
PRE-SUBMITTAL CONFERENCE

REQUEST FOR QUALIFICATIONS

**ON-CALL AIRPORT FINANCIAL CONSULTING
SERVICES
SOLICITATION NO. HKE-OCAFCA-2020-010**

LaTonja P. Ware
Division Manger
Houston Airports System
Tuesday, June 30, 2020 10:00 AM
Via Microsoft Teams at:
<https://bit.ly/371e9Ft>

List of Attendees



Please fill-in the following on the “Q&A” area of MS Teams:

Company Name: _____

Name of Participant: _____

Telephone No: _____

Email Address: _____

Participating as: Prime ___ or Sub-Contractor _____

Pre-Submittal Conference Agenda



- I. Opening Remarks
LaTonja P. Ware
Division Manager, HAS
- II. Solicitation Overview
LaTonja P. Ware
Division Manager, HAS
- III. Office of Business Opportunity
Jason McLemore
Deputy Asst. Director, HAS OBO
- IV. Project Scope and Overview
Kenneth Gregg
Assistant Director, Financial Planning
& Analysis, HAS
- V. Questions/Answers

Procurement Process Reminder

Quiet Period



No Contact Period Policy:

Starting on the date a solicitation is issued and expiring on the date the City Secretary publicly posts notice of the applicable award on any City Council agenda, actual and prospective respondents or bidders are prohibited from contacting any City employees other than the Senior Procurement Specialist in any manner regarding this Invitation for Request for Qualifications (RFQ).

SOLICITATION PURPOSE:

The City of Houston (City), Houston Airport System (HAS) invites interested firms to submit qualifications to provide comprehensive on-call financial consulting services in support of the HAS capital improvement program.

Solicitation Overview (Continued)



Questions and Requests for Additional Information Due Date:

Tuesday, July 7, 2020, no later than 4:00 P.M., CST and must be received via email to: latonja.ware@houstontx.gov

Submission Response Due Date and Time:

Thursday, August 6th, 2020 no later than 4:00 P.M., CST

Procurement Timeline



Description	Scheduled Date
→ Advertisement of Solicitation	06/19/2020
→ Pre-Submittal Conference	06/30/2020
→ Deadline for Submission of Questions	07/07/2020
→ Submission Due Date	08/06/2020
→ City Council Agenda Date (Estimated)	10/14/2020
→ Contract Start Date (Estimated)	11/01/2020

Letters of Clarification (LOC):

Responses to questions received from potential firms and any changes to the RFQ documents shall be confirmed in writing and a LOC will be posted to the HAS website: www.fly2houston.com prior to the submittal due date.

Submittal Procedures



Provide one (1) original signed in **BLUE** ink and marked “original”, ten (10) hard copies, and ten (10) electronic copies (USB thumb drives) to:

**Cathy Vander Plaats
Procurement Officer, Supply Chain Management
Houston Airport System
18600 Lee Road
Humble, Texas 77338**

No later than Thursday, August 6, 2020 by 4:00 P.M., CST

Please include the phrase **“RFQ No.: HKE-OCAFCS-2020-010, ON-CALL AIRPORT FINANCIAL CONSULTING SERVICES”** in the subject line and provide all applicable contact information.

Forms To Be Submitted With The Response

The forms to be submitted are listed in Part VII, Section 17.0 - FORMS TO BE SUBMITTED WITH THE STATEMENT OF QUALIFICATION, of the RFQ Document.

Within 10 work days after receipt of **Notice of Intent to Award**, successful Respondents shall execute and deliver to HAS documents indicated in Section VII, Part 18.0 –
FORMS TO BE SUBMITTED BY THE SUCCESSFUL FIRM.

HAS Office of Business Opportunity

has.obo@houstontx.gov

(281) 233-7823

DIVERSITY REQUIREMENTS

The M/WBE Goal for this project is 7%.

CERTIFICATION

- Participating Firms Must Be Certified M/WBE with the City of Houston's Office of Business Opportunity.
- Firms Must Be Certified M/WBE At Time Of Bid Submission. If Not Certified M/WBE, They Will Not Be Counted Towards Contract Participation.
- Questions About Certification, Visit <http://www.houstontx.gov/obo> Or By Phone (832) 393-0600.

Kenneth Gregg
Assistant Director
Financial Planning & Analysis
Houston Airport System

Project Scope and Overview



HAS requires financial consulting assistance to prepare capital improvement funding analysis and plans: analyze the financial implications of proposed capital improvements on airline and other tenant rates and charges; and prepare airport revenue bond feasibility studies demonstrating compliance with the City's bond ordinance and other financial metrics.

Project Scope and Overview

Scope of Services:

- Preparation of financial feasibility studies in support of airport revenue bond issuances, including preparation of sensitivity air traffic and financial forecasts and participation in bond working group, investor and rating agency meetings
- Analysis of financial implications of airport development alternatives
- Development of capital program funding strategies
- Analysis of airline rentals, fees and charges, including preparation of budgeted and year-end rates and charges settlement reports
- Analysis of nonairline rentals, fees and charges, including customer facility charges
- Negotiation of lease agreements between HAS and airline and non-airline tenants
- Analysis of Houston air traffic market, including airline service analysis and the preparation of air traffic forecasts
- Analysis related to the City's Passenger Facility Charge (PFC) program for IAH and HOU, including the preparation of PFC applications and amendments
- Preparation of industry research and benchmarking studies
- Other financial, business and operational studies as requested by HAS management

QUESTIONS...

- To be official, questions must be submitted in writing to LaTonja P. Ware @ latonja.ware@houstontx.gov
- Answers will be posted on the HAS website as an LOC

<http://www.fly2houston.com/biz/opportunities/solicitations/82/>

THANK YOU