

CITY COUNCIL MEMORANDUM

AGENDA ITEM

REQUEST AUTHORIZATION TO UTILIZE A REQUEST FOR QUALIFICATIONS/REQUEST FOR PROPOSALS (RFQ/RFP) FOR IMPROVEMENTS TO THE RENTAL CAR RETURN FACILITY AT THE KILLEEN-FORT HOOD REGIONAL AIRPORT

ORIGINATING DEPARTMENT

Aviation

BACKGROUND INFORMATION

On August 9, 2011, the City Council approved lease agreements with the Rental Car Concessions at Killeen-Fort Hood Regional Airport which included the collection of a Customer Facility Charge (CFC) to fund improvements to the rental car areas. The CFCs are accrued in a restricted fund for the purpose and benefit of funding improvements to the car rental facilities.

DISCUSSION/CONCLUSION

Staff consulted with the rental car companies at Killeen-Fort Hood Regional Airport (KFHRA) to generate a project priority list for rental car facility improvements. That list identified the initial priority improvements should be for the rental car ready area, more specifically to upgrade the vacuum systems and add an automated car wash to the existing site.

Staff recommends using a RFQ/RFP to select a team for the design-build of these improvements. The design-build process for this project will offer more design options with the designer and contractor working together as a team. The Texas Government Code requires that the Owner publish a Request for Qualifications and then ask for additional information, or full proposals, from up to five qualified respondents. This two-step process requires an RFQ and an RFP. It is the opinion of staff that using a quantitative, evaluative process such as the RFQ/RFP will provide the City with the greatest opportunity to receive the best value. The RFQ/RFP will garner information from interested parties and permit an evaluation committee to review and evaluate the requested information. This evaluation will examine the content of each proposal and compare each system proposal to the specifications of the RFP, as well as evaluating the proposer's level of experience with design-build at various facilities, references of the proposer, adaptability of the system for future added capabilities, and serviceability/maintainability of the proposed system. A standard bid process only guarantees the lowest cost, but not necessarily the best value of a proposal. Although cost will be considered in negotiations with the selected firm, it does not necessarily represent the best overall value to the City. The RFQ/RFP and design-build process will provide the best value system for the airport and the City.

FISCAL IMPACT

There is no fiscal impact associated with the use of an RFQ/RFP for this procurement versus a bid method. The project is 100% funded by the Customer Facility Charge (CFC) Fund in the CFC Projects account number 526-0512-521.67-01.

RECOMMENDATION

That City Council find that the RFQ/RFP procedure will provide the best value for the KFHRA rental car facility improvements and authorizes staff to utilize the RFQ/RFP procurement method to identify and select the best value design-build team for the upgrades to the rental car return facility at the Killeen-Fort Hood Regional Airport.