



ADDENDUM

LEGAL COMMITTEE MEETING AGENDA
Thursday, May 23, 2019 at 4:00PM
City Hall Conference Room
425 N. Richardson, Roswell, NM 88201

Chair: Judy Stubbs, Ward 3
Vice Chair: Barry Foster, Ward 5
Members: George Peterson, Ward 4
Savino Sanchez, Ward 4
Staff Liason: Aaron Holloman

REGULAR ITEMS

5. RFP 19-04 Award Recommendation - Consider recommendation of approval of Award Recommendation for RFP-19-004 Air Service Development Consulting Services and authorization for city manager to enter into contract negotiations with Mead & Hunt.

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 19-37.

NOTICE OF POTENTIAL QUORUM – A quorum of the City Council may or may not attend, but there will not be debate by the City Council. The Council, acting as attendees to an informational presentation, will not be discussing public business and no action will be taken.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Human Resources at 575-624-6700 at least one week prior to the meeting or as soon as possible. Public documents including the agenda and minutes can be provided in various accessible formats. Please contact the City Clerk at 575-624-6700 if a summary or other type of accessible format is needed.

Printed and posted: Monday, May 20, 2019



AGENDA ITEM NO. 5 - ABSTRACT
LEGAL COMMITTEE
Thursday, May 23, 2019 at 4:00 PM
City Hall Conference Room
425 N. Richardson, Roswell, NM 88201

**RFP-19-004 Air Service Development Consulting Services Award
Recommendation**

ACTION REQUESTED: Consider recommendation of approval of Award Recommendation for RFP-19-004 Air Service Development Consulting Services and authorization for city manager to enter into contract negotiations with Mead & Hunt.

BACKGROUND: This RFP was posted and four proposals were received on April 23, 2019. All proposals were responsive and reviewed by the evaluation committee.

**FINANCIAL
CONSIDERATION:** This contract is already contemplated in the Fiscal Year 2020 Budget.

LEGAL REVIEW: Yes, Scope of Services approved at February 28, 2019.

**BOARD AND
COMMITTEE ACTION:** Legal Committee is asked to consider approval of award recommendation and authorization for city manager to enter into negotiations with Mead & Hunt.

**STAFF
RECOMMENDATION:** Consider recommendation of approval of Award Recommendation for RFP-19-004 Air Service Development Consulting Services and authorization for city manager to enter into contract negotiations with Mead & Hunt.



Award Recommendation Report

To: Scott Stark, Airport Director
 From: Lupita Everett, Purchasing Agent, C.P.O.
 Date: May 17, 2019
 Subject: Award Recommendation for:
 RFP-19-004 Air Service Development Consulting Services

The City of Roswell posted RFP-19-004 Air Service Development Consulting Services. Four (4) proposals were received on April 23, 2019 and all proposals were responsive. The Evaluation Committee completed their review and at our final meeting, they recommended to award this project to **MEAD & HUNT** according to the following scores and ranking order:

OFFEROR NAME	AVERAGED SCORE	RANK
Mead & Hunt	93	1
Voltaire Aviation Inc.	79.5	2
ICF SH & E Inc.	78.5	3
Airplanners	76.5	4

The evaluation scoring was based on the following proposal criteria:

Offeror’s Experience

The Offeror’s success in securing new air service for its clients. Applicants should include examples of successful presentations that resulted in new air service.

They are familiar with ROW and its service history. They were successful in assisting with recruiting American Airlines-Phoenix service to ROW. They provided a record of recent airline successes significantly more than the other proposals. Their firm has been in business since 1900 and offer extensive resources within their organization.

Qualifications of the Offeror

Qualifications of the Company in providing air service development at similar size airports. Provide examples of Small Community Air Service Development (SCASD) work if available.

Their proposal showcased a higher level of professionalism more so than the other proposals which would represent the City of Roswell to the carrier and exemplified what they would submit for the SCASD. Their proposal was more detailed in providing relevant examples of air service development at similar size airports. They were successful in obtaining the last grant for ROW-PHX.



Qualifications of Key Personnel

Experience, qualification and availability of the individual consultant.

Key personnel has previous history of successful attainment and implementation of ROW-PHX and has extensive aeronautical credentials.

Cost Proposal

Hourly fees and estimates per meeting and per conference to include all registration fees, travel-related expenses and related incidentals. OR bundle it as a yearly fee, inclusive of all conference fees, travel-related expenses and related incidentals. Please break out the cost of each Scope of Services item.

They were very specific and detailed in the scope of services pricing requested in the RFP.

If you have any comments or questions, please contact me.

Sincerely,

A handwritten signature in blue ink that reads 'Lupita Everett'.

Lupita Everett,
Purchasing Agent, C.P.O.