACTION:**

Contract awarded by Council on March 9, 2004.

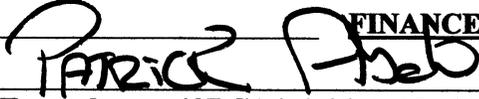
**AMOUNT AND SOURCE OF FUNDING:**

The funding to be used is Airport Operating Fund in an amount not to exceed \$300,000.00. Funding is available in 62620001-502215-40101.

**BOARD / COMMISSION ACTION:**

N/A

\*\*\*\*\*REQUIRED AUTHORIZATION\*\*\*\*\*

**LEGAL:** (if required) \_\_\_\_\_ **FINANCE:** (if required) \_\_\_\_\_  
**DEPARTMENT HEAD:**   
(Example: if RCA is initiated by Purchasing, client department should sign also)  
*Information copy to appropriate Deputy City Manager*

**APPROVED FOR AGENDA:**

**CITY MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PURCHASING DIVISION**

TO: Municipal Clerk  
FROM: Terrance Freiburg  
Purchasing Manager  
THRU: Enrique Acosta, C.P.M., A.P.P.  
Procurement Analyst  
DATE: February 15, 2007

\*\*\*\*\*

Please place the following item on the CONSENT COUNCIL AGENDA for the Council Meeting of Tuesday, February 27, 2007.

Item should read as follows:

Request approval for the Purchasing Manager to exercise the City's option to extend Contract No. 2004-061R between the City of El Paso and Ricondo & Associates, for Airport Financial & Planning Services & Master Plan Update for the Department of Aviation (for one additional year) starting March 10, 2007, and ending, March 9, 2008.

Department: Department of Aviation  
Funds available: 62620006-502207-40101  
Funding source: Airport Operating Fund  
Total amount: \$300,000.00 (Estimated)  
District(s): 3

\*\*\*\*\*

MUNICIPAL CLERK'S USE: ITEM NO. \_\_\_\_\_

\*\*\*\*\*



# El Paso International Airport

## MEMORANDUM

TO: Enrique Acosta, C.P.M.  
Procurement Analyst

FROM: Monica Lombraña, C.M.  
Assistant Director of Aviation *ML*

THROUGH: Patrick T. Abeln, A.A.E.  
Director of Aviation *Patrick Abeln*

DATE: February 5, 2007

SUBJECT: Extension of Contract – 2004-061R Ricondo & Associates

---

Attached is the Department of Financial Service's form on which the Department of Aviation has denoted that it would like to take the option of extending the above-referenced contract for one year. Additionally, if possible, we would like for an additional, not-to-exceed amount of \$300,000 to be included. The Department of Aviation has continuing issues, such as a Passenger Facility Charge Application and Airline Negotiations, for which we need a professional Airport Financial and Planning Services consultant.

Please call me at 915-780-4793 should you require additional information regarding this matter.

DATE: September 28, 2006

TO: Monica Vera – Aviation  
Monica Lombraña - Aviation

CC: Enrique Acosta – Financial Services

FROM: Diana Collazo – Financial Services

SUBJECT: AIRPORT FINANCIAL & PLANNING SERVICES & MASTER PLAN UPDATE  
2004-061R Ricondo & Associates

The contract referenced above expires on MARCH 08, 2007.

Please complete and return to Financial Services-Purchasing Division. Indicating the action(s) you desire will assist in determining and specifying your requirements in the Bid.

Contract has an option to extend for One Additional Year.  
Date of Award MARCH 09, 2004.

No changes required, bid this solicitation in its present form.

Changes are required, bid this solicitation with enclosed changes.  
(Please Highlight Changes)

Discontinue the services/commodities furnished through this contract.

Please indicate dollar amount the department has budgeted for this purchase \$ \_\_\_\_\_/year.

Please send the information to this office no later than OCTOBER 20, 2006.

SIGNATURE/TITLE: Monica Lombraña DATE: 2/1/06

The following funding information needs to be included with your request to re-bid or extend the contract.

DEPT. ID. \_\_\_\_\_ ACCT. NO. \_\_\_\_\_ FUND \_\_\_\_\_ CLASS \_\_\_\_\_

MAILING \_\_\_\_\_ PRINTING \_\_\_\_\_ ADVERTISING \_\_\_\_\_

PROJECT NO. \_\_\_\_\_

THANK YOU FOR YOUR PROMPT RESPONSE:  
Diana Collazo

**MOTION  
MARCH 9, 2004**

Motion made, seconded and unanimously carried to award RFP No. 2004-061R  
Airport Financial & Planning Services and Master Plan Update

Award to:	Ricondo & Associates San Antonio, Texas
Amount:	\$2,000,000.00 (three years, total not to exceed amount)
Department:	Department of Aviation
Funds available:	62620001-502115-40101
Funding source:	Airport Operating Fund
Total award:	\$2,000,000.00 (three years, total not to exceed amount)
<b>District (s):</b>	<b>3</b>

The Review Committee recommends award as indicated. Ricondo & Associates submitted the highest ranked and best proposal to meet the needs of the City.

This contract provides for Airport Financial & Planning Services & Master Plan Update on an as needed basis. The term of the contract is three (3) years with the City's option to extend for an additional one (1) year.

Furthermore, it is requested that staff be authorized to negotiate, the City Attorney's Office to review and that the Mayor execute any additional documents as necessary. Additionally, authorize OMB and Mayor to execute budget transfers as necessary to fund services.

Richarda Duffy Momsen, City Clerk