



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 24-462

Board Meeting Date: 6/11/2024

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Ann M. Stillman, Director of Public Works

Subject: Agreements with Consulting Firms for On-Call Airport Engineering, Planning, Environmental and Architectural Services for the San Carlos and Half Moon Bay Airports

RECOMMENDATION:

Adopt a resolution authorizing:

- A) On-call airport engineering, planning, environmental and architectural services agreements with C&S Companies, Coffman Associates, and The KPA Group for the term of June 11, 2024 through June 10, 2027, for a total aggregate amount of \$3,500,000; and
- B) The Director of Public Works, or the Director's designee, to execute contract amendments to modify the County's maximum fiscal obligation for each contract by no more than \$25,000 and/or modify the contract term and/or services as long as the modified term and/or services is/are within the current or revised fiscal provision.

BACKGROUND:

The Department of Public Works (Department) maintains on-call agreements with various firms with subject matter knowledge in the areas of engineering, planning, environmental and architecture services on an as-needed basis for Federal Aviation Administration (FAA) and Airport Enterprise-funded current and future projects at the Airports. These projects include, but are not limited to, environmental, noise and planning studies, security, safety, infrastructure, and maintenance improvements.

The consultant selection process was completed in accordance with the County of San Mateo's Administrative Memorandum B-1, Contract Handbook, and FAA guidance on Architectural, Engineering and Planning Consultant Services for Airport Grant Funded Projects (FAA 150/5100-14). The Request for Qualifications Matrix describing the process and selected firms is attached as Exhibit "A".

DISCUSSION:

It is anticipated that numerous San Carlos and Half Moon Bay Airports (Airports) projects will require subject matter expertise to assist with the planning, environmental review, design, construction, and completion of projects. The work may include, but will not be limited to environmental review, planning, design, inspection and construction support work on current and proposed studies and infrastructure.

Qualifications were solicited from firms with expertise in engineering, planning, environmental and architectural services at similar airports and with FAA grant-funded projects. The solicitation was made through electronic mail and posting information to the Southwest Chapter of the American Association of Airports Executives website, the Department of Public Works webpage, and the Airports Division webpage.

On March 6, 2024, the Department received proposals from five firms and Department staff reviewed the submittals for completeness and qualifications. Based on the results of the review, the Department is recommending that the firms listed in Exhibit "A" be retained to provide on-call Airport engineering, planning, environmental, and architectural consulting services on an as-needed basis. The consulting service agreements are for a maximum aggregate amount of \$3,500,000 allocated as \$2,000,000 for C&S Companies to provide engineering and planning services, \$750,000 for Coffman Associates to provide planning and environmental services, and \$750,000 for The KPA Group to provide architectural services.

Consultants will be selected by the Department for specific projects and Task Orders will be issued to the firms. The Task Orders will detail the requirements of the project, including a scope of work and a not-to-exceed amount. Fees for individual Task Orders for specific projects or the sum of the fees for the various individual Task Orders, should the firm be assigned to more than one project, will not be greater than the not-to-exceed amount of the agreement.

The Department is requesting this Board authorize the Director, or the Director's designee, to execute contract amendments, which modify the County's maximum fiscal obligation for each contract by no more than \$25,000 and/or modify the contract term and/or services provided the modified term or services is/are within the current or revised fiscal provisions. Any contract amendments above the Director's authority would be brought to this Board for approval.

The term of the agreements is three years from June 11, 2024, through June 10, 2027, with the option to extend each agreement for two additional years, if needed. FAA grant funding and project cycles typically span five years.

County Attorney has reviewed and approved the resolution and agreements as to form.

FISCAL IMPACT:

The cost of these contracts will initially be financed by the Airport Enterprise Fund. FAA grants typically reimburse 90 percent of eligible project expenses. The remaining 10 percent of project costs will be funded by the Airport Enterprise Fund. The Airport will manage the cash flow requirements of projects while regular grant reimbursements are being requested of the FAA.

The Airport Enterprise Fund will fund Department initiated or non-FAA funded Task Orders.

There is no impact to the General Fund.

Attachment: Exhibit "A"