



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: JUNE 7, 2016

FROM: GENERAL SERVICES DEPARTMENT WARD: 3

SUBJECT: RFQ NO. 1604 - RIVERSIDE MUNICIPAL AIRPORT AIRCRAFT APRON AND RUNWAY REHABILITATION DESIGN - PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH MEAD & HUNT FOR \$117,613

ISSUE:

The issue for City Council consideration is to approve a Professional Consultant Services Agreement from Request for Qualifications (RFQ) No. 1604 for design services for the rehabilitation of an aircraft apron and runway at the Riverside Municipal Airport, with Mead & Hunt of Ontario, California, in the amount of \$117,613.

RECOMMENDATION:

That the City Council:

1. Approve a Professional Consultant Services Agreement with Mead & Hunt of Ontario, California, in an amount of \$117,613 to provide design services for the rehabilitation of an aircraft apron and runway at the Riverside Municipal Airport; and
2. Authorize the City Manager, or his designee, to execute a Professional Consultant Services Agreement with Mead & Hunt, including making minor and non-substantive changes.

BACKGROUND:

Federal Aviation Administration (FAA) guidelines require airport sponsors (Airport) to adhere to the following steps when seeking federal grants:

1. apply for federal grant;
2. solicit a qualified consultant;
3. adopt legislation (resolution) to accept a grant;
4. negotiate the contract amount;
5. conduct an Independent Fee Estimate (IFE)
6. award the contract; and
7. notify FAA that consultant has been awarded contract.

The following actions have been taken to meet FAA guidelines:

In December 2015, Riverside Municipal Airport (Airport) applied for a Federal Aviation

Administration (FAA) grant in the amount of \$108,500 for design services associated with the rehabilitation of approximately 600,000 square feet of aircraft apron and Runway 09/27 (Project).

On March 29, 2016, the General Services Department, Airport Division issued a competitive Request for Qualifications (RFQ) No. 1604 for a consultant to provide design services for the Project. Three consulting firms submitted proposals for consideration. It should be noted federal aviation regulations require design consultants to be selected based solely on qualifications (such as experience with similar projects, experience of staff assigned to this project, proposed plan to meet Airport concerns – phasing, safety, and protection of surrounding area).

On April 5, 2016, City Council adopted a Resolution to accept \$108,500 from the Federal Aviation Administration and \$5,425 from the State of California, Department of Transportation, Division of Aeronautics, equaling \$113,925 of the total project amount of \$120,556. The estimated \$6,631 balance of the project is the required matching funds that are available in Professional Services Account No. 2245000-421000.

Staff reviewed the proposals received from RFQ No. 1604.

Firm
Mead & Hunt, Ontario, CA
AE Consulting, Inc. Tustin, CA
WSP Parsons Brinkerhoff, San Bernardino, CA

Proposals were evaluated based on qualifications criteria defined by federal aviation regulations as outlined above and Mead & Hunt (Consultant) was selected as the most qualified firm to complete the work.

Staff negotiated the terms and conditions for a Professional Services Agreement (Agreement) for the Project. Under the terms of the Agreement, Consultant will complete all design and engineering services including, but not limited to schematics, design development and permit ready construction drawings, including technical specifications and electronic drawings ready for contractor bidding for the Project. Consultant will complete the Project within 120 days of the Notice to Proceed (NTP). NTP will be issued following award of federal and state grants.

Staff negotiated with Mead & Hunt for a contract price of \$117,613. The City's General Services Department conducted an independent fee estimate as required by federal regulation, and determined the proposed fee is within the 10% variance allowed by federal regulation. The General Services Department fee estimate was determined to be \$117,590.

Upon City Council authorization to award the Agreement to Consultant, staff will notify FAA. FAA anticipates awarding the grant funds for this Project in June 2016. State grant rules require grantees (Airport) to be awarded federal funds prior to completing the state grant application process. As a result, Airport will apply for a grant with the State of California Division of Aeronautics in the amount of \$5,425 as outlined in the April 5, 2016 report to City Council.

FISCAL IMPACT:

There is no fiscal impact to the General Fund. Upon award of grants from the FAA and the State of California, sufficient funds will be available in an account to be assigned by the Finance Department with required Airport matching funds estimated at \$6,631 budgeted in the Airport Professional Services Account.

Prepared by:	Carl Carey, General Services Director
Certified as to	
Availability of funds:	Scott G. Miller, Interim Finance Director/Treasurer
Approved by:	Marianna Marysheva-Martinez, Assistant City Manager
Approved as to form:	Gary G. Geuss, City Attorney
Attachment:	Professional Consultant Services Agreement with Mead & Hunt