



Agenda Submittal

Agenda #: 10 **Status:** Approved
Type: Contract **Department:** General Services
File #: 17-809 **Contact:** Dave Daly, 469-4600
Agenda date: 11/7/2017 **Final action:** 11/7/2017
Title: Approve a three year contract beginning November 7, 2017 and ending November 6, 2020 with Mead & Hunt, Inc. of Santa Rosa to provide as needed consulting services to support Nut Tree Airport capital improvement projects; and Authorize the County Administrator, or designee, to execute the contract and any modifications or amendments within approved project budgets
Governing body: Board of Supervisors
District: District 4
Attachments: 1. A - Contract, 2. B - Responding Firms, 3. Executed Contract, 4. Minute Order

Date	Ver.	Action By	Action	Result
11/7/2017	1	Board of Supervisors	Approved	

Published Notice Required? Yes ☐ No ☒
Public Hearing Required? Yes ☐ No ☒

DEPARTMENTAL RECOMMENDATION:

The Department of General Services recommends that the Board:

1. Approve a three year contract beginning November 7, 2017 and ending November 6, 2020 with Mead & Hunt, Inc. of Santa Rosa to provide as needed consulting services to support Nut Tree Airport capital improvement projects; and
2. Authorize the County Administrator, or designee, to execute the contract and any modifications or amendments within approved project budgets.

SUMMARY:

The Airport conducted a competitive qualifications-based selection process for Airport engineering consultant services. Following review of qualifications, Mead & Hunt, Inc. was deemed the most qualified firm to provide consulting services in support of Airport capital projects. Key services that are expected to be provided by Mead & Hunt, Inc. include engineering, design and construction management services on Airport capital improvement projects. A complete scope of services is provided with the recommended contract (Attachment A)

FINANCIAL IMPACT:

Since there is no guarantee of any base level of work for the selected firm, expenses for Airport consultant services will be paid from Board approved appropriations for individual Airport capital projects and the Airport operating budget. Therefore, there is no financial obligation to have this contract in place to activate services on an as-needed basis. Separate work authorizations will be executed by the County Administrator, or designee, as individual scopes of work are prepared within approved budget appropriations. There is no dollar value or financial obligation associated with approval of the recommended contract.

DISCUSSION:

The County issued a Request for Qualifications (RFQ) between August 9 and September 8, 2017 inviting a Statement of Qualifications (SOQ) in response to the RFQ by airport engineering consulting firms. Three SOQ's were received from IMEG, Brandley Engineering, and Mead & Hunt, Inc (Attachment B). Following evaluation and ranking of each firm's qualifications, Mead & Hunt, Inc. was deemed the best qualified and experienced firm to support airport capital improvement projects including engineering design and construction services. Mead & Hunt, Inc. has a broad base of experience and can provide a variety of professional engineering disciplines.

Mead & Hunt has previously provided airport engineering design and construction services to the County on major runway and taxiway construction projects. Mead & Hunt, Inc. has satisfactorily performed work in the past for the County, has been responsive to the needs of the Airport, and delivered design and construction projects on schedule and within or under budget.

ALTERNATIVES:

1. The Board may elect to not approve the recommended contract. This action is not recommended since the design of capital projects planned for FY2017/18 needs to proceed to allow development to occur during the 2018 construction season.
2. The Board could elect not to delegate signing authority the County Administrator or designee. This action is not recommended since delegated authority will enable efficient authorization and management of consulting services to support airport capital projects.

OTHER AGENCY INVOLVEMENT:

County Counsel provided legal guidance during the solicitation process and approved the recommended contract as to form.

CAO RECOMMENDATION:

APPROVE DEPARTMENTAL RECOMMENDATION