



**REQUEST FOR QUALIFICATIONS
(RFQ) PROFESSIONALSERVICES
AIRPORT CONSULTANT**

RFQ Submission Deadline:

February 16, 2024 5:00 PM PST

RFQ Submission Address:

**Finance Department
Monterey Regional Airport
200 Fred Kane Dr., Suite 200
Monterey, CA 93940
MWilson@MontereyAirport.com
GallucciB@PFM.com**

RETURN THIS SHEET WITH YOUR RESPONSE

I HAVE READ, UNDERSTAND AND AGREE TO ALL STATEMENTS IN THIS REQUEST FOR QUALIFICATIONS, AND TO THE TERMS, CONDITIONS AND ATTACHMENTS REFERENCED HEREIN.

Date: _____ Company Legal Name: _____

Authorized Signature

Name

Title

REQUEST FOR QUALIFICATIONS

- A. All information regarding this RFQ may be viewed or downloaded from the District's website, <https://montereyairport.specialdistrict.org/legal-notice>
- B. Completed proposals must be submitted to the Airport, either by US Mail and/or electronically by email, no later than February 16, 2024.
- C. Proposals must provide the requested information as described in this RFQ. The wet signatures of all persons signing shall be written in longhand. Proposals not submitted in the manner prescribed herein will not be considered.
- D. Mistake corrections must be initialed in ink by the person signing the proposal.
- E. Alternate proposals will not be considered.
- F. The District reserves the right to reject any or all proposals or to waive any informalities or minor irregularities in connection with proposals received.
- G. The District assumes no obligation in the solicitation of this general statement of interest and qualifications and all costs shall be borne by the interested party.

GENERAL INFORMATION AND PROJECT DESCRIPTION

- a. Monterey Peninsula Airport District ("District") is soliciting qualifications from interested parties to perform Airport Consultant Services for the District and the Monterey Regional Airport ("MRY").
- b. The District has embarked on a multiphase program to improve and enhance the safety of the Airport, including, but not limited to, the plan to construct a 5-Gate, single level, Replacement Passenger Terminal Complex of approximately 60,000 to 65,000 sq. ft. (the "Project"). More information can be found at: <https://montereyairport.com/replacement-terminal>.

1.1 Intent and Purpose

- a. The District is seeking submittals in response to this RFQ from qualified firms with expertise in Airports to serve as the District's Airport Consultant and to produce an independent report to be used in conjunction with the Airport's proposed Bond Financing and/or involving alternative financing instruments, including but not limited to the Transportation Infrastructure Finance and Innovation Act (TIFIA). Describe any innovative strategies or solutions proposed or implemented by the Qualifier's firm in the context of such alternative financing instruments.
- b. The District reserves the right to select one or more than one Qualifier for each of Airport Consultant. It is the intent of the District that a Qualifier(s) will provide the services specified in the Scope of Services detailed in Section 2.0.
- c. Qualifiers seeking to serve as the District's Airport Consultant will be

a part of the Finance Team assembled to facilitate the issuance of Airport Revenue Bonds and other debt instruments which may be required from time to time to finance additions and improvements at the District.

1.2 Objectives

- a. The purpose of this RFQ is to identify firms that are highly qualified to serve as the District's Airport Consultant.
- b. There is no assurance that any of the firms responding to this request will be selected, or that any of the firms selected will be used on any or all financings conducted by the District. There is also no assurance that the District will conduct financing during the term of the appointment.
- c. The District separately selects other financing team members, including underwriters and financial advisors. For each particular financing or other project, the District may adjust the responsibilities and assignments of the financing team members and may select any of multiple team members previously approved for a particular role, in order to best utilize, in the District's judgment, the expertise of its various financing team members. A financing team member is not guaranteed to work on all or any District transaction.

1.3 Background Information

- a. The Monterey Peninsula Airport District is a Special District created by the California State Legislature, governed by a board of five Directors elected by voters residing in Monterey, Pacific Grove, Del Monte Forest, Pebble Beach, Carmel-by-the-Sea, greater Carmel, the west end of Carmel Valley, Del Rey Oaks, Sand City, and Seaside (Airport District Boundaries).
- b. Revenues are received from Airport rents, user fees, landing fees and property taxes. The District receives Federal grants for capital and infrastructure projects. These are financed from FAA Airport Improvement Program, Passenger Facility Charges (PFC) and/or other aviation user fees.
- c. The District expects more than 500,000 passengers will travel through the Monterey Regional Airport (MRY) during the 2024 fiscal year.
- d. As of January 1, 2024, MRY is served by 4 commercial airlines: United Airlines, Allegiant, American Airlines, and Alaska Airlines. The Airport has a healthy General Aviation (GA) community with two Fixed Base Operators, 24 District owned box hangars, and 1 District owned corporate hangar on the airport.
- e. MRY, like all airports in the United States, is required to be self-sustaining, with airport revenues being generated from user fees, concessions, and airline revenues. No local taxpayer dollars contribute to the operation of MRY or to the issuance/repayment of debt.

