



*City of Arts & Innovation*

# AIRPORT COMMISSION

**TO: HONORABLE COMMISSIONERS**

**DATE: DECEMBER 14, 2016**

**FROM: GENERAL SERVICES DEPARTMENT**

**SUBJECT: RFQ NO. 1650 - MASTER PROFESSIONAL CONSULTING SERVICES AGREEMENT WITH MEAD & HUNT, INC., FOR ON CALL DESIGN, ENGINEERING AND CONSTRUCTION MANAGEMENT CONSULTING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS AT RIVERSIDE MUNICIPAL AIRPORT IN AN AMOUNT NOT TO EXCEED \$250,000 FOR A PERIOD OF FIVE (5) YEARS**

## **ISSUE:**

Recommend that the City Council approve a Master Professional Consulting Services Agreement with Mead & Hunt, Inc., Ontario, California based on RFQ No. 1650 for engineering, planning, design, administration, and construction management services associated with miscellaneous Airport Capital Improvement Projects, and other projects included in the Airport Master Plan at Riverside Municipal Airport in an amount not to exceed \$250,000 for a period of five (5) years.

## **RECOMMENDATIONS:**

That the Airport Commission recommend that City Council approve a Master Professional Consulting Services Agreement with Mead & Hunt, Inc., Ontario, California, to provide engineering, planning, design, administration, and construction management associated with miscellaneous Airport Capital Improvement Projects.

## **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 capital improvement work at the Riverside Municipal Airport over the next five years.

Additionally, in December of every year, 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. Therefore, to comply with FAA guidance outlined above, the Airport retains 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 expires on December 31, 2016.

## **DISCUSSION:**

The Master Consultant Services Agreement authorizes a Consultant to provide design, engineering and construction management services for projects identified in the ACIP or the Airport Master Plan and ensures projects are completed in an expeditious manner and in compliance with FAA guidance in an amount up to \$250,000 over a 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).
4. Negotiate fees with Consultant (verified through the IFE process).
5. Request that City Attorney prepare a Supplemental Agreement for Assigned Project.

## **RFQ 1650**

On September 22, 2016, the General Services Department, Airport Division issued a competitive Request for Qualifications (RFQ) No. 1650 to support the Airport division's capital improvement program.

On October 28, 2016, the City received four (4) responsive proposals. The selection committee consisting of one Airport Commissioner, the Airport Manager, and a representative from the Capital Projects Division of the General Services Department reviewed and evaluated the proposals. Based on qualifications criteria defined in RFP No. 1650 in accordance with FAA guidance, Mead & Hunt, Inc. is recommended as the most qualified firm to complete the work.

## **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 City Council Fiscal Year 2016-2018 Two Year Budget and Five Year Plan adoption. Authority to accept grant funds will be

requested from City Council as funding becomes available. Upon award of FAA or other grants, sufficient funds will be available in an account to be assigned by the Finance Department.

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