



City of Arts & Innovation

City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: FEBRUARY 7, 2017**

FROM: GENERAL SERVICES DEPARTMENT **WARD: 3**

SUBJECT: RFQ #1650 - MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENT, GENERAL AVIATION AIRPORT DESIGN AND CONSTRUCTION MANAGEMENT WITH MEAD & HUNT, INC., FOR ON CALL DESIGN, ENGINEERING AND CONSTRUCTION MANAGEMENT CONSULTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS AT RIVERSIDE MUNICIPAL AIRPORT FOR A TERM OF 5 YEARS - AMOUNT NOT TO EXCEED \$250,000 - SUPPLEMENTAL APPROPRIATION

ISSUE:

Approve the Master Professional Consultant Services Agreement, General Aviation Airport Design and Construction Management, with Mead & Hunt, Inc., of Ontario, California, from Request for Qualifications (RFQ) No. 1650 for on call design, engineering, and construction management services associated with miscellaneous Airport Capital Improvement Projects, and other projects included in the Airport Master Plan at Riverside Municipal Airport for a five year term in an amount not to exceed \$250,000.

RECOMMENDATIONS:

That the City Council:

1. Approve the Master Professional Consultant Services Agreement, General Aviation Airport Design and Construction Management, with Mead & Hunt, Inc., for on call design, engineering, and construction management services associated with miscellaneous Airport Capital Improvement Projects, and other projects included in the Airport Master Plan at Riverside Municipal Airport for a five year term in an amount not to exceed \$250,000;
2. Authorize the City Manager, or his designee, to execute the Master Professional Consultant Services Agreement, General Aviation Airport Design and Construction Management, with Mead & Hunt, Inc., including making minor and non-substantive changes; and
3. Authorize the City Manager, or his designee, to execute project specific Supplemental Agreements, pursuant to Federal Aviation Administration regulations for separately negotiated projects under the Airport's Federal Aviation Administration Airport Capital Improvement Program under the Master Professional Consultant Services Agreement, General Aviation Airport Design and Construction Management, with Mead & Hunt, Inc., for a total not to exceed amount of \$250,000; and

4. Authorize the Chief Financial Officer, or designee, to temporarily appropriate expenditures on a project specific basis for each Supplemental Agreement, from the Airport Fund Balance to account numbers as assigned by the Finance Department and replace Airport funds upon receipt or denial of grant revenue.

COMMISSION RECOMMENDATION:

On December 14, 2016, the Board of Airport Commissioners provided unanimous support for approval of the Master Consulting Services Agreement with Mead & Hunt, Inc.

LEGISLATIVE HISTORY:

In accordance with Title 2 of the Code of Federal Regulations, Part 200, the U.S. Department of Transportation, Federal Aviation Administration (FAA) provides guidance to airports that accept federal grant funding in the selection of architectural, engineering and planning consultants.

FAA Advisory Circular 150/1500.14E further requires selection of a consultant based solely on qualifications such as experience with similar projects, record of past performance, extent of experience with the type of services required, technical resources, and proposed plan to meet Airport objectives, such as safety and protection of surrounding areas.

FAA requires the cost for services rendered for each project be negotiated separately from the award of a consultant agreement. FAA also requires an Independent Fee Estimate (IFE) prior to receiving the consultant's project proposal. The IFE may be performed by an independent engineering firm, or evaluated by qualified in-house staff (Section 2.12.1, FAA AC150/5100-14E).

BACKGROUND:

The General Services Department, Riverside Municipal Airport Division (Airport) recently adopted a 2016-2018 Two Year Budget and Five Year Capital Improvement Program, which included more than \$2.5 million of work at the Riverside Municipal Airport over the next five years.

Every December, the Airport submits a 5-year Airport Capital Improvement Plan (ACIP) to the Federal Aviation Administration (FAA). Projects proposed within the ACIP may be eligible to receive federal funding and may require professional design and engineering services. Compliance with these FAA guidelines is met by retaining an on call consultant for project design, engineering and construction management services.

On December 11, 2014, the City entered into a Professional Services Agreement with WSP Parsons Brinckerhoff to provide on call design and support services for Airport Capital Improvement Projects. That agreement expired on December 31, 2016.

DISCUSSION:

On September 22, 2016, the Airport issued RFQ # 1650 for design, engineering and construction management services to support the Airport's capital improvement program.

On October 28, 2016, the City received four responsive proposals. The selection committee consisting of one Airport Commissioner, the Airport Manager, and a representative from the General Services Capital Projects Division. The team reviewed and evaluated the proposals based on qualifications criteria defined in RFP # 1650 and in accordance with FAA guidance. Mead & Hunt, Inc. was selected as the most qualified firm to complete the work.

The Purchasing Services Manager concurs with the recommendation above.

The Master Professional Consultant Services Agreement with Mead & Hunt, Inc., will provide design, engineering and construction management services for projects identified in the ACIP or the Airport Master Plan. The Master Agreement pre-authorizes services to ensure projects are completed in an expeditious manner and in compliance with FAA guidance in an amount up to \$250,000 over the five year term.

For each individual project, the Airport will:

1. Request City Council authority to receive federal and/or state funding (where applicable).
2. Submit a Scope of Work to Consultant to prepare a cost proposal.
3. Obtain an Independent Fee Evaluation (IFE) for each project.
4. Negotiate fees with Consultant (verified through the IFE process).
5. Request that City Attorney prepare a Supplemental Agreement for Assigned Projects for execution by the City Manager, or his designee.

FISCAL IMPACT:

There is no fiscal impact to the General Fund. Airport funds for each assigned project are included in the Airport Fund (530) and have been approved as part of the Fiscal Year 2016-2018 Two Year Budget and Five Year Plan. Authority to accept grant funds will be requested from City Council as funding becomes available.

Prepared by: Carl Carey, General Services Director

Certified as to

availability of funds: Scott G. Miller, PhD, Chief Financial Officer/City Treasurer

Approved by: Marianna Marysheva, Assistant City Manager

Approved as to form: Gary G. Geuss, City Attorney

Attachment: Master Professional Consultant Services Agreement