f. Financial Condition and Outlook

Please see the District's Annual Financial and Compliance Report (ACFR) Fiscal Year Ended June 30, 2023 and 2022 (available on the District website at: <https://montereyairport.specialdistrict.org/audited-financial-reports>).

2.1 SCOPE OF SERVICES

The specific services to be performed shall be determined from time to time by the District, included but not limited to the following:

A. Services in the Preparation for the Issuance of Bonds or in Support of a TIFIA Loan

1. Work with the District's Financial Advisor on Financial Modeling and Scenario Analysis related to the District's capital plan.
2. Assistance with communication with the passenger airlines and preparation of supporting materials.
3. Review of legal and disclosure documents associated with any bond transaction or financing.
4. Assistance with preparing PFC and grant applications for the FAA and in the District's ongoing communication with the FAA.
5. Additional services as may be required in connection with negotiations with tenants, concessionaires, and rental car providers servicing MRV.
6. The selected Airport Consultant may be asked to assist and participate in presentations to rating agencies, investors, underwriters, the Build America Bureau, FAA, or other stakeholders as requested.

B. Report of the Airport Consultant

The firm(s) qualified to serve as the District's Airport Consultant will be required to perform all services and duties customarily and usually performed by an Airport Consultant. The Consultant's Report to be issued will include, but not limited to, the following Scope of Work:

1. **Role of the MRV Airport**
 - a) Regional Role
2. **Economic Base for Air Traffic at MRV Airport**
 - a) Base for Air Traffic
 - b) Socioeconomic Trends
 - c) Labor Market Trends
 - d) Regional Economic Profile
 - e) Regional Tourism and Visitors
 - f) Economic Outlook

- 3. Air Service and Air Traffic Analysis for MRY Airport**
 - a) Air Service at MRY
 - b) Air Traffic Activity and Trends
 - c) Key Factors Affecting Air Traffic Demand
 - d) Air Traffic Activity Projections
 - e) Pessimistic Enplaned Passenger Sensitivity Projections

- 4. MRY Airport Facilities and Capital Improvement Program**
 - a) Existing Airport Facilities
 - b) Airport Planning and Capital Improvement Program
 - c) Capital Improvement Program Elements
 - d) CIP Plan of Finance
 - Federal, State and Other Grants
 - Passenger Facility Charge Revenues
 - Customer Facility Charge Revenues
 - Airport Funds
 - Bond Proceeds
 - e) Financial Impacts

- 5. Financial Framework and Analysis**
 - a) Airport Governing Body
 - b) Management Structure
 - c) Financial Structure
 - Accounting Structure
 - Bond Ordinances
 - Airline Agreements
 - Other Agreements
 - Federal Relief Grant Assistance
 - d) The Series Twenty-xxx Bonds
 - e) O&M Expenses
 - f) Non-Airline Revenue
 - Ground Transportation
 - Terminal Concessions
 - Other Aviation
 - Non-Aviation
 - g) Airline Revenues
 - Landing Fees
 - Terminal Rentals
 - Other Airline Revenues
 - Airline Cost per Enplaned Passenger (“CPE”)
 - h) Net Cash Flow and Debt Service Coverage
 - i) Financial Analysis of Pessimistic Sensitivity Scenario

3.1 QUALIFICATION REQUIREMENTS

3.2 Qualifier's Minimum Requirements

Qualifiers must meet the following minimum requirements to be considered for the award of the contract. Qualifiers will address each requirement specifically in their Proposal. Each Qualifier must acknowledge and provide written documentation that their firm meets the Requirements.

- a. Qualifier must have airport expertise and be registered/qualified to do business in the State of California. Provide a copy of such registration/qualification to the District with the Qualifications Proposal submission.
- b. Qualifier shall have a minimum of **ten (10) years' experience** providing services of the type described in the Scope of Services above. Qualifier shall provide an affirmative statement and/or documentary proof of such experience with the Proposal submission.

