



REPORT TO THE FINANCE COMMITTEE

Recommendation to Award the Contract for Traffic and Revenue Consulting Services for the Dulles Corridor Enterprise

July 2013

Purpose & Background

- Request Finance Committee approve and recommend that the Board of Directors approve the award of a contract to CDM Smith, Inc. for Traffic and Revenue (T&R) Consulting Services for the Dulles Corridor Enterprise
- Under the Master Indenture of Trust and Supplemental Agreements (Bond Indenture) for Dulles Toll Road (DTR) Revenue Bonds, the Airports Authority must retain a Toll Road Consultant, defined as:
“A firm or firms of national recognition with expertise and experience regarding the operation, management and financing of, and the collection of revenues from, toll roads”

Solicitation Background

- On March 20, 2013, the Finance Committee concurred with staff's recommendation to issue an RFP to include the following:
 - Provide certificates and opinions related to annual reviews, proposed changes in toll rate schedules or toll classifications, and periodic bond issuances
 - Develop and periodically update traffic and revenue projections for the DTR as requested, supported by written analysis
 - Prepare evaluations, studies and opinions as necessary to determine recommended toll rates and periodic toll rate adjustments for the DTR



Selection Methodology

- On April 4, 2013, the RFP was issued, and on May 15, 2013 the two firms that submitted bids were evaluated based on the following criteria:
 - Price
 - Experience and Qualifications of the Firm
 - Experience and Qualifications of the Personnel
 - Management Plan



Contract Terms

- The proposed contract term would be a three-year base plus two one-year options
- A 25% LDBE requirement is included
- The contract term would have an annual not-to-exceed amount of \$2 million



Recommendation

- Staff requests that the Finance Committee approve and recommend that the Board of Directors approve the award of a contact to CDM Smith, Inc. for Traffic and Revenue (T&R) Consulting Services for the Dulles Corridor Enterprise
- The contract exceeds \$3 million, and accordingly, requires Committee and full Board approval before award

Proposed Resolution

Selecting a Firm to Provide
Traffic and Revenue Consulting Services
for the
Dulles Corridor Enterprise

WHEREAS, Under the Master Indenture of Trust and Supplemental Agreements (Bond Indenture) for Dulles Toll Road (DTR) Revenue Bonds, the Authority must retain a Toll Road Consultant;

WHEREAS, The Finance Committee in March 2013 concurred in the pre-solicitation report for the procurement of traffic and revenue consulting services for the Dulles Corridor Enterprise, which provided for the issuance of a Request for Proposals;

WHEREAS, The Evaluation Committee evaluated the two submittals and the Contracting Officer concurred with the recommended award to CDM Smith, Inc.; now, therefore, be it

RESOLVED, That the President and Chief Executive Officer is authorized and directed to enter into a three-year contract, with two one-year extension options, with CDM Smith, Inc., consistent with the terms presented to the Finance Committee at its July 17, 2013 meeting.

*For Consideration by the Finance Committee and
Board of Directors on July 17, 2013*