



Tweed-New Haven Airport Authority

REQUEST FOR PROPOSALS FOR CONSULTING SERVICES

JUNE 14, 2024

The Tweed-New Haven Airport Authority (the “Authority”) a public instrumentality and political subdivision of the State created by Sec. 15-120g-o of the Connecticut General Statutes, as amended, seeks proposals for consulting services from qualified firms. The first year covered by this RFP will be the fiscal year commencing July 1, 2024.

All firms must prepare and submit their proposals in the manner set forth herein.

I. SCOPE OF SERVICES

Under the direction of the Executive Director of the Authority, provide consulting services to the Authority in the following areas:

- Assist with implementation and review of policies and procedures required under the Lease and Development Agreement with the New HVN LLC, the Management Agreement with Avports HVN LLC, and the Authority’s agreement with the City of New Haven
- Assist with the Authority’s cash and financial management processes including budgets and projections, review of fund balances and accounts payable/receivable, and tracking reimbursable costs and expenses
- Assist with oversight efforts such as developing approval templates, reviewing Lessee revenue share, and other required obligations under the Lease
- Assist the Authority with continuing reporting and compliance obligations including review and compilation of audit data, PFC quarterly reports, annual financial statements, and other state and federal requirements
- Participate in monthly Board meetings and other discussions as requested by the Executive Director
- Review PFC applications, capital planning documents, grant submittals and supporting documentation as requested
- Assist with discussions on City issues including balances owed and advances
- Assist the Authority with any financing efforts including conduit bonds
- Assist with ad-hoc requests from the Authority including air traffic analysis on destinations, markets, and airfares, or other economic or demographic research as needed.
- Attend meetings with the Authority, the Board, and other stakeholders to review existing and future agreements and discuss relevant issues
- Other items as requested by the Authority



II. EVALUATION CRITERIA

Firms will be evaluated on the basis of their written responses to this RFP, additional written information requested by the Authority, and oral interviews, if any, against the following criteria:

- Knowledge of issues impacting the Authority
- Experience of the firm working with airports (including knowledge of PFCs and AIP grants) as well as with private airport operators/developers
- Knowledge of accounting and financial processes impacting airports
- Qualifications of personnel and references
- Fees
- Adherence to the instructions in this RFP
- Conflicts or potential conflicts

III. GENERAL INFORMATION TO BE PROVIDED

All firms must address these issues and questions in the following order in their proposal.

- a. Provide a brief description of your firm including experience delivering the type of services requested under this RFP.
- b. Provide a brief description of the background of individuals who would be assigned to work with the Authority including experience with government fund accounting.
- c. Provide the hourly rates of individuals identified above. If your firm has discounted rates for public agencies such as the Authority, or has structured rate schedules, those rates should be identified.
- d. Provide the rates at which ancillary services would be billed, if any, including any other out-of-pocket expenses such as travel costs and mark-ups.
- e. Disclose any material assignments, relationships or other employment that your firm or any employee of your firm has that may create a conflict of interest or the appearance of a conflict of interest in serving the Authority. Describe any measures that would be taken to identify, disclose and resolve any possible conflicts of interest.
- f. Discuss any pending investigation or investigation during the past three (3) years by the State of Connecticut, the U.S. Internal Revenue Service or any other regulatory body or court (local, state or federal) regarding the conduct of your



firm, the firm's management or any individuals assigned to work with the Authority which might affect your ability to deliver the services described in this RFP.

- g. Please provide as references a minimum of three (3) clients for whom your firm has performed similar consulting services. For each reference, please provide a contact person and his or her telephone number and email address.

IV. SUBMISSION OF PROPOSALS

The following requirements must be observed in preparing and submitting a proposal:

- a. All inquiries or requests for clarification should be in writing and directed to Tom Rafter, Executive Director at administration@flytweed.com. Firms submitting a proposal may not contact members of the Authority Board of Directors about this RFP.
- b. The Authority shall not be liable for any pre-contract costs incurred by firms participating in the selection process.
- c. The entire proposal must not exceed 10 single-sided pages.
- d. Responses must include a cover letter signed by an individual authorized to enter into a contract with the Authority acknowledging that the firm agrees to be bound by all terms and conditions of the RFP and affirming that all information contained in the Proposal is true and accurately portrays the services to be provided.
- e. **Complete proposals shall be emailed to administration@flytweed.com no later than 5:00pm, JUNE 28th, 2024.** Proposals may be addressed to Tom Rafter, Executive Director.
- f. Proposals received after said time will not be considered.

V. REVIEW OF PROPOSALS

The Authority reserves the right to:

- a. Reject any and all proposals or waive any irregularities or informalities in proposals received.



- b. Negotiate the fees and charges contained in any proposal. The Authority is not obligated to accept a proposal based upon the lowest fee schedule and the Authority may award contracts for consulting services in any manner necessary to serve the best interest of the Authority.
- c. Request additional information as determined to be necessary, or request some or all firms to make oral presentations.

VI. TERMS OF AGREEMENT WITH THE AUTHORITY

- a. The Authority will assign work to the approved firm on a schedule determined to be necessary and appropriate by the Executive Director.
- b. The RFP, the selected proposal, and the negotiated and agreed Terms and Conditions shall constitute the agreement for consulting services (the "Agreement"). The selected firm agrees to be bound by the terms and conditions of the Agreement. All representations, warranties and commitments in the Proposal and approved modifications thereto are contractual obligations.
- c. Failure to perform to the satisfaction of the Authority shall be cause for termination.
- d. The term of the Agreement shall be for a period of one (1) year from the date of the Authority's acceptance of the firm's Proposal. Notwithstanding the Authority's right to terminate for cause, the Term will automatically be renewed for two (2) successive one year Terms ("Renewal Terms"), unless terminated by the Authority or by the consulting firm, by providing the other party with written notice of such termination not less than sixty (60) days prior to the last day of the Term or any Renewal Term.
- e. The Authority shall pay undisputed fees and charges within 30 days of receipt of invoices and any required documentation in proper form. Each invoice submitted to the Authority for services performed shall contain at least the following information:
 - i. A description of the services performed by each person;
 - ii. The time spent by each person (except in the case of any lump sum tasks); and
 - iii. Separate listing of any out-of-pocket expenses including copies of invoices.
- f. The selected firm shall secure and maintain, at no cost to the Authority, a professional liability policy in a form acceptable to the Authority.