



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: AUGUST 5, 2025

FROM: AIRPORT WARD: 3

SUBJECT: APPROVE A PROFESSIONAL CONSULTANT SERVICES AGREEMENT TO COFFMAN ASSOCIATES, INC. IN THE AMOUNT OF \$849,157 FOR THE PREPARATION OF THE AIRPORT ECONOMIC IMPACT STUDY/ DEVELOPMENT PLAN AND MASTER PLAN FOR RIVERSIDE AIRPORT UNDER REQUEST FOR PROPOSALS NO. 2423 AND AUTHORIZE 15% CHANGE ORDER AUTHORITY UP TO \$127,373.55 FOR A TOTAL NOT TO EXCEED AMOUNT OF \$976,530.55, INTERFUND TRANSFER AND SUPPLEMENTAL APPROPRIATION IN THE AMOUNT OF \$976,530.55 FROM THE GENERAL FUND INFRASTRUCTURE RESERVES TO THE AIRPORT FUND, AIRPORT MASTER PLAN PROJECT – SUPPLEMENTAL APPROPRIATION – INTERFUND TRANSFER

ISSUE:

Approve the Professional Services Agreement to Coffman Associates, Inc., a Missouri corporation, in the amount of \$849,157 for the Airport Economic Impact Study/Development Plan and Master Plan for the Riverside Airport, located at 6951 Flight Road as requested in RFP No. 2423; and authorize 15% change order authority up to \$127,373.55 for a total not to exceed amount of \$976,530.55 and supplemental appropriation in the amount of \$976,530.55.

RECOMMENDATIONS:

That the City Council:

1. Approve the Professional Services Agreement to Coffman Associates, Inc., a Missouri corporation, in the amount of \$849,157 for the Airport Economic Impact Study/Development Plan and Master Plan for the Riverside Airport, located at 6951 Flight Road as requested in RFP No. 2423;
2. Authorize 15% change order authority in an amount up to \$127,373.55 for project changes including, but not limited to, unforeseen conditions, or necessary design changes;
3. With at least five affirmative votes, authorize the Chief Financial Officer, or designee, to record all necessary interfund transfers and supplemental appropriations in the amount of \$976,530.55 from the General Fund Infrastructure Reserve to the Airport Fund, Airport Master Plan Project revenue and expenditure accounts; and

4. Authorize the City Manager, or his designee, to execute a Professional Consultant Services Agreement with Coffman Associates, Inc. including making minor and non-substantive changes.

BACKGROUND:

Riverside Airport is a Federal Aviation Administration-designated Reliever Airport located in Riverside, California. Owned and operated by the City of Riverside, this General Aviation (GA) Airport is served by a federal contract control tower, operated part-time 7am-8pm local, seven days per week. The Airport has two runways – runway “9/27”, which is 5,401 ft long, and runway “16/34” which is 2,850 feet long. The Airport includes approximately 550 acres.

The Riverside Airport is the no. 1 ranked airport in California with a Federal Contract Tower busy airport with approximately 130,000 aircraft operations in 2023 and a record 144,000 aircraft operations in 2024. When comparing all 526 airports in the US, the Riverside Airport is ranked no. 116 busiest airport.

The Airport is home to 200+ based aircraft and five flight schools with nearly 400 total students actively engaged in flight training.

Airport Master Plan

The current Airport Master Plan was prepared in 2010 and includes six chapters:

- Chapter 1 – Inventory
- Chapter 2 – Forecasts
- Chapter 3 – Airport Facility Requirements
- Chapter 4 – Alternatives
- Chapter 5 – Recommended Master Plan Concept
- Chapter 6 – Capital Improvement Program

The current Airport Master Plan served the City well outlining critical needs and projected growth anticipated to help prioritize capital projects; however, it will sunset in 2027 and the Airport has begun to exceed the Plan’s expectations. For example, the Airport Master Plan forecasted peak operations would reach a maximum of 134,600 operations in 2027. However, the Riverside Airport hit and exceeded peak operations three years early. The City’s aircraft operations in 2024 was 144,000, exceeding projected operations by 10,000 operations. The Riverside Airport activity levels demonstrate the need to plan for the future given Airport operations continue to grow and exceed expectations. Further, there are two significant Riverside Airport development opportunity areas, the Westside and Northside, that have received recent interest and offer tremendous promise for the Riverside Airport’s future.

DISCUSSION:

Airport Master Plan

The current Airport Master Plan was prepared in 2010 and needs to be updated given Airport operational activity has significantly increased since 2010, and currently exceeds the peak operations projected by the Master Plan. The Airport requires an inventory of current facilities and a projection of future demand with the need to ensure that facility growth occurs to meet this future demand. It is also desired that a fresh, innovative approach to future airport development meets future demand and creates a more financially self-sustaining business model.

The Airport does not currently have an Economic Development Plan, and the City desires such a plan to guide future economic development at the airport in compliance with FAA regulations to

generate additional revenues, contributing to the financial self-sufficiency of the airport. As the number of flight schools, based tenants, and aircraft operations has grown, the current city and airport leadership are focused on renewed economic vitality of the airport.

The Airport does not currently have an Economic Impact Study, which quantifies the economic benefits of the airport to the region. The city desires such a study to measure the direct, indirect, and induced economic impacts of the airport to the economy.

RFP

On November 7, 2024, the Purchasing Division of the Finance Department issued RFP No. 2423 through the online bidding system, Planet Bids, seeking consultant services from experienced firms to provide three deliverables: (a) Airport Economic Development Plan, (b) Airport Economic Impact Study and (c) Airport Master Plan. A total of 934 City of Riverside vendors and 500 external vendors were notified.

