

# 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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**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**