



**CITY OF HOUSTON
HOUSTON AIRPORT SYSTEM
REQUEST FOR INFORMATION (RFI)
SOLICITATION NO.: HWC-HASFLE-2019-013
FLEET MANAGEMENT BUSINESS ALTERNATIVES
CONSULTANT/CONTRACTOR**

Date Issued: April 5, 2019

Information Session: April 18, 2019 @ 10:00 A.M., CST
Houston Airport System
Supply Chain Management Building, Conference Room 113
18600 Lee Road
Humble, TX 77338

Questions Deadline: April 25, 2019 @ 2:00 P.M., CST

RFI Due Date: May 30, 2019 @ 2:00 P.M., CST

Solicitation Contact Person: Warren Ching
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Supply Chain Management, Houston Airport System
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Project Summary: The Houston Airport System (HAS) is requesting information and input for Fleet Management Alternative Business Models. HAS is seeking ways to optimize its fleet to match the organization's changing needs in reliability, resiliency, efficiency and life cycle condition.

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1.0 BACKGROUND

- 1.1 In 2018 the Houston Airport System (HAS) completed a multi-part analysis of its fleet management business model. The analysis included; benchmarking of fleet management at other airports, benchmarking of fleet management by non-airport entities, analysis of HAS's fleet size, use, and financials using 2016 and 2017 data; analysis of ownership vs. leasing models. The results of the analysis indicate that there is potential for optimizing the HAS fleet business model. Some of the identified potential solutions include, but are not limited to, fleet utilization tracking technology, outsourcing fleet maintenance, leasing and maintenance of a subset of light duty vehicles and/or heavy-duty vehicles/equipment, and clean/green fleet alternatives including those that are grant funded. The analysis also recommended that HAS develop a request for information to seek the input from fleet management industry experts.

2.0 STATEMENT OF NEED

- 2.1 The City of Houston, Houston Airport System , is considering soliciting proposals from Consultant(s)/Contractor(s) specializing in fleet management. This Request for Information will not result in a contract, but may be used to create a subsequent solicitation that may result in a contract. HAS would like to take into consideration all Consultant(s)/Contractor(s) who would be interested in participating in a future procurement, as well as provide a presentation on the procurement of fleet management business model alternatives to include all possibilities and considerations that HAS could utilize in the RFQ/RFP when issued. The presentation and all other related expenses must be at "NO COST" to the City and presentations will be scheduled with selected respondents to this RFI.
- 2.2 Please review the basic overview of the intended Scope of Services below. If you believe that your company/organization can provide recommendations to enhance the overall objective stated below and would be interested in providing a written and/or oral presentation in response to this RFI, please provide your contact information to include:
- 2.2.1. Company/Organization Name, Contact Person, Address, Telephone No., Fax No. and E-mail Address of the Respondent;
- 2.2.2. Executive Summary;
- 2.2.3. Technical Details of Respondent's proposed alternatives;
- 2.2.4. Delivery Schedule;
- 2.2.5. Alternative Capital and Operation and Maintenance (O&M) Costs; and,
- 2.2.6. O&M requirements and approach.

3.0 OBJECTIVE

3.1 The City of Houston, Houston Airport System is seeking information from fleet management consultants/contractors who can assist HAS in optimizing its fleet management business model to match the organizational changing needs in the areas of reliability, resiliency, efficiency and life cycle condition.

4.0 INFORMATION REQUESTED

4.1 It is requested that consultant(s)/contractor(s) provide an overview and technical details related to optimal fleet alternative business models for HAS.

4.2 The current HAS fleet is summarized in Figure 1:



- 4.3 Further details on HAS' current fleet is provided in the HAS Fleet Management Study 2018 Appendix (posted on HAS's website <http://www.fly2houston.com/>)
- 4.4 Consultant(s)/Contractor(s) are advised that the City may elect to invite selected respondents to participate in an oral presentation. The time allotted for the presentation may range from one to two hours, depending upon the overall number of presentations that are scheduled.
- 4.5 The goal of this RFI is to provide HAS with information in its efforts to optimize its fleet management business model.
- 4.6 Recommendations and comments are invited and will be reviewed and considered.

5.0 RFI SCHEDULE

Event	Date and Time
RFI Release Date	April 5, 2019
Information Conference	April 18, 2019 @ 10:00 A.M., CST
Deadline to Submit Questions	April 25, 2019 @ 2:00 P.M., CST
RFI Due Date	May 30, 2019 @ 2:00 P.M., CST

6.0 EXPENSES OF PREPARATION

- 6.1 The presentation and all other related expenses must be at “NO COST” to the City.

7.0 SPECIAL INSTRUCTIONS TO RESPONDENTS

- 7.1 Questions and comments regarding this RFI should be emailed to warren.ching@houstontx.gov.
- 7.2 The deadline for requests for additional information and questions is April 25, 2019 @ 2:00 P.M., CST. Please include the phrase “Questions: RFI HWC-HASFLE-2019-013 – Fleet Management Alternatives” in the subject line and provide all applicable contact information. HAS shall provide written responses to all questions received in writing before the deadline for additional information and questions. Questions received from all Respondent(s) shall be answered and posted on HAS's website <http://www.fly2houston.com> in the form of a Letter of Clarification (LOC).

- 7.3 Please indicate your interest to this RFI request by adhering to the following submittal procedure. Provide four (4) printed copies of the Response to this Request For Information, as well as four (4) complete copies on a memory stick (USB drive) in a sealed envelope to:

Houston Airport System
Supply Chain Management Office
Attn: Justina Mann, CPPO
18600 Lee Road
Humble, Texas 77338

8.0 GENERAL TERMS

- 8.1 Interested vendors are encouraged to submit information requested in this RFI.
- 8.2 All information provided, and expenses incurred must be at “NO COST” to the City. All responses will be subject to the Texas Public Information Act (TPIA). Any proprietary materials and/or trade secrets that must be submitted should be clearly and individually marked.
- 8.3 The City will not be liable for any costs of work performed in the preparation and production of any RFI response. By submitting a response to the RFI, respondent agrees not to make any claims for, or have any right to, damages because of any misunderstanding or misrepresentation of the information, or because of any misinformation or lack of information in the RFI. The responses to the RFI shall become the property of the City of Houston. The City has the right to adopt, modify, or reject any or all ideas presented in any material submitted in response to the RFI. Information provided may be used in a future RFQ/RFP.