3.3 Evaluation of Qualifications and Interview Process

- a. Qualifier(s) must meet the requirements as stated in Section 3.1 and demonstrate the capability required to provide the services described in Section 2.0 Scope of Services.
- b. The District reserves the right to solicit from available sources relevant information concerning a Qualifier's past performance, including with the District, and may consider such information in its evaluation and selection of Qualifier(s).
- c. Proposers should prepare written responses to sections 3.4, 3.5, and 3.6 below. Responses should be brief and concise.
- d. Responses to this RFQ will be evaluated and the District may, at its discretion, invite one or more of the Qualifiers that appear to be the most qualified to perform the requested services for Airport Consultant to present/interview with the District. The purpose of such an interview would be to allow Qualifiers to elaborate upon their Qualifications and respond to specific questions from the District before a recommendation for ranking of the Qualifications is made. Interviews, along with the written Proposal will become part of the Qualifier's response to be evaluated by the District.

Evaluation Criteria		Maximum Points
1	Capability to perform all or substantially all aspects of the project and recent relevant experience in Airport infrastructure financing projects.	35
2	Key personnel's professional qualifications and experience and their ability for the proposed project; their reputation and professional integrity and competence; and their knowledge of airport revenue bond issuances, and financing alternatives, including but limited to TIFIA.	35
3	Record of successful finance team participation, including, but not limited to positive ongoing relationships with Bond/Tax/Disclosure Counsel and Municipal Advisors.	10
4	Qualifications and experience of sub-consultants regularly engaged by the Consultant under consideration.	10
5	Capability to meet schedules and/or deadlines.	5
6	Degree of interest shown in undertaking the project and their familiarity with and proximity to the Monterey Regional Airport.	5
TOTAL:		100

- e. Following submittals/interviews, or in the event the District determines that submittals/interviews are not necessary, the District shall make a final ranking and select in order of preference, in order to make a recommendation to the District's Board of Directors, the responsible, responsive, qualified, and in its sole discretion, most advantageous to the District to invite to propose for the requested services for Airport Consultant.

3.4 **General Company Information**

Provide the name of Qualifier's company (including the name of any parent company). Include:

1. Contact name and complete contact information of individual responsible for account ("**Lead Individual**").
2. Type of organization (corporation, sole proprietor, partnership, other).
3. Date the firm was established.
4. Federal employer identification number.
5. Cover Letter
 - Provide a brief narrative description of the firm's experience and qualifications in representing public entities generally, and airports specifically, on matters related to the scope of services set forth in Section 2 above.

3.5 **Qualifier's Experience and Qualifications**

Qualifier shall demonstrate the specialized experience and technical competence of the firms comprising the team (including a joint venture, associate, or professional subconsultant), considering the type of services required. Include information such as firm's past record of performance on contracts with other government agencies or public bodies and with private industry, including such factors as quality of work, ability to meet schedules, cooperation, and responsiveness. Qualifier shall provide:

1. Provide a list of contracts with a similar scope of services active in the past five

years in which you were engaged by public entities or airports. The list should include Client name and location, including address and phone number of Client's project manager or primary contact, and location where services were provided if different from client location, years of service, and role played (e.g., Airport Consultant), and meaningful experience beyond transaction.

2. Describe recent services pertaining to engagements involving alternative financing instruments, including but not limited to the Transportation Infrastructure Finance and Innovation Act (TIFIA).
3. Identify the **Lead Individual**, highlighting their qualifications and experience. Include the length of time and number of engagements the Qualifier has with the proposed Lead Individual.
4. Provide the names, qualifications, and experience of the engagement team, (key employees, consultants, and sub- consultants) to be assigned to the engagement. Include the length of time and number of engagements the Qualifier and the Lead Individual has had with the proposed team.
5. Provide resumes of Engagement Team to be assigned to the project.
6. Qualifier bears full responsibility for naming references which will respond to the District's reference checks. If the Qualifier's references do not respond to the District's reference checks, the Qualifier's evaluation could be adversely affected by non-responsive references.

3.6 Analysis and Approach

1. List and describe the information that your firm utilizes from various parties to prepare a financial feasibility study. In your past experience with similar airports, specify what kind of information has been difficult to obtain and your actions to ensure information is timely and relevant.
2. What are the primary concerns the Airport Consultant believes investors and credit analysts may have regarding the District's financings?
3. Please estimate the time required to prepare the first essentially complete draft of an Airport Consultant's Report (stated in days from the time of notification that the firm has been selected to serve in the capacity of Airport Consultant in connection with issuance of the debt).

