



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C19

For the meeting of: July 24, 2018

Date: July 6, 2018

To: Board of Supervisors

From: Thomas K. Mattson, Public Works Director *CM*

Subject: Request for Proposal Regarding Aviation Consulting and Engineering Services

RECOMMENDATION(S): That the Board of Supervisors:

Authorize the Department of Public Works, Aviation Division to advertise and distribute the attached Request for Proposal for Qualified Aviation Consulting and Engineering Services firm regarding planning, designing, administration, and subcontracting special services for Airport Capital Improvement Projects (ACIP) resulting in Federal Aviation Administration (FAA) approved Airport Improvement Program (AIP) projects.

SOURCE OF FUNDING:

The FAA AIP projects approved grants with administration funds included with a Statement of Work (SOW) for individual grants.

Humboldt County Aviation Division 3530-381

Aviation Capital Projects 3539-170

Prepared by Bill McKown, Airport Director (Interim)

CAO Approval *[Signature]*

REVIEW:	<i>CM</i>	<i>JN</i>			
Auditor	County Counsel	Personnel	Risk Manager	Other	

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT

Upon motion of Supervisor *Wilson* Seconded by Supervisor *Bass*

Ayes *Bass, Fennell, Sundberg, Bohn, Wilson*

Nays

Abstain

Absent

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *7/24/18*

By: *[Signature]*

Kathy Hayes, Clerk of the Board

DISCUSSION:

The Airport Division and the Public Works Department are requesting proposals from interested and qualified aviation consulting and engineering firms for planning, administration and subcontracted special services for California Redwood Coast - Humboldt County Airport and the county's additional airports.

Humboldt County owns and operates six public-use airports; California Redwood Coast-Humboldt County Airport (ACV), a Title 14, Code of Federal Regulations (CFR), Part 139 (14 CFR Part 139) certificated air carrier and general aviation facility and five general aviation facilities Dinsmore (D63), Garberville (O16), Kneeland (O19), Murray Field (EKA) and Rohnerville (FOT) Airport.

The purpose of this request for proposal is to obtain information about and select an aviation consultant and engineering firm interested in providing the professional and technical services listed in the paragraph below. Services will be for a period of 5 years. The information obtained will be utilized by Humboldt County to evaluate each interested firm by utilizing the criteria outlined in the Request for Proposal (RFP).

The services may include, but are not limited to: the planning, project administration, design, bidding, program management, constructing, sub-contracting, construction phases of apron expansions, hangars, control tower, fuel farm, terminal area facilities, capital improvement planning, Airport Layout Plan (ALP) updates, airfield lighting, signage plans, Geographic Information System (GIS) files and exhibit drawings, grant applications, administration processing, land acquisition program assistance, land use / zoning, Part 77 obstruction analysis, airport master planning, feasibility studies, aircraft noise studies, Terminal Improvement Plan (TIP), Airport Capital Improvement Plan (ACIP) and other planning and environmental projects as determined by Humboldt County. These services also may include subcontracted special services such as surveying, geotechnical, environmental, construction observation, and quality assurance testing.

Due to limited staffing, certain professional services needed to complete such projects must be contracted out to comply with applicable state and federal laws and regulations. The attached RFP meets the FAA Advisory Circular 150/5100-14E requirements. Preliminary scope of services, required qualifications, and evaluation criteria are developed so the Airport Review and Selection Committee may select a firm to provide needed aviation professional expertise for the ACIP.

Once the review, evaluation, selection and contract negotiation processes outlined in the attached RFP are completed, the Airport Division in partnership with the Department of Public Works will return to the Board of Supervisors seeking to approve the ACIP leading to FAA AIP grant awards and ultimately the execution of the projects.

Accordingly, staff recommends that the Board of Supervisors approve and authorize the Airport Division to issue the attached RFP regarding professional airport consulting and engineering services.

FINANCIAL IMPACT:

The FAA AIP awarded grants are funded at 90 percent and will require 10 percent local match. The Aviation Division is looking at options to assist with the local match, one option may be a recent notification by California Department of Transportation (Caltrans) Aeronautical Division,

state funding is available to assist in AIP grants to share county match in California's state budget year 2019. This is "first come, first serve" to fund.

The RFP is designed not to provide a financial impact to the county's General Fund

The recommended action conforms to the Board of Supervisors' Core Role of providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

Federal Aviation Administration FAA
California Department of Transportation, Aeronautical Division

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached RFP and require an RFQ on-call professional design engineering services or an FAA approved Force Account granted to Public Works Department for the county to provide in-house design, planning, and engineering. However, these options are not recommended since the Public Works Department has limited personnel to provide such services for all of the future aviation projects.

ATTACHMENTS:

1. Request for Proposal (RFP) regarding Aviation Consulting and Engineering Services.
2. FAA Advisory Circular 150/5100-14E; *Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects (80 pages)*