



AGENDA MEMORANDUM

Future Item for the City Council Meeting of May 23, 2017
Action Item for the City Council Meeting of May 30, 2017

DATE: May 16, 2017

TO: Margie C. Rose, City Manager

FROM: Fred Segundo, Director of Aviation
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Appraisal Services for Corpus Christi International Airport
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CAPTION:

Motion authorizing the City Manager or designee to execute a service agreement with Aviation Management Consulting Group, Centennial, Colorado, for appraisal services for the Corpus Christi International Airport, in accordance with RFP No. 180, based on responsive and responsible proposal. The agreement will be for \$140,000.00, and \$30,000.00 will be funded in FY2016-2017. The term of the agreement is for five years, subject to the approval of the Contractor and the City Manager, or designee.

PURPOSE:

The purpose of this agenda item is to execute a contract with Aviation Management consulting Group, Centennial Colorado, for Appraisal Services for the Corpus Christi International Airport.

BACKGROUND AND FINDINGS:

In 2011, the City selected an appraiser to perform an initial appraisal for all parcels and facilities located on Airport property. That appraisal has been used as the valuation methodology for all subsequent fair market value determinations since that time.

In anticipation of a number of changes in leases and uses of parcels over the next five year period, the Contractor will provide various appraisal tasks upon direction from the Contract Administrator to accommodate these changes. While specific assignments will be determined at the time of need, airport management staff has outlined potential tasks that should be accomplished during the next five years.

The request for proposals (RFP) was issued, with 40 notifications. Three proposals were received; however, one was submitted late and was deemed nonresponsive. The remaining two responsive proposals moved on in the process and were evaluated by an evaluation team against the published criteria in the RFP. Minimum qualifications were evaluated under a pass fail system and the firms experience and understanding of the scope of work were evaluated on the published point system as outlined in the RFP. The firms were also interviewed and scored based on the same published criteria and a final score was developed for each firm. The staff recommends awarding a service agreement to Aviation Management Consulting Group the appraisal services for Corpus Christi International Airport.

ALTERNATIVES:

No feasible alternatives

OTHER CONSIDERATIONS:

No feasible considerations

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State Statutes regulating procurements.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Aviation Department

FINANCIAL IMPACT:

☒ Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2016-2017	Current Year	Future Years	TOTALS
Line Item Budget	\$188,405.91	\$110,000.00	\$298,405.91
Encumbered / Expended Amount	\$96,312.70	\$0.00	\$96,312.70
This item	\$30,000.00	\$110,000.00	\$140,000.00
BALANCE	\$62,093.21	\$0.00	\$62,093.21

Fund(s): Airport

Comments: The contract value total is \$140,000.00, of which \$30,000.000 will be funded in FY2016-2017. The balance will be requested during normal budgeting process for future years.

RECOMMENDATION:

Staff recommends approval of the Motion.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement

RFP Matrix – Appraisal Services for CCIA