



# City Council Memorandum

*City of Arts & Innovation*

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**TO: HONORABLE MAYOR AND CITY COUNCIL**      **DATE: JANUARY 27, 2026**

**FROM: AIRPORT**      **WARD: 3**

**SUBJECT: APPROVE FIRST AMENDMENT TO THE MASTER PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH MEAD & HUNT, INC. TO ADD ADDITIONAL COMPENSATION IN THE AMOUNT OF \$500,000, FOR A TOTAL REVISED CONTRACT AMOUNT NOT TO EXCEED \$1,000,000.**

**ISSUE:**

Approve First Amendment to the Master Agreement with Mead & Hunt, Inc. to increase the compensation in the amount of \$500,000, not to exceed \$1,000,000.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the First Amendment to the Master Professional Consultant Services Agreement with Mead & Hunt, Inc. to increase the compensation in the amount of \$500,000, not to exceed \$1,000,000; and
2. Authorize the City Manager, or his designee, to execute the First Amendment to the Master Professional Consultant Services Agreement with Mead & Hunt, Inc., including making minor and non-substantive changes.

**BACKGROUND:**

Every December, the Airport submits a 5-year Airport Capital Improvement Plan (ACIP) to the Federal Aviation Administration (FAA). For fiscal year 2025-26, the ACIP included approximately \$1.2 million of work at the Riverside Municipal Airport over the next five years. Projects proposed within the ACIP may be eligible to receive federal funding and may require professional design, engineering services and administrative services. Compliance with these FAA guidelines may be met by retaining an on-call consultant for project design, engineering, construction management services and administrative services.

On January 11, 2022, City Council awarded a Master Professional Consulting Services Agreement with Mead & Hunt, Inc., Ontario, California based on - Request for Qualifications (RFQ) 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 in an amount not to exceed \$500,000 through January 10, 2027. Consulting Services received from Mead & Hunt, Inc. for the period of

January 2022 – November 2025 total \$461,144.50, which leaves \$38,855.50 remaining. There are additional projects, including two FAA grants, that will total approximately \$500,000 through January 2027.

## **DISCUSSION:**

On January 4, 2022, City Council approved the Agreement with Mead & Hunt per Purchasing Resolution 23256 Section 508 which states, “Contracts procured through Formal Procurement shall be awarded by the Awarding Entity to the Lowest Responsive and Responsible Bidder, except that... (c) Contracts procured through Formal Procurement for the Services or Professional Services where a Request for Proposals or Request for Qualifications was used to solicit Bids, shall awarded by the Awarding Entity in accordance with the evaluation criteria set forth in the Request for Proposals or Request for Qualifications.”

Consulting and administrative services associated with Airport Capital Improvement Projects scheduled through January 31, 2027, are estimated to cost \$407,259.30, of which \$387,866 is eligible for grant reimbursement. Staff recommend amending the Master Professional Consultant Services Agreement with Mead & Hunt, Inc. to increase the total contract amount to \$1,000,000, which includes a contingency of \$53,885.20, to account for unanticipated challenges and ensure that grant deadlines are not impacted by consultant procurement.

Purchasing Resolution 24101 Section 1104 states, “Unless otherwise specifically authorized by the Awarding Entity, Change Orders which cumulatively exceed the following will require Awarding Entity approval.... (c) 10% of the original contract price for Contracts and/or Purchase Orders previously approved by the Awarding Entity and the total Change Order amount will not exceed \$150,000.”

The Purchasing Manager concurs that the recommended actions comply with Purchasing Resolution 24101.

## **FISCAL IMPACT:**

The total fiscal impact of the amendment is an increase to the contract of \$500,000. The agreement will be charged to various current and future grant projects and operating accounts on an as needed basis and those projects and accounts with available budget. The following accounts have sufficient funding for the project and future grant awards will utilize the agreement as well:

Current Available Funding (does not include future grant funding)			
Fund	Operating/Project – Account Desc	Account	Amount
Airport Fund	Airport Professional Services	1165000-421000	\$36,000
	Airport Maintenance/Repair	1165000-424130	\$85,000
	Airport Pavement Management Study City Funds	9283610-440301	\$5,500
	Runway Safety Area Erosion City Funds	9283710-440301	\$14,170
Grants and Restricted Programs	Airport Pavement Management Study	9283600-421000	\$104,500
	Runway Safety Area Erosion City	9283700-421000	\$297,536

Prepared by: Daniel Prather, Airport Manager  
Approved by: Daniel Prather, Airport Manager  
Certified as to  
availability of funds: Julie Nemes, Interim Finance Director  
Approved by: Gilbert Hernandez, Interim Assistant City Manager  
Approved as to form: Rebecca McKee-Reimbold, Interim City Attorney

Attachments:

1. First Amendment to the Master Professional Consultant Services Agreement
2. Master Professional Consultant Services Agreement