The solicitation notification is summarized in the table below:

Action	Number of Vendors
External Vendors Notified	500
City of Riverside Vendors Notified	934
Vendors who downloaded the RFP	59
Proposals received	1

A non-mandatory pre-proposal meeting was held on **November 19, 2024**, with three (3) vendors in attendance. RFP **2423** closed on December 19, 2024, with a total of **one (1)** response. Purchasing sent out a questionnaire the same day to receive feedback from the Prospective Proposers on why the RFP was downloaded but failed to provide a proposal submission. The responses received included scope too big, scope too small, and other. All responses were found to be responsive and responsible. Under the guidance of the purchasing department, **five (5)** City staff evaluated the proposals. The evaluation criteria, total points and rankings for the evaluation are summarized in the table below:

Evaluation Criteria	Total Points
General Approach to the Project	20%
Experience (Projects of similar size & scope)	25%
Familiarity with FAA Procedures and Personnel	15%
Professional References	20%
Pricing	20%

Evaluation Results

Vendor	Location	Total Cost	Total Points	Rank
Coffman Associates, Inc.	Overland Park, KS	\$872,265	92.20	1

On March 13, 2025, Purchasing requested a Best and Final Offer (BAFO) from Coffman Associates, Inc. The BAFO was returned and Coffman Associates, Inc. reduced their pricing without changing the scope from \$872,265.00 to \$849,157.00 resulting in a \$23,108.00 savings.

BAFO Results

Vendor	Location	Bid Amount	Rank
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Coffman Associates, Inc.	Overland Park, KS	\$ 849,157	1
Task 1: Economic Impacts and Development <i>Deliverable 1: Airport Economic Development Plan \$195,839</i> <i>Deliverable 2: Airport Economic Impact Study \$82,484</i> Task 2: Master Plan <i>Airport Master Plan with Optional AGIS Aeronautical Survey \$570,834</i>			

Coffman Associates, Inc. was the only responsive bidder that will provide three deliverables: (a) Airport Economic Development Plan, (b) Airport Economic Impact Study and (c) Airport Master Plan with Optional AGIS Aeronautical Survey in the amount of \$849,157.00.

Staff is also requesting a 15% contingency in the amount of \$127,373.55 for a total not to exceed amount of \$976,530.55 for unanticipated changes.

Purchasing Resolution 24101, Section 508 Awards states, "Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder... (c) Contracts procured through Formal Procurement for Services or Professional Services, where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall be awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications, except that a local Proposer may be given preference pursuant to Section 704 "Preference Policy", where the difference in price proposal between the local Proposal and the lowest price proposal does not exceed five percent (5%) of the lowest price proposal;"

The Purchasing Manager concurs that the recommendation to award is in compliance with Purchasing Resolution No. 24101.

STRATEGIC PLAN ALIGNMENT:

This item supports Strategic Priority No. 6 – Infrastructure, Mobility & Connectivity and supports 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.

This item aligns with EACH of the Cross-Cutting Threads of the City's Strategic Plan as described below:

1. **Community Trust** – The planning process involves engagement and transparency, helping build trust with residents by showing that the airport's growth is being responsibly and thoughtfully managed.
2. **Equity** – The plan ensures that future airport improvements consider accessibility for all populations, including underserved communities, by addressing transportation needs, job creation, and environmental justice.
3. **Fiscal Responsibility** – To identify funding sources, prioritizing investments, and planning phased improvements, the master plan ensures the airport's growth is cost-effective and financially sustainable.
4. **Innovation** – The plan incorporates emerging technologies, green infrastructure, and modern aviation trends to keep the airport competitive, efficient, and forward-looking.
5. **Sustainability & Resiliency** – Environmental stewardship and long-term resilience are

core to the plan, ensuring the airport adapts to climate change, reduces its carbon footprint, and supports sustainable infrastructure.

FISCAL IMPACT:

The fiscal impact of this action is \$976,530.55.

Due to limited financial capacity within the Airport Fund, the proposed study—critical for guiding the airport’s long-term strategic and financial development—requires supplemental support. Existing revenue sources are insufficient to cover large-scale planning without impacting day-to-day operations. The General Fund’s Infrastructure Reserve funds offer an appropriate and timely solution, enabling progress while preserving operational stability.

The study aims to strengthen the airport’s fiscal foundation by identifying new revenue opportunities, improving cost efficiency, and supporting strategic planning. By enhancing financial forecasting and operational effectiveness, the airport will be better positioned to compete regionally and nationally while progressing toward greater self-sustainability.

Upon Council approval, a supplemental appropriation and interfund transfer will be recorded in the amount of \$976,530.55 as detailed in Table 1. There are sufficient General Fund Infrastructure Reserves to support the interfund transfer and supplemental appropriations.

Table 1. Interfund Transfer/Supplemental Appropriation

Fund	Program/Project – Account Desc	Account	Amount
Transfers			
General Fund	Infrastructure Reserves	0000101-299206	(\$970,530.55)
	GF Transfer Out	7223600-990530	\$970,530.55
Revenue			
Airport Fund	Airport Master Plan Project – Transfer In	9930600-985101	\$970,530.55
Expenditure			
Airport Fund	Airport Master Plan Project – Professional Services	9930600-421000	\$970,530.55

Prepared by:	Daniel Prather, Airport Manager
Approved by:	Daniel Prather, Airport Manager
Certified as to availability of funds:	Kristie Thomas, Finance Director/Assistant Chief Financial Officer
Approved by:	Rafael Guzman, Assistant City Manager
Approved as to form:	Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. Agreement
2. Bid Award Recommendation