



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JANUARY 4, 2022

FROM: GENERAL SERVICES DEPARTMENT WARD: 3

SUBJECT: REQUEST FOR QUALIFICATIONS NO. 2112 - MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENT, GENERAL AVIATION AIRPORT DESIGN AND CONSTRUCTION MANAGEMENT WITH MEAD & HUNT, INC., OF ONTARIO, CALIFORNIA, FOR ON CALL DESIGN, ENGINEERING AND CONSTRUCTION MANAGEMENT CONSULTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS AT RIVERSIDE MUNICIPAL AIRPORT FOR A TERM OF FIVE YEARS – FOR AN AMOUNT NOT TO EXCEED \$500,000

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 No. 2112 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 for an amount not to exceed \$500,000.

RECOMMENDATION:

That the City Council:

1. Approve a Master Professional Consultant Services Agreement with Mead & Hunt Inc., of Ontario, CA for on call design, engineering, and construction management services associated with Capital Improvement Projects at Riverside Municipal Airport for a five-year term, for an amount not to exceed \$500,000;
2. Authorize the City Manager, or designee, to execute a Master Professional Consultant Services Agreement with Mead & Hunt, Inc., including making minor and non-substantive changes; and
3. Authorize the City Manager, or designee, to execute project Supplemental Agreements as needed, for a total not to exceed amount of \$500,000 per firm over the agreement term, in substantially the same form as attached to this report, with subsequent reports back to the City Council from time to time on the addition or deletion of such new panel members.

AIRPORT COMMISSION RECOMMENDATION:

On November 18, 2021, the Airport Commission provided unanimous support for approval of the Master Professional Consulting Services Agreement with Mead & Hunt, Inc., of Ontario, California.

FEDERAL 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 accepting the consultant's project proposal. The IFE may be performed by an independent engineering firm or evaluated by qualified in-house staff.

BACKGROUND:

On September 22, 2016, the General Services Department, Airport Division issued a competitive Request for Qualifications No. 1650 for a consultant to provide engineering, planning, design, administration, and construction management associated with Airport Capital Improvement Projects.

On December 14, 2016, the Airport Commission unanimously recommended City Council approve a five-year agreement with Mead & Hunt, Inc.

On February 7, 2017, City Council awarded a Master Professional Consulting Services Agreement to Mead & Hunt, Inc. That agreement is set to terminate on January 31, 2022.

On July 13, 2021, the Airport issued RFQ No. 2112 for design, engineering and construction management services to support the Airport's capital improvement program.

On August 13, 2021, the City received four responsive proposals. The RFQ evaluation committee consisted of Airport Commission Chair Joe Vazquez, General Services Director Carl Carey, and the Airport Manager. The team evaluated the proposals based on qualification criteria defined in RFQ No. 2112 and in accordance with FAA guidance. Mead & Hunt, Inc. (Consultant) was selected as the most qualified firm to complete the work.

DISCUSSION:

In December of each year, the Riverside Municipal Airport (Airport) submits a five-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 FAA design standards is met by retaining an on-call consultant for project design, engineering and construction management services. The most recent five-year ACIP submitted includes over \$2 million dollars of investment to the Airport.

FAA regulations require design consultants be selected based solely on qualifications such as: experience with similar projects, experience of staff assigned to similar projects outlined in the RFQ, proposed plan to meet Airport concerns – phasing, safety, and protection of surrounding area. Federal regulation prohibits including pricing for services as part of the evaluation.

Over the next five years, the Airport's Capital Improvement Plan includes six capital projects totaling approximately \$2,500,000. Upcoming projects include a taxiway rehabilitation, aircraft apron rehabilitation, design/construction of a perimeter road, and the upgrade of runway lighting.

With the volume and complexity of upcoming Airport Capital Improvement Projects, it is in the best interest of the City to establish a formalized agreement with Mead & Hunt, Inc. The Consultant will provide airport engineering, design, environmental, administration and construction management services related to airport capital improvement projects, and other airport improvement projects that may arise during the term of the Agreement.

Four engineering firms submitted proposals to RFQ NO. 2112. The City's Purchasing Division determined the below companies to be responsive proposers and their respective submittals were evaluated by the committee described above.

Firms:
Borrelli and Associates, Inc
IMEG Corporation
Kimley-Horn and Associates, Inc.
Mead & Hunt, Inc.

Proposals were evaluated based on qualification criteria defined by federal regulations as outlined above and Mead & Hunt, Inc. was selected as the most qualified firm to complete the work.

In accordance with terms of the Agreement, the Consultant will complete all design and engineering services including, but not limited to, schematics, design development and preparing permit-ready construction drawings, including technical specifications and electronic drawings ready for contractor bidding.

Payment for design services provided by the Consultant will be negotiated on a project-by-project basis. FAA requires the proposed costs undergo an Independent Fee Evaluation. The evaluation may be conducted by an outside firm providing the similar types of services, or may be evaluated by in-house City staff, i.e. Public Works. If the evaluation is within 10% of the selected firm's proposal, FAA allows the Airport to proceed with the on-call design consultant.

A Supplemental Agreement will be prepared and submitted for each project undertaken with a detailed project vision and the agreed upon payment.

The Purchasing Manager concurs that the recommendation to approve the agreement is in compliance with Purchasing Resolution 23256.

STRATEGIC PLAN ALIGNMENT:

Approval of a Master Professional Consultant Services Agreement (Agreement) will contribute to the City's Strategic Priority No. 6 *Infrastructure, Mobility and Connectivity* and Goal 6.2 – Maintain, protect and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

The Agreement aligns with the Cross-Cutting Threads of the City's Strategic Plan as described below:

1. **Community Trust:** The Master Consultant Agreement ensures that each Airport capital project will be negotiated on a project-by-project basis, which builds community trust in the management of this general aviation airport.
2. **Equity:** Improvements to the Airport are for the benefit of all visitors and tenants and will meet all ADA requirements.
3. **Fiscal Responsibility:** Each project envisioned under the Agreement is subject to an Independent Fee Estimate, as described above. This process ensures the Airport is paying a fair price for design, construction management, and when required, environmental studies.
4. **Innovation:** The selected company has a proven track record of meeting the most current standards established by the FAA.
5. **Sustainability and Resiliency:** As FAA rules and regulations evolve, the selected company will work with the Airport to adapt to future change.

FISCAL IMPACT:

The fiscal impact of this action will not exceed \$500,000 over the five-year term of the Agreement. Airport funds for each project will be included in the Airport Fund and Staff will seek City Council approval as part of future fiscal year budget requests. Any additional funding not budgeted or available in the current fiscal year, including grant awards, will be brought forward to City Council for authorization and acceptance.

Prepared by:	Carl Carey, General Services Director
Certified as to	
Availability of funds:	Edward Enriquez, Chief Financial Officer/Treasurer
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney

Attachment:

1. Master Professional Consultant Services Agreement with Mead & Hunt, INC.
2. RFQ Award Recommendation