



County of San Mateo

Inter-Departmental Correspondence

Department: PUBLIC WORKS

File #: 19-1105

Board Meeting Date: 11/12/2019

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: James C. Porter, Director of Public Works

Subject: Agreements for Engineering, Planning, and Environmental Services or the San Carlos and Half Moon Bay Airports

RECOMMENDATION:

Adopt a resolution authorizing:

- A) Agreements for omnibus airport engineering, planning and environmental services with C&S Companies in the amount of \$2,500,000, Coffman Associates in the amount of \$2,000,000, and The KPA Group in the amount of \$1,500,000, for a total of \$6,000,000 in aggregate, for the term of November 05, 2019 through November 04, 2022; and
- B) The Director of Public Works to execute an option to extend each of the agreements for two additional years, extending the term to November 4, 2024.

BACKGROUND:

Your Board authorized similar airport engineering, planning and environmental services agreements in the past. These on-call agreements are necessary to provide engineering, planning and environmental 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, noise and planning studies, security, safety, infrastructure and maintenance improvements.

DISCUSSION:

Requests for Qualifications (RFQs) were requested from consultants with experience in planning, environmental and engineering services at similar airports and with FAA grant-funded projects.

A total of four RFQs were received. Representatives from the Department of Public Works (Department) participated on the selection committee that reviewed the RFQs submitted. The committee recommended that the following firms be selected for the work to be performed: C&S

Companies, Coffman Associates and The KPA Group based on experience and overall value to the County.

The Consultant Selection Process was completed in accordance with County contracting requirements and FAA guidance on *Architectural, Engineering and Planning Consultant Services for Airport Grant Funded Projects (FAA 150/5100-14)*. All studies and projects which receive grant funding will be subject to additional FAA review and/or approval.

The Department will issue individual Task Orders comprised of a scope of work, schedule and a not-to-exceed amount to the firm. The not-to-exceed amount for the individual Work Orders will vary; however, the cumulative sum of the Work Orders issued to each firm will not exceed the maximum amount of each firm's Agreement.

The Department requests that your Board authorize the Director of Public Works or their 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. FAA grant funding and project cycles span five years. Therefore, the Department has requested approval from the County Manager's Office to renew each contract for two additional one-year terms, for a maximum of five years.

The consultants have agreed to comply with all contract provisions that are required by County ordinance and administrative memoranda, including, but not limited to, minimum insurance requirements, hold harmless clauses, jury service, and non-discrimination and equal benefits policies.

County Counsel has reviewed and approved the resolution and agreements as to form. The Contract Compliance Committee has approved an option to extend the contract for two additional years to coincide with FAA project cycles timelines.

FISCAL IMPACT:

The cost of these contracts will initially be financed from the Airport Enterprise Fund and total \$6,000,000 in aggregate. FAA grant funded projects receive reimbursement of 90 percent of eligible project expenses. The remaining 10 percent of project costs will be funded by the Airport Enterprise Fund.

There is no impact to the General Fund.