

# REQUEST FOR QUALIFICATIONS

## PROFESSIONAL CONSULTING SERVICES FOR AIRPORT GOVERNANCE AND MANAGEMENT



### VICTORIA SALES TAX DEVELOPMENT CORPORATION

Victoria Regional Airport 609 Foster Field Drive  
Victoria, TX 77904



Issued: December 19, 2021

**Due Date: January 14, 2022 at 5:00 PM. CT.**



609 Foster Field Drive, Suite F Victoria, Texas 77904  
(361)578-2704 Fax: (361)576-0948

REQUEST FOR QUALIFICATIONS PROFESSIONAL  
CONSULTING SERVICES FOR AIRPORT GOVERNANCE  
AND MANAGEMENT

COUNTY OF VICTORIA - VICTORIA REGIONAL AIRPORT  
609 Foster Field Drive  
Victoria, TX 77904

I. INTRODUCTION

The County of Victoria Texas, and the Victoria Regional Airport (VCT) are inviting Statements of Qualifications (SOQs) by professional airport management consulting firms to provide services, focusing on: a feasibility assessment and evaluation of airport governance models, in-depth knowledge of airport governance models and legislative options, facilitation of airport governance stakeholder initiatives, development of revenue optimization programs at airports similar in nature to VCT, and the transition of Federal Aviation Regulation Part 139 sponsorship from one airport governance model to another.

- *The SOQ submittal deadline is January 14<sup>th</sup>, 2022 at 5:00 PM CT.*

II. BACKGROUND

The Victoria Regional Airport (VCT) is a public use airport owned and operated by the County of Victoria. VCT is a towered, fully operational FAA Part 139 airport that provides scheduled commercial service. SkyWest Airlines currently operates 50-seats Bombardier CRJ 200 aircraft to Houston Intercontinental airport. VCT is included in the National Plan of Integrated Airport Systems (NPIAS), which identifies existing and proposed airports that are considered significant to the national airspace system. The NPIAS currently classifies VCT as a Non-Primary Commercial Service airport.

As a former military installation, VCT has a number of unique assets that could help position the facility for economic development opportunities. Features that make the airport unique include the following:

- 9,111 foot long by 150 foot wide runway
- Runway 13 Instrument Landing System (ILS)
- Ample apron space capable of accommodating a broad range of aircraft
- Significant “hangar ready” development spaces located adjacent to apron
- Large and small parcels of land capable of accommodating non-aviation related industrial and commercial development.



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In 2017, VCT completed an Airport Master Plan Update that inventoried all facilities and provided a Capital Improvement Program to support the maintenance of aviation related facilities (i.e., runways, taxiways, aprons, etc.) Due to its potential as an economic engine for the region, the County, the City of Victoria, the Victoria County Navigational District, and the Victoria Sales Tax Development Corporation have joined forces to identify the most suitable form of governance for the Airport.

### III. INSTRUCTIONS FOR STATEMENT OF QUALIFICATIONS (SOQ)

Interested firms should demonstrate their qualifications and experience, as well as expertise and core competencies, regarding the subject matter noted above. Submitting firms should also demonstrate organizational strengths, abilities, and administrative capabilities to successfully complete the work requested under the RFQ. Familiarity with working on airport assignments similar to those anticipated at VCT should be noted.

Statements of Qualifications shall consist of a cover letter not to exceed one page plus no more than eight (8) additional pages to include the following information:

- Introduction of firm
- Firm relevant experience focusing on:
  - airport governance consulting experience, achievements, and expertise
  - experience, achievements, and expertise in governance transfer issues, studies, and FAA applications
  - expertise, including stated results, for conducting airport revenue optimization analyses and implementation
  - other relevant experience, achievements, and expertise
- Biographies including the proposed client/project manager, task managers, and key staff for the assignment
- Management approach and QA/QC program
- Three client references where similar work has been performed within the last 24 months

### IV. RFQ Schedule

- Announcement/advertisement of RFQ – December 19 & 26, 2021
- SOQ Due – January 14, 2022 at 5:00 PM CT
- Anticipated Award – February 7, 2022



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**V. EVALUATION CRITERIA**

Demonstrate professional achievements in the areas under consideration, a track record of success in performing sought-after services performed at the highest levels of quality, familiarity with aeronautic statutes, and other experience deemed relevant to the proposed assignment.

**VI. SELECTION PROCESS**

The process is a Request for Statement of Qualifications, a selection committee formed from designees of the Victoria Regional Airport Commission/Airport, the City of Victoria, the Victoria Sales Tax Development Corporation, Victoria County Commissioners Court, and the Victoria County Navigational District (The Selection Committee) will review the submittals. Depending upon the number and proposals of respondents, the Selection Committee may select directly from the Proposals, or may develop a shortlist of firms and invite them to interviews for final selection. The decision as to the process, timing, and selection will be at the discretion of the Selection Committee. Emphasis will be placed upon provided information concerning the consultants proposed project approach, similar projects the firm has recently performed and the availability and qualification of key staff.

The Selection Committee will review and evaluate the proposals submitted based in the following criteria and the weighted value assigned to each:

- 35% Project Understanding and Approach
- 30% Airport Governance Specific Experience
- 25% Personnel Experience
- 10% Client References

**VII. SUBMISSION**

The firm's Statement of Qualifications must be received by January 14, 2022. SOQs should be submitted via email and addressed to:

Vinicio "Lenny" LLerena  
609 Foster Field Dr., Suite F  
Victoria, TX 77904  
Phone 361-578-2704  
Email: [vllerena@vctx.org](mailto:vllerena@vctx.org)



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Submissions received past the deadline will not be considered. If interested firms have questions regarding this RFQ, please contact the Airport at [vllarena@vctx.org](mailto:vllarena@vctx.org) no later than December 23, 2021.



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