FAA Requirements. Federal law requires that the Monterey Regional Airport, as a recipient of federal assistance, comply with the following Federal Regulations which are herein incorporated by reference:

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION 49 CFR PART 29 (VERSION 1, 1/5/90)

THE CONSULTING FIRM CERTIFIES, BY SUBMISSION OF THIS STATEMENT OF QUALIFICATIONS OR ACCEPTANCE OF A CONTRACT, THAT NEITHER IT NOR ITS PRINCIPALS IS PRESENTLY DEBARRED, SUSPENDED, PROPOSED FOR DEBARMENT, OR DECLARED INELIGIBLE, OR VOLUNTARILY EXCLUDED FROM PARTICIPATION IN THIS TRANSACTION BY ANY FEDERAL DEPARTMENT OR AGENCY. IT FURTHER AGREES BY SUBMITTING THIS STATEMENT OF QUALIFICATIONS THAT IT WILL INCLUDE THIS CLAUSE WITHOUT MODIFICATION IN ALL LOWER TIER TRANSACTIONS, SOLICITATIONS, PROPOSALS, CONTRACTS, AND SUBCONTRACTS. WHERE THE CONSULTANT OR ANY LOWER TIER PARTICIPANT IS UNABLE TO CERTIFY TO THIS STATEMENT, IT SHALL ATTACH AN EXPLANATION TO THIS SOLICITATION/PROPOSAL.

Disadvantaged Business Enterprises

The Monterey Regional Airport encourages qualified Disadvantaged Business Enterprises to respond to this solicitation and to participate in this proposal response.

- a. ACCESS TO RECORDS AND REPORTS. (Reference: 49 CFR part 18.36(i), 49 CFR part 18.42)
- b. BUY AMERICAN PREFERENCE. (Reference: 49 USC § 50101)
- c. AIRPORT AND AIRWAY IMPROVEMENT ACT OF 1982, SECTION 520 (Reference: 49 U.S.C. 47123)
- d. CIVIL RIGHTS – GENERAL. (Reference: 49 USC § 47123)
- e. CIVIL RIGHTS – TITLE VI ASSURANCES.
- f. DISADVANTAGED BUSINESS ENTERPRISE. (Reference: 49 CFR part 26)
- g. ENERGY CONSERVATION REQUIREMENTS. Source: 49 CFR part 18.36(i)(13)
- h. FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE) (Reference: 29 USC § 201, et seq.)
- i. OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 (Reference 20 CFR part 1910)
- j. RIGHT TO INVENTIONS (Reference 49 CFR part 18.36(i)(8))
- k. TRADE RESTRICTION (Reference: 49 CFR part 30)
- l. VETERAN’S PREFERENCE (Reference: 49 USC § 47112(c))
- M. SEISMIC SAFETY
- n. COPELAND “ANTI-KICKBACK” ACT (Reference: 49 CFR § 18.36(i)(4), 29 CFR parts 3 & 5)
- o. CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT
- p. DAVIS BACON REQUIREMENTS. (Reference: 49 CFR § 18.36(i)(5))
- q. TEXTING WHILE DRIVING. (Reference: Executive Order 13513)
- r. AFFIRMATIVE ACTION REQUIREMENT. (Reference: 41 CFR part 60-4, Executive Order 11246)
- s. EQUAL OPPORTUNITY CLAUSE AND SPECIFICATIONS. (Reference 41 CFR § 60-1.4, Executive Order 11246)
- t. NONSEGREGATED FACILITIES REQUIREMENT. (Reference: 41 CFR § 60-1.8)
- u. RECOVERED MATERIAL. (Reference: 40 CFR part 247)
- v. TERMINATION OF CONTRACT. (Reference: 49 CFR § 18.36(i)(2))
- w. DEBARMENT AND SUSPENSION (NON-PROCUREMENT). (Reference: 2 CFR part 180 (Subpart C), 2 CFR part 1200, DOT Order 4200.5 DOT Suspension & Debarment Procedures & Ineligibility)
- x. CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS. (Reference: 49 CFR § 18.36(i)(6))
- y. LOBBYING AND INFLUENCING FEDERAL EMPLOYEES. . (Reference: 49 CFR part 20, Appendix A)
- z. BREACH OF CONTRACT TERMS. (Reference 49 CFR part 18.36(i)(1))
- aa. CLEAN AIR AND WATER POLLUTION CONTROL. (Reference: 49 CFR § 18.36(i)(12))
- bb. DRUG FREE WORKPLACE