



CITY OF HOUSTON - CITY COUNCIL

Meeting Date:
District B, District E, District I
Item Creation Date: 10/16/2017

HAS - Aviation Consulting Services - ICF SH&E, Inc.

Agenda Item#:

Background:

RECOMMENDATION:

Enact an ordinance approving an agreement for professional aviation consulting services with ICF SH&E, Inc. for the Houston Airport System and authorizing the funding for the cost of these services.

SPECIFIC EXPLANATION:

A Request for Proposals (RFP) was issued on January 26, 2017 for aviation consulting services for the Houston Airport System (HAS). Four firms submitted proposals: Ailevon Pacific Aviation Consulting; ICF SH&E, Inc. (ICF); InterVISTAS Consulting, LLC; and Seabury Airline Planning Group, LLC. The evaluation committee, consisting of HAS personnel, evaluated and ranked all four proposals based on expertise/experience/qualification, organization/staffing, proposed strategy and operational plan, and rate structure, and recommends the contract be awarded to the best respondent, ICF.

This contract will support efforts by HAS to position Houston as a competitive global gateway to the United States. Aviation consulting services to be provided under this contract include development of business cases, forecasts, market analyses, customer profiles, traffic and route profitability analyses, and presentations to attract additional schedule air passenger and cargo service, both in domestic and international markets. ICF will also provide economic impact studies related to air service and facility expansion. Additional consulting services related to air service development may be provided under this contract, as requested by the Director of Aviation.

The pertinent terms of the contract are as follows:

Scope

ICF will provide professional aviation consulting services on an as-needed and non-exclusive basis.

Term and Termination

The term of the contract is five (5) years, with no option periods. The contract may be terminated for convenience by the City upon 14 days' written notice.

Project Costs

FY18:	\$ 175,000
Out Years:	\$ 1,825,000
TOTAL:	\$ 2,000,000

Pay or Play

The contract requires compliance with the City's "Pay or Play" ordinance regarding health benefits for employees of City contractors. ICF will comply with City policy by using the "Play" option, providing health benefits to covered employees.

M/WBE Participation

The contract has an M/WBE participation goal of 15 percent. ICF proposes to exceed the goal with a 20 percent participation plan, which will be met by Vesta Rea & Associates, LLC and BQR Advertising and Public Relations, Inc. Due to the on-call nature of the work to be performed under this contract, the amount of work required of the M/WBE firms will be defined as the contract progresses and the scope of projects and services needed are identified.

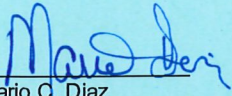
Other

ICF agrees to comply with all rules and regulations of the airport and the FAA, and with all federal, state and local statutes, ordinances, regulations, and policies.

Fiscal Note:

Funding for this item is included in the FY18 Adopted Budget. Therefore, no fiscal note is required as stated in the Financial Policy Ord. 2014-1078. See attached "Attachment A".

Director's Signature:



Mario C. Diaz
Houston Airport System

Andy Icken
Chief Development Officer

Amount of Funding:

\$2,000,000
HAS Revenue Fund
Fund 8001

Contact Information:

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ATTACHMENTS:

Description	Type
Attachment A - Fiscal Note	Financial Information