



COUNTY OF SAN MATEO
Inter-Departmental Correspondence
Public Works



Date: August 8, 2014
Board Meeting Date: September 9, 2014
Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: Omnibus Airport Engineering and Planning Services for San Carlos and Half Moon Bay Airports

RECOMMENDATION:

Adopt a Resolution authorizing agreements with C&S Engineers, Inc. and Coffman Associates, Inc., for omnibus airport planning and engineering services, for the term of September 9, 2014 through September 8, 2017, in an amount not to exceed \$2,000,000 per agreement, or \$4,000,000 in aggregate.

BACKGROUND:

Your Board authorized similar airport engineering and planning services agreements in the past. The agreements are necessary to provide planning and engineering services for Federal Aviation Administration (FAA) and Airport Enterprise-funded current and future projects at the San Carlos and Half Moon Bay Airports (Airports). These projects include, but are not limited to, environmental studies, planning, noise analysis, security, safety, and infrastructure and maintenance improvements.

DISCUSSION:

Proposals were requested from consultants with experience in planning and engineering services related to general aviation airports and FAA grant-funded projects.

Representatives from the Department of Public Works (Department) and Real Property Services participated on the selection committee that reviewed the qualifications of the six proposals submitted. The committee recommended that the following firms be selected for the work to be performed: C&S Engineers, Inc., and Coffman Associates, Inc.

The FAA has reviewed and approved the consultant selection process and has authorized the County to proceed with agreements with the two firms for FAA grant-

funded planning and engineering projects. All studies and projects will be subject to FAA review and approval, as well.

The Department will issue individual Work Orders comprised of a scope of work and a not-to-exceed amount, to the contractor. The not-to-exceed amount for the individual Work Orders will vary; however, the cumulative sum of the Work Orders will not exceed the maximum amount of the Agreement(s).

The Department requests that your Board authorize the Director of Public Works or his designee be authorized to execute contract amendments which modify the contract terms and/or services so long as the modified term or services is/are within the current or revised fiscal provisions. The Department has received approval, from the County Manager's Office, to renew each contract for two additional one-year terms, for a maximum of five years.

The contractors have agreed to comply with the County's Contractor Employee Jury Service Ordinance, as well as all other contract provisions that are required by County ordinance and administrative memoranda, including, but not limited to, minimum insurance requirements, hold harmless clauses, and non-discrimination and equal benefits policies.

County Counsel has reviewed and approved the Resolution and Agreements as to form.

Approval of these Agreements contributes to the Shared Vision 2025 outcome of a Collaborative Community by allowing Airports to deliver various environmental, safety, security, maintenance and infrastructure projects at San Carlos and Half Moon Bay Airports for the benefit of airport users and the public.

FISCAL IMPACT:

The terms of these agreements are September 9, 2014 through September 8, 2017, with the option to extend the terms of each agreement for two additional one-year terms, for a maximum of five years. The not to exceed amount for these agreements is \$2,000,000 per agreement, or \$4,000,000 in aggregate. The cost of these contracts will initially be financed from the Airport Enterprise Fund. For FAA-grant funded projects, usually requiring a 5 percent local match, the Airport Enterprise Fund will ensure that there are sufficient funds available for matching funds and to manage the cash flow requirements of projects while monthly grant payments are being requested of the FAA. The Airport Enterprise Fund will finance all non-eligible FAA grant-funded projects.

There is no impact to the General Fund.

Exhibit A: Request for Proposals – Matrix

Request for Proposals – Matrix

1	Where was the RFP advertised?	American Association of Airport Executives (AAAE) Southwest Chapter of AAAE
2	In addition to any advertisement, list others to whom the RFP announcement was sent:	Public Works Website
3	State the total number of RFP's sent to prospective proposers:	RFP was publically available for download. All prospective firms were free to download. We are not aware of the total number of firms who viewed or downloaded the RFP.
4	How many proposals did you receive?	6
5	List in alphabetical order the names of the proposers (or finalists, if applicable) and the location:	Birdi Associates, Pasadena, CA Coffman Associates, Scottsdale, AZ C&S Engineers, Sacramento, CA Hill Int'l, San Francisco HRA, Los Angeles, CA KSA Engineers, McKinney, TX