



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** John Aitken

**SUBJECT:** SEE BELOW

**DATE:** August 22, 2022

Approved

Date

9/1/2022

**COUNCIL DISTRICT: 3 and 6**

**SUBJECT: AGREEMENTS FOR PROFESSIONAL CONSULTANT SERVICES FOR  
ON-CALL PLANNING AND ENVIRONMENTAL SERVICES AT NORMAN  
Y. MINETA SAN JOSÉ INTERNATIONAL AIRPORT**

## **RECOMMENDATION**

Adopt a resolution authorizing the City Manager to negotiate and execute Master Consultant Agreements with Landrum and Brown, Inc. and HNTB Corporation, for On-Call Planning and Environmental Services at Norman Y. Mineta San José International Airport (SJC), for a period of five years from execution, in a total amount not to exceed \$3,500,000 per consultant over the term of the agreement.

## **OUTCOME**

The recommendation will provide consultant resources to support the ongoing operation and development of SJC on an as-needed basis, consistent with the goals and policies of the City of San José's (City) General Plan and Airport Master Plan

## **BACKGROUND**

The City has historically procured technical consultant services to support SJC planning and environmental analysis projects and programs. Given that SJC's planning and environmental efforts are intertwined and often run in parallel, the on-call services were combined into a single consultant agreement in the 2022 On-Call Aviation Planning and Environmental Services Request for Qualifications (RFQ).

SJC's two current On-Call Planning Services Consultant Agreements with Landrum and Brown, Inc. and HNTB Corporation had expiration dates in June 2022 and the On-Call Environmental Services Consultant Agreement with David J. Powers & Associates has an expiration date in

June 2023. To ensure a smooth transition from the existing to future consultant agreements, on May 5, 2022 the City extended the Landrum and Brown, Inc. On-Call Planning Services contract until December 5, 2022 and on May 24, 2022 City Council approved extension of the HNTB Corporation On-Call Planning Consultant Agreement to December 31, 2023, solely to complete a critical National Environmental Policy Act (NEPA) environmental assessment document for Federal Aviation Administration approval. These actions ensured critical planning and environmental projects would not be disrupted while the 2022 Planning and Environmental RFQ was advertised and awarded.

Management and implementation of SJC's Airport Master Plan and Capital Improvement Program is led by the City's Airport Department and supported by the Department of Public Works. SJC's on-call planning and environmental consultants assist airport staff with planning documentation and environmental documentation needed to obtain required regulatory approvals associated with the implementation of capital projects in the Airport's Master Plan. Types of consultant services typically include, but are not limited to, airspace analysis, airfield design and planning, airport layout and master planning, community involvement planning, facility development plans, Federal Aviation Administration compliance, terminal planning, California Environmental Quality Act (CEQA) and NEPA environmental documentation preparation, environmental field evaluations, and support of SJC's sustainability programs.

The amount of the agreements are a not to exceed estimate of the level at which these services may be required. The selected consultant firms provide extensive aviation industry experience, that is not available within City staff, and the technical expertise needed to support the implementation of the Airport's Master Plan and Capital Improvement Program.

## **ANALYSIS**

An RFQ for on-call planning and environmental services at SJC was advertised on May 9, 2022. Statements of Qualifications were received from six firms. The screening panel of internal staff selected the top four ranking firms for interviews. A three-member interview panel interviewed the firms on July 20, 2022. The panel scored the firms on their Statements of Qualification and interviews based on the following evaluation criteria:

- Statement of Qualifications Organization and Clarity
- Firm Expertise
- Overall Team Airport Environmental Experience
- Overall Team Airport Planning Experience
- Oral Interview

The interview panel ranking is summarized below:

<b>Ranking</b>	<b>Consultant Name</b>	<b>Technical Evaluation (75)</b>	<b>Oral Interview (25)</b>	<b>Total Points (100)</b>
1	Landrum & Brown Incorporated	67	23	<b>90</b>
2	HNTB Corporation	65	20	<b>85</b>
3	Ricondo & Associates, Inc.	61	18	<b>79</b>
4	ARUP, US Inc	58	16	<b>74</b>

The panel ranked Landrum and Brown, Inc. and HNTB Corporation as the top two firms based on their excellent responses to the interview questions, technical aviation expertise, and the quality of their Statements of Qualifications. These consultants also bring expert knowledge of federal aviation regulations, state and federal environmental regulations, land use compatibility planning, airfield and terminal planning and implementation, technical airspace expertise, airport master/layout planning, CEQA and NEPA environmental document preparation, and sustainability program planning.

The consultants' services will be provided under a master consultant agreement, with specific tasks authorized by separate service orders, as they are required. The general types of services that will be provided under the agreements include:

**A. On-Call Planning Services:**

- i. Aircraft ramp/gate utilization and airfield simulation planning services
- ii. Airfield design standards analysis
- iii. Airspace analysis including Part 77, One Engine Inoperative, and Terminal Instrument Procedures surfaces
- iv. Airport Layout Plans
- v. Airport Master and Strategic Planning
- vi. Community involvement planning
- vii. Facility-specific activity forecasts and concept design
- viii. Facility demand/capacity and management assessment
- ix. Facility development or reuse plans
- x. Land use compatibility planning
- xi. Terminal planning

**B. On-Call Environmental Services:**

- i. Environmental analysis for proposed and/or existing airport projects
- ii. CEQA and NEPA document preparation
- iii. Environmental field evaluations and reports
- iv. Technical assistance on implementation of specific environmental programs or mitigation measures
- v. Evaluation of local public agency or private projects that may have environmental implications for the airport
- vi. Support of the SJC's Sustainability Management Plan programs

- vii. Assist in maintaining regulatory compliance as needed
- viii. Assist in the preparation and submittal of various environmental grant applications

## **CONCLUSION**

Staff's recommendation is to negotiate and execute Master Agreements for on-call planning and environmental services with the two highest ranking consultant firms selected in the RFQ process. These agreements allow SJC staff access to the most qualified consultant firms in this field and the ability to provide the technical expertise and knowledge needed to support the planning and implementation of the Airport's Master Plan and Capital Improvement Program.

## **EVALUATION AND FOLLOW-UP**

Upon approval of the resolution authorizing the City Manager to negotiate and execute agreements with Landrum and Brown, Inc. and HNTB Corporation, City staff will work with the City Attorney's Office on finalized agreements. The Airport Department will track service orders under each master agreement.

## **CLIMATE SMART SAN JOSE**

The recommendation in this memorandum has no effect on Climate Smart San José energy, water, or mobility goals.

## **POLICY ALTERNATIVES**

*Alternative # 1 : Direct City Staff to pursue an amendment with the existing on-call consultants.*

**Pros:** Maintains stability with existing consultant staff that have been providing on-call services for over five years.

**Cons:** The existing consultant staff have provided on-call services for SJC since June 2017. This option does not provide an opportunity for the consultant community to compete for airport work and does not provide SJC the option to choose new consultants.

**Reason for not recommending:** A new solicitation ensures most qualified and experienced consultants are selected to support the Airport's Master Plan and Capital Improvement Program.

## **PUBLIC OUTREACH**

The RFQ was advertised on the airport's website and on the City's internet bid site, Biddingo, which automatically sent emails to the list of pre-qualified consultants. An email was sent to 259 certified disadvantage business enterprises in multiple subcontracting work categories, including the Ethnic Chambers, San José Chamber, and other interested organizations such as the Minority Business Consortium that provided project information, bid date and time, disadvantage business enterprise certification requirements and contracting opportunities using the North American Industry Classification System and California Department of Transportation (Caltrans) work codes. These work codes are used to classify business establishments for the purpose of collecting, analyzing, and publishing data related to the U.S. business economy.

Also, the RFQ was posted in Federal Aviation Administration Opportunities, Airport Minority Advisory Council, National Air Transportation Association, Airports Council International – North America and the Minority Business Development Agency, as well as shared with SJC's compiled interested party list.

This memorandum will be posted on the