

**Financial Feasibility Consultant Services**

**Estimated Cost - \$5,000,000,000**

**RFQ No. MDAD-14-01 - Verification of Availability – March 5, 2014**

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?**

- **Scopes of Services? (see pg. 2 of attachment – bullets 1 - 7)**  
**YES \_ NO \_**
- **Additional Services (bottom pg. 2 & 3 of attachment – all bullets)**  
**YES \_ NO \_**
- **Within the last seven (7) years, five (5) years experience in financial feasibility consulting...(see remaining requirements in attachment)**  
**YES \_ NO \_**
- **Task as Described (on attachment pg. 5)**  
**YES \_ NO \_**

**\_\_\_ I am “NOT” interested in this solicitation.**

**Name of Firm: \_\_\_\_\_ SBE Exp. Date: \_\_\_\_\_**

**Owner’s Name: \_\_\_\_\_ Signature: \_\_\_\_\_**

**Please respond by 2:00pm, Friday March 7, 2014.**

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).

**Vivian O. Walters, Jr.**  
Contract Development Specialist II  
Regulatory and Economic Resources Department  
Small Business Development Division  
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*“Delivering Excellence Every Day”*

**Financial Feasibility Consultant Services**

**RFQ No. MDAD-14-01 - Verification of Availability**

**Estimated Cost: \$5,000,000.00**

**March 5, 2014**

Please complete the following "Reference Requirements":

**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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**Project Title:**  
**Client Name**  
**Contact No.:**  
**Scope Description:**

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# Memorandum



**Date:** March 4, 2014

**To:** Gary Hartfield, Division Director  
Internal Services Department,  
Small Business Development

**From:** Milton L. Collins, Associate Director *MLC*  
Miami-Dade Aviation Dept., Minority Affairs Division

**Subject:** Revised Recommendation for: Request for Qualifications for Financial Feasibility  
Consultant Services for the Miami-Dade Aviation Department RFQ No. MDAD-14-01

## REVISED RECOMMENDATION:

This is a request for the Small Business Development Division to approve the attached project in order for the Aviation Department to proceed with the **Request for Qualifications for Financial Feasibility Consultant Services for the Miami-Dade Aviation Department, RFQ No. MDAD-14-01.**

The Minority Affairs staff has evaluated the subject project and recommends a **15% SBE Goal** as the contract measure, as set forth in Implementing Order #3-41, the attached MDAD Contract Measures Analysis Worksheet findings and other supporting documents attached.

The Term of the Agreement shall be for five (5) years. The estimated amount for this Agreement is \$5,000,000.00.

## PROJECT BACKGROUND/SCOPE OF SERVICES/MINIMUM QUALIFICATIONS:

Miami-Dade County as represented by the Miami-Dade Aviation Department, is soliciting Qualification Statements for a Financial Feasibility Consultant for the Department. The Successful Respondent will serve as the traffic engineer (the "Traffic Engineer") in accordance with the Trust Agreement. Section 705 of the Trust Agreement requires that the County employ an independent firm or corporation "having a nationwide and favorable repute for skill and experience" to perform the duties imposed on the Traffic Engineer by the Trust Agreement. Pursuant to the Trust Agreement, no traditional "engineering" services are provided by the Traffic Engineer, who instead, perform various financial feasibility analyses as may be required. Selection of a firm to serve as Traffic Engineer is subject to the approval of the Trust Agreement's Trustee and Co-Trustee.

The financial feasibility consultant is required to evaluate the ability of the Department to generate revenues sufficient to satisfy debt service coverage requirements under the Trust Agreement, and to recommend rates and charges of the County's airport system (the "Airport System") to meet the County's rate covenant under the Trust Agreement.

The following information is provided for background purposes as part of the RFQ:

- Amended and Restated Trust Agreement (Appendix G to RFQ)
- Fiscal Year 2006 Comprehensive Annual Financial Report (Appendix J to RFQ)
- Aviation Department Business Plan for Fiscal Years: 2007 through 2008 (10/1/06 through 9/30/08) (Appendix K to RFQ)
- Report of Traffic Engineers for the Port Authority Properties including Miami International Airport dated May 17, 2007 (Appendix L to RFQ)

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For the Miami-Dade Aviation Department RFQ No. MDAD-14-01  
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This solicitation process and the resulting agreement are subject to the requirements relating to professional services, as those set forth in Miami-Dade County Implementing Order ("I.O.") No. 3-38 and not those under the consultant's competitive negotiation laws pertaining to retention of architects and engineers.

**SCOPE OF SERVICES:**

The Successful Respondent's services shall include those required of the Traffic Engineer under the Trust Agreement in connection with the issuance of bonds under the Trust Agreement. Those services are generally described as:

1. Evaluating the ability of the Department to generate revenues sufficient to satisfy debt service coverage requirements, which involves:
  - o Analyzing the economic base (Latin America and South Florida) for air transportation at the Airport.
  - o Forecasting international and domestic passenger and cargo traffic at MIA.
  - o Forecasting revenues and expenditures at MIA.

Such evaluation shall be in the form of: 1) a financial feasibility report, suitable for inclusion in the Preliminary Official Statement and the Official Statement of a debt issuance; and 2) a certification or other documentation demonstrating compliance with the additional bonds test required by the Trust Agreement.

2. Participating in review of the Preliminary Official Statement and the Official Statement and related documents, for each bond issue.
3. Participating in investment rating agency, credit insurer, and investor presentations and responding to inquiries by such groups.
4. Evaluating rate covenant compliance and rents, fees, and charges for Port Authority Properties ("PAP") facilities and services.
5. Recommending rents, fees, and charges for the Airport System, in conjunction with each debt issuance.
6. Evaluating the financial impact of facilities constructed with Airport revenues other than bonds issued under the Trust Agreement, to determine whether the Department still satisfies its debt services coverage requirements.
7. Evaluating the financial impact of facilities constructed with County revenues and turned over to the Department, to determine whether the Department satisfies its debt services coverage requirements.

The Successful Respondent shall also provide additional services which include financial analyses as described below:

- Trustee issues (as per Section 708 of the Trust Agreement).

3.

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For the Miami-Dade Aviation Department RFQ No. MDAD-14-01  
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- Plan of finance preparation.
- Preliminary Official Statement preparation.
- Airline rates and charges calculations.
- Airline lease agreement or Miami Airport Affairs Committee ("MAAC") issues.
- Passenger Facility Charge ("PFC") revenue program.
- Annual operating budget assistance.
- Monitoring MDAD's cash balances.
- Performance sub-account assistance.
- Rating agency update assistance.
- CIP financial projections.

**MINIMUM QUALIFICATIONS:**

Respondent should have within the last seven (7) years at least five (5) years of experience in financial feasibility consulting of which at least three (3) years of consulting was for two (2) large hub airports (as defined by the Federal Aviation Administration ("FAA")) during which time each large hub airport issued bonds at least once in which the Respondent directly performed the passenger forecast.

If the proposer 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 Proposer is a Joint Venture, then at least one (1) of the Joint Venture Partners should satisfy all of the foregoing Minimum Qualifications. A Proposer, 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, proposers 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 Proposer and the affiliate, as evidenced by whatever documentation is provided in the proposal submission or otherwise presented at the request of the Selection Committee.

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

Respondents who are less qualified than is suggested above may be considered for award. However, such Respondents may receive less points or no points from the Selection Committee, or may be found non-responsible.

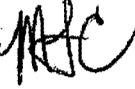
Attachments (Amended and Restated Trust Agreement)

- cc: A. Lee, MDAD  
K. James, MDAD  
M. Clark-Vincent, MDAD  
V. Clark, SBD  
L. Johnson, SBD  
V. Walters, SBD  
C. Corrales, MDAD  
File

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**REVISED MDAD's CONTRACT MEASURES AND ANALYSIS WORKSHEET**

**To: Gary Hartfield, Division Director  
Internal Services Department  
Small Business Development**

**From: Milton L. Collins, Associate Director**   
**Miami-Dade Aviation Department  
Minority Affairs Division**

**PROJECT/CONTRACT TITLE: Request for Qualifications for  
Financial Feasibility Consultant Services for the  
Miami-Dade Aviation Dept.**

**PROJECT/CONTRACT NUMBER: RFQ No. MDAD-14-01**

**DEPARTMENT: Miami Dade Aviation Department**

**ESTIMATED PROJECT COST: \$5,000,000.00**

**FUNDING SOURCE: MDAD Operating Budget & Bond Proceeds**

**DESCRIPTION OF PROJECT/BID:**

The Successful Respondent will serve as the traffic engineer (the "Traffic Engineer") in accordance with the Trust Agreement. Section 705 of the Trust Agreement requires that the County employ an independent firm or corporation "having a nationwide and favorable repute for skill and experience" to perform the duties imposed on the Traffic Engineer by the Trust Agreement. Pursuant to the Trust Agreement, no traditional "engineering" services are provided by the Traffic Engineer, who instead, perform various financial feasibility analyses as may be required. Selection of a firm to serve as Traffic Engineer is subject to the approval of the Trust Agreement's Trustee and Co-Trustee. The financial feasibility consultant is required to evaluate the ability of the Department to generate revenues sufficient to satisfy debt service coverage requirements under the Trust Agreement, and to recommend rates and charges of the County's airport system (the "Airport System") to meet the County's rate covenant under the Trust Agreement.

**CONTRACT MEASURES RECOMMENDATION:**

**Measures 15% SBE Goal**

**REASONS FOR RECOMMENDATION:**

**Analysis of the factors contained in Implementing Order #3-41 indicates that an SBE Goal is appropriate for this contract.**

**Commodity Codes to be utilized:**

- **91849 Finance, Economic Consulting Services**
- **91875 Management Consulting Services**
- **94648 Financial Services**
- **96129 Economic Impact Study Services**

**Estimated Project Cost: \$5,000,000.00**

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Task Description	Prime- Consultant	Sub- Consultant	% of Total Consultant Fee	
			Prime	Sub
Traffic Engineers' Report Preparation	x		50%	
Economic Base Analysis Preparation		x		10%
Annual Airline Rates and Charges Assistance	x		10%	
Airline Lease Agreement Assistance	x		5%	
Annual Performance Sub-account Analysis Preparation		x		5%
PFC Revenue Assistance	x		10%	
Miscellaneous Projects	x		10%	
<b>TOTAL</b>			<b>85%</b>	<b>15%</b>