



Legislation Text

File #: 20-217, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management

AGENDA DATE: February 26, 2020

COUNCIL DISTRICT(S): 2, 3, 14

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize a three-year service price agreement for airport financial and management consulting services for the Department of Aviation - Unison Consulting, only proposer - Estimated amount of \$375,314 - Financing: Aviation Fund

BACKGROUND

This action does not encumber funds; the purpose of a service price agreement is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis according to annual budgetary appropriations. The estimated amount is intended as guidance rather than a cap on spending under the agreement, so that actual need combined with the amount budgeted will determine the amount spent under this agreement.

This service price agreement will provide for airport financial and related management consulting services for the Department of Aviation. The recommended vendor will conduct a comprehensive review of all current contractual agreements at Dallas Love Field, Dallas Executive Airport, and the Dallas Heliport, including concessions, long-term leases, and month-to-month leases. To ensure the annual rates and charges are competitive, the vendor will conduct a survey of comparable airports and benchmarking to include airports that serve the same customers or which are similar operationally. Additionally, the vendor will review reserve funding policies/strategies at other airports and coordinate efforts with the Federal Aviation Administration grant and Passenger Facility Charge application process.

A seven-member committee from the following departments reviewed and evaluated the qualifications:

- Department of Aviation (1)
- Department of Code Compliance (1)
- Library (1)
- Office of Budget (1)

- Police Department (1)
- Office of Business Diversity (1)*
- Office of Procurement Services (1)*

*The Office of Procurement Services only evaluated cost and the Office of Business Diversity only evaluated the Business Inclusion and Development Plan.

The committee selected the successful respondent on the basis of demonstrated competence and qualifications under the following criteria:

- Cost 30 points
- Experience and qualifications 25 points
- Technical competence 20 points
- Business Inclusion Development Plan 15 points
- Approach 10 points

As part of the solicitation process and in an effort to increase competition, the Office of Procurement Services used its procurement system to send out email notifications to vendors registered under relevant commodity codes. To further increase competition, the Office of Procurement Services uses historical solicitation information, the Internet, and vendor contact information obtained from user departments to contact additional vendors. Additionally, in an effort to secure more competition, the Office of Business Diversity sent notifications to chambers of commerce and advocacy groups to ensure maximum vendor outreach.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a “living wage” rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. The current calculated living wage during the solicitation process of this contract is \$11.71; the selected vendor meets this requirement.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On November 10, 2015, City Council authorized a three-year consultant services contract for airport financial and related management consulting services for Aviation with Unison Consulting by Resolution No. 15-2049.

FISCAL INFORMATION

Fund	FY 2019-20	FY 2020-21	Future Years
Aviation Fund	\$93,828.00	\$125,105.00	\$156,381.00

<u>Council District</u>	<u>Amount</u>
2	\$363,000.00
3	\$ 10,000.00
14	\$ 2,314.00
Total	\$375,314.00

M/WBE INFORMATION

In accordance with the City's Business Inclusion and Development Plan adopted on October 22, 2008, by Resolution No. 08-2826, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Category	M/WBE Goal	M/WBE %	M/WBE \$
\$375,314.00	Professional Services	36.30%	92.00%	\$345,288.88
• This contract exceeds the M/WBE goal.				

PROCUREMENT INFORMATION

Method of Evaluation for Award Type:

Request for Competitive Sealed Proposal	<ul style="list-style-type: none">• Utilized for high technology procurements, insurance procurements, and other goods and services• Recommended offeror whose proposal is most advantageous to the City, considering the relative importance of price, and other evaluation factors stated in the specifications• Always involves a team evaluation• Allows for negotiation on contract terms, including price
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The Office of Procurement Services received the following proposal from solicitation number BRZ20-00010672. We opened it on October 17, 2019. We recommend the City Council award this service price agreement in its entirety to the only proposer.

<u>Proposer</u>	<u>Address</u>	<u>Score</u>	<u>Amount</u>
Unison Consulting	6713 Shinnecock Hills Dr. McKinney, TX 75070	94.6	\$375,314.00

Note: The Office of Procurement Services conducted a single proposal review and found no exceptions.

OWNER

Unison Consulting

Yvette L. Drake, President
Anthony L. Drake, Vice President
Sharon Sarmiento, Secretary