

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: DEPARTMENT OF AVIATION (EL PASO INTERNATIONAL AIRPORT)

AGENDA DATE: JUNE 11, 2013

CONTACT PERSON/PHONE: MONICA LOMBRANA, DEPARTMENT OF AVIATION DIRECTOR, 780-4793
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Department of Aviation recommends award to Reynolds, Smith and Hills, Inc. for solicitation 2013-113R "Airport Financial and Planning Services" for 36 months for a not-to-exceed award of \$750,000. Vendor offers the option to extend for an additional one year if both parties agree in writing prior to the contract expiration date.

BACKGROUND / DISCUSSION:

This contract will meet an ongoing and essential need for "Airport Financial and 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 professional support services on tasks related to all aspects of airport development, management and operations.

The Department of Aviation has reviewed solicitation 2013-113R and recommends that the contract be awarded to Reynolds, Smith and Hills, Inc. for all items for an estimated annual amount of \$250,000 as the highest ranked qualifier based on evaluation factors established for this procurement.

SELECTION SUMMARY:

Solicitation was advertised on 02/05/2013 and 02/12/2013. The postcards were mailed out on 02/05/2013. The solicitation was posted on City website on 02/05/2013. The email (Purmail) notification was sent out on 02/05/2013. A total of thirteen bidders (no local vendors) were solicited; a total of four bids were received including none being a local vendor. However, local sub-consultants are part of the team and will be utilized.

PRIOR COUNCIL ACTION:

Has the Council previously considered this item or a closely related one?

Council awarded Contract No. 2008-108R (Airport Financial and Planning Services) on June 8, 2010 for contract extension.

AMOUNT AND SOURCE OF FUNDING:

How will this item be funded? Has the item been budgeted? If so, identify funding source by account numbers and description of account. Does it require a budget transfer?

562-62030-3000-521160
Finance and Administration – Management Consulting Services

BOARD / COMMISSION ACTION:

Enter appropriate comments or N/A

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Monica Lombrana
Name Signature

5/29/13
Date

**COUNCIL PROJECT FORM
(RFP OR RFQ)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the REGULAR agenda for the Council Meeting of JUNE 11, 2013.

Discussion and action on the award of Solicitation No. 2013-113R (Airport Financial and Planning Services) to Reynolds, Smith and Hills, Inc. for a total estimated award of \$750,000.00.

Department:	Department of Aviation (El Paso International Airport)
Award to:	Reynolds, Smith and Hills, Inc., Houston, TX
Item(s):	All
Option:	1 year
Payment Terms:	N30
Annual Estimated Amount:	\$250,000.00
Initial Term Estimated Award:	\$750,000.00 (3 years)
Total Estimated Award:	\$1,000,000.00 (4 years)
Account No.:	562-62030-3000-521160
Funding Source:	Finance and Administration – Management Consulting Services
District(s):	All

This is an RFQ, Service contract.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.

The Financial Services - Purchasing Division and Department of Aviation recommend award as indicated to Reynolds, Smith and Hills, Inc., the highest ranked qualifier based on evaluation factors established for this procurement.

COMMITTEE SCORE SHEET

SOLICITATION NO: 2013-113R

SOLICITATION TITLE: Airport Financial and Planning Services

Criteria	Maximum Points	Landrum & Brown Cincinnati, OH	Reynolds, Smith & Hills Houston, TX	MAC Consulting, LLC Guilford, IN	Ricondo & Associates, Inc. Chicago, IL
<p><u>Experience and Understanding</u> This criterion considers previous experience providing Airport Financial and Planning Services. It includes, but is not limited to, factors such as experience at airports of similar size to the El Paso International Airport as well proven performance of the respondent's other programs and services.</p>	35	30.00	33.00	30.67	32.33
<p><u>Project Manager and Consultant Team Qualifications and Expertise</u> This criterion weighs Project Manager and Consultant Team's qualifications and expertise directly related to Airport Financial and Planning Services. It includes, but is not limited to, possessing technical, professional and project management expertise in preparing Airport Financial and Planning Services as described under Section 3.1.0 Scope of Work of this solicitation.</p>	35	31.33	34.33	30.33	32.67
<p><u>Quality Assurance/Quality Control (QA/QC)</u> This criterion evaluates the consultant's QA/QC policy and processes, implementation responsibility, and examples of how it has been successfully used.</p>	15	11.33	13.33	12.00	12.33
<p><u>Value Added</u> This criterion considers any value added attributes the consultant team may offer when providing the Airport Financial and Planning Services.</p>	15	12.00	14.33	10.33	12.67
(Maximum 100 Points)	GRAND TOTAL	84.67	95.00	83.33	90.00



CITY OF EL PASO REQUEST FOR QUALIFICATION TABULATION FORM



Bid Opening Date: APRIL 03, 2013
Project Name: AIRPORT FINANCIAL AND PLANNING SERVICES

Solicitation #: 2013-113R
Department: AVIATION

Landrum & Brown	Cincinnati, OH
Reynolds, Smith, & Hills	Houston, TX
MAC Consulting, LLC	Guilford, IN
Ricondo & Associates, Inc.	Chicago, IL
RFQs SOLICITED: 13	RFQs RECEIVED: 4
	RFQs LOCAL: 0
	NO RFQs: 0

NOTE: The information contained in this RFQ tabulation is for information only and does not constitute actual award/execution of contract.

APPROVED: _____ /s/ _____

DATE: 4/11/13

LOUIS BERGER & ASSOCIATES
20 CORPORATE WOODS BLVD
ALBANY NY 12211-2370

PB AVIATION
312 ELM STREET SUITE 2500
CINCINNATI, OH 45202

RICONDO & ASSOCIATES
20 N CLARK STREET SUITE 1250
CHICAGO IL 60602

HNTB CORPORATION
ATTN: KENT R. MCLEMORE
2 NORTHPOINT DRIVE SUITE 650
HOUSTON, TX 77060

RICONDO & ASSOCIATES
8610 NORTH NEW BRAUNFELS SUITE
700
SAN ANTONIO TX 78217

PB AVIATION
BARTON OAKS PLAZA TWO
901 MOPAC EXPRESSWAY SOUTH
SUITE 595
AUSTIN, TX 78746-5748

STANTEC CONSULTING
201 NORTH BONITA AVENUE
TUCSON AZ 85745-2999

LANDRUM AND BROWN
9841 AIRPORT ROAD
LOS ANGELES, CA 90045

URS CORPORATION
600 MONTGOMERY STREET 26TH
FLOOR
SAN FRANCISCO, CA 94111-2728

JACOBS CONSULTANCY
ATTN: MARK LUNSFORD
BURLINGAME, CA OFFICE
555 AIRPORT BOULEVARD SUITE 300
BURLINGAME, CA 94010

UCG ASSOCIATES, INC.
ATTN: DON ARTHUR
11 PASEO DALIA
RANCHO SANTA MARGARITA, CA
92688

RAYMOND JAMES & ASSOCIATES
INC.
ATTN: RAYMOND JAMES
745 EAST MULBERRY AVENUE
TRINITY PLAZA
SAN ANTONIO, TX 78212

BBVA COMPASS
ATTN: JIM VOLK
690 SUNLAND PARK DRIVE
EL PASO, TX 79912