



Strategic Planning and Development
Committee

Pre-Solicitation Review of
Business Terms for the
Aviation Consultant Services
Contract's Request for Proposals

September 2013

Background

- The Airports Authority has contracted for Aviation Consultant Services for over 20 years; most recently this work contributed to new service from Brussels Airlines, Etihad Airways, Emirates Airlines, United Airlines and Porter Airlines.



Purpose

- The purpose of the aviation consulting services and Scope of Work are to provide:
 - Economic and strategic analyses of potential passenger and air cargo service;
 - Preparation of route and cargo proposals to airlines, cargo carriers and freight forwarders;
 - Analysis and support for filings and other communication with the Department of Transportation, the Federal Aviation Administration and the Department of State.

Proposed Solicitation

- The proposed solicitation contract term would be for two base years plus two one-year options effective January 1, 2014.
- Scope of Work to remain the same and structured as a Task Order Contract.
- The Equal Opportunity Programs Department has recommended no LDBE requirement due to the highly specialized nature of work; expertise required; and uncertain number of tasks.
- Procurement Will be Full-and-Open Competition.
- The contract term would have an annual not-to-exceed amount of \$600,000.

Aviation Consultant Proposal Evaluation Criteria

Technical Criteria

1. Passenger Air Service Experience, Capabilities & Resources
2. Air Cargo Experience, Capabilities & Resources
3. Aviation Policy & Regulatory Experience, Capabilities & Resources
4. Team Qualifications & Experience
5. Competitive Originality & Innovation

Cost will be evaluated separately by ranking proposed hourly professional rates and comparing to technical rankings to determine the best value for the Airports Authority.



Action Requested

- Request Strategic Planning and Development Committee concur with the issuance of a Request for Proposals (RFP) for Aviation Consulting Services.