

Airline Liaison Office Consulting Services

RFQ No. MDAD-13-03 - Verification of Availability

Find attached the “**Scopes of Work/Background**” and “**Minimum Qualifications**” for an upcoming **Request for Qualifications (RFQ)**. Please review to determine if you would be able to **satisfy the requirements** (as applicable), and **interested in responding**; if so, please check the appropriate areas below and respond to this email confirming the same. Please pay “**CLOSE**” attention to the various sections and the “**SPECIAL/MINIMUM**” requirements for each, and confirm your **ability** and **availability** to satisfy “**ALL**” sections/scopes.

Please be diligent in your review of the information and respond accordingly, based on your ability to meet **ALL** the applicable requirements.

Are you able to satisfy the requirements of the attached documents (RFQ)?

YES _ **NO** _

Do you have prior experience consistent with the requirements of this (RFQ)?

YES _ **NO** _

Can you satisfy the following?

- **Background and Scopes of Services?**
YES _ **NO** _
- **The work which includes: Coordination and Representation Activities (Bullet A)?**
YES _ **NO** _
- **Ongoing and future Capital Improvement Program Activities (Bullet B)?**
YES _ **NO** _
- **Pre-Design Phase Activities (Bullet C)?**
YES _ **NO** _
- **Design Phase Activities (Bullet D)?**
YES _ **NO** _
- **Construction Phase Activities (Bullet E)?**
YES _ **NO** _
- **Financial Submittal Review... Activities (Bullet F)?**
YES _ **NO** _
- **Airport Operation Activities (Bullet G)?**
YES _ **NO** _
- **Miscellaneous Airport Affairs... Activities (Bullet H)?**
YES _ **NO** _

Are you able to satisfy the following “Minimum Requirements?”

“Do you have at least Three (3) projects (within the last five (5) years of experience serving in an ALO capacity? YES _ NO _

“Have you served in an ALO capacity at an airport that: (a) included international operations and (b) handled at least ten million (\$10,000,000) annual total passengers (as reported by the Airports Council International – North America for calendar year 2006)? YES _ NO _

___ I am “NOT” interested in this solicitation.

Name of Firm: _____ SBE Exp. Date: _____

Owner’s Name: _____ Signature: _____

Please respond by **12:00pm, Friday October 18, 2013.**

Any questions, feel free to contact me at the number below.

(Respond to the “**Verification**” whether you are interested or not (choosing “**Yes**” or “**No**”), as this helps SBD in the determination of measures).

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BACKGROUND/SCOPE OF SERVICES/MINIMUM QUALIFICATIONS:

Miami-Dade County, by and through its Miami-Dade Aviation Department requires the services of one (1) qualified firm(s) to provide the services of a consultant to provide Airline Liaison Office ("ALO") services between the Airport and the airlines through the Miami Airport Affairs Committee ("MAAC"). Seventy-eight (78) airlines are signatories to the Airline Use Agreement, which governs the use and describes the fee structure of dedicated and common-use space at the Airport. Of these signatory airlines, twelve (12) airlines comprise MAAC.

ALO is a valuable asset as a third-party consultant, providing services to both MAAC and MDAD in managing the airport/airline relationship; facilitating airline approval required by any agreements that exist between members of MAAC; and for providing a single point of contact for all parties on resolving airport/airline issues. The airlines rely on the ALO for analysis of issue and technical expertise to assist in the evaluation of the Airport's Rates and Charges, proposed policy changes and Capital Improvement Program ("CIP").

The Successful Respondent will provide a single point of contact for MDAD as it relates to coordination of issues with MAAC on matters with broad implications to airlines related to financial, technical, operations, and airport affairs.

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The work includes:

A. Coordination and Representation Activities:

- Establish and maintain effective lines of communication between MAAC, MDAD, MDAD consultants, and other County departments (i.e., Regulatory and Economic Resources).
- Establish processes to encourage MDAD and MAAC to work together to identify and resolve areas of potential disagreement.
- Assist MAAC Chairperson related to coordinating activities of all airline committees (i.e., Local Station Managers, Specialty Working Groups) with MDAD staff and its consultants as may be necessary.
- Coordinate scheduling of meetings and conference calls among MAAC participants as well as MDAD and others as necessary.
- Participate in certain regularly scheduled and impromptu meetings that are called by MDAD and/or the airlines.
- Prepare materials and participate in meetings with airline representatives (i.e., MAAC, Local Station Managers, Specialty Working Groups) as well as with MDAD staff representatives on behalf of the airlines when airline representatives are unable to participate.
- Attend all MAAC monthly meetings and serve as scribe for distribution to participants.
- Facilitate communications between MDAD staff and MAAC on issues when disagreements arise.
- Coordinate airline industry review of MDAD submittals.
- Provide a single, coordinated response to MDAD that represents the consensus view of MAAC on project matters and issues. To the extent that a consensus does not exist, provide the different viewpoints that exist without prejudice.
- Respond to requests for information and/or assistance from individual airline representatives.

B. Ongoing and Future Capital Improvement Program Review/Validation/Prioritization Activities:

- Participate as a voting member in the user group meetings to review and prepare written comments regarding the need for, timing, and order of magnitude reasonableness of the scope/budget of the funded (but not yet in construction) and unfunded CIP projects as described in pre-design phase related documents that are available.
- Coordinate airline industry review of program level planning and pre-design phase documents in an effort to facilitate establishment of a consensus airline industry position regarding the proposed CIP.

- Facilitate discussions early on between MAAC and MDAD in an effort to address those areas of disagreement that may exist related to the proposed CIP.
- Coordinate MAAC input in program level planning and pre-design phase related activities undertaken by MDAD.
- Coordinate the majority-in-interest vote of MAAC member airlines on capital projects as required in the Airport –Airline Lease and Use Agreement.

C. Pre-Design Phase Activities:

- Assist MDAD and MAAC in establishing programmatic requirements for projects to be implemented as part of CIP.

D. Design Phase Activities:

- Review and prepare written comments as requested by MAAC on design phase submittals received from MDAD staff and its consultants. These submittals may include:
 - 1) Design Drawings and Design Criteria Reports/Specifications.
 - 2) Project Cost Estimate and Schedule Reports.
 - 3) Various Project Reports/Studies (e.g., Value Engineering Reports, Simulation Analysis Reports, Hazardous Material Remediation Reports, Specialty System Reports, Aircraft Parking Studies).
- Miscellaneous Correspondence.
- Coordinate MAAC's review of above referenced design phase submittals from MDAD and its consultants and such other issues that arise during the design phase of a project.
- Assimilate comments and facilitate discussions as may be necessary to develop a consensus industry position/comments as well as preparation of correspondence to MDAD on behalf of MAAC.
- Provide technical input to MAAC, MDAD staff, and its consultants on an advisory basis.
- Prepare and present technical/analytical support documentation and/or alternative conceptual plans, specifications, ideas and perspective viewpoints as may be appropriate and/or requested to address design phase issues that arise.

E. Construction Phase Activities:

- Participate in program level and project level construction meetings of certain, but not all projects as may be requested to provide a MAAC perspective for consideration by MDAD.
- Participate in project level activation meetings to help coordinate airline tenant improvement construction activities with base building construction activities.

F. Financial Submittal Review, Comment and Issue Resolution Activities:

- Assist MAAC in its efforts to review CIP related financial submittals (e.g., Financial Feasibility Reports) to facilitate its understanding of the impact implementation of the CIP will have on airline rates and charges.
- Prepare financial capacity analyses to assist MAAC and MDAD in understanding the general level of capital expenditure supportable based on targeted cost measures such as unit rates or cost per enplanement.
- Review MDAD financial plans to provide MAAC with an understanding of opportunities to reduce airline costs by implementing alternative financial approaches.
- Coordinate MAAC's involvement in the review of annual Airport MDAD operating budgets and rates and charges calculations.
- Produce independent rate models to validate and verify MDAD rate calculations. Use rate model to develop alternative approaches to rate making as operating conditions change at the Airport.
- Prepare analysis for review/consideration by MAAC in preparation for meetings with MDAD as may be necessary to evaluate the financial impacts attributable to miscellaneous issues that arise.

G. Airport Operations Review, Comment and Issue Resolution Activities:

- Assist airlines and MDAD in their mutual efforts to address airline/airport operational issues as they may arise.
- Prepare and present analytical support documentation and/or alternative conceptual plans, ideas and perspective viewpoints as may be appropriate and/or requested to address miscellaneous operational issues that arise.

H. Miscellaneous Airport Affairs Issues Review, Comment and Resolution Activities:

- Assist MAAC and MDAD in their mutual efforts to address miscellaneous Airport affairs and related issues as they may arise.

I. Prohibited Activities:

- The Successful Respondent in its role as the ALO will not represent the airlines or interface directly with County government beyond appropriate interface with MAAC, unless approved in advance by MAAC.

The Successful Respondent, in its role as the ALO, will not interface with the Board of County Commissioners individually or in a public forum unless approved in advance by MAAC.

The Respondent must complete Appendix "A" Questionnaire Form/Chart to evidence that it meets the following minimum qualifications:

Interested Respondents applying for the ALO consultant work shall: (i) have and be able to demonstrate prior ALO consulting experience; (ii) meet the minimum requirements as outlined in this paragraph below; (iii) present a Qualification Statement to the County; and (iv) be a responsive and responsible Respondent to be considered for any award issued as a result of this RFQ.

Respondents shall provide documentation that demonstrates their ability to satisfy the minimum qualification requirements listed below. Respondents who do not meet the minimum qualification requirement or who fail to provide supporting documentation may not be considered for award. The Respondent to this RFQ shall have minimum qualifications as follows:

- Must have at least three (3) years, within the last five (5) years, of experience serving in an ALO capacity.
- Must have served in an ALO capacity at an airport that a) included international operations and b) handled at least ten million (\$10,000,000.00) annual total passengers as reported by the Airports Council International – North America for calendar year 2006.
- If the respondent is an individual or partnership, the individual and/or the partner, who shall be responsible for the operation of the Agreement, should have met the specified minimum qualifications. If the Respondent is a Joint Venture, then at least one (1) of the Joint Venture partners should satisfy all of the foregoing Minimum Qualifications. A Respondent, whether a joint venture or otherwise, may proffer the experience of its corporate parent, sister, or subsidiary ("an affiliated company") in meeting these minimum qualifications. However, given the unique nature of individual corporate relationships, Respondents seeking to rely on the experience of an affiliated company should be advised that the Selection Committee shall have the discretion to determine what weight, if any, it wishes to give such proffered experience on a case-by case basis, and may base such decision on the relationship between the Respondent and the affiliate as evidenced by whatever documentation is provided in the Qualification Statement submission or otherwise presented at the request of the Selection Committee.

Must be authorized to do business in the State of Florida.

If there are questions regarding the contract measure portion of this agreement, please contact me at (305) 876-7221 or C. Corrales at (305) 876-7991.

Attachments

cc: L. Johnson, SBD
V. Walters, SBD
M. Clark-Vincent, MDAD
M. Hawkins-Moss, MDAD
L. Allen-Johnson, MDAD
C. Corrales, MDAD
Project File

Task Description	Prime – Consultant	Sub- Consultant	% of Total Consultant Fee	
			Prime	Sub
Coordination and Representation Activities	X		30%	
On-going and future Capital Improvement Program Review	X		20%	
Validation / Prioritization Activities				
Capital Improvement Program Monitoring & Reporting Activities		X		10%
Pre-Design Phase Activities		X		5%
Design Phase Activities	X		5%	5%
Construction Phase Activities	X		5%	
Start-up Phase Activities	X		5%	
Financial Submittal Review	X		5%	
Comment and Issue Resolution Activities				
Airport Operations Review Comment & Resolution Activities	X		5%	
Miscellaneous Airport Affairs Issues Review	X		5%	
Comment & Resolution Activities				
Prohibited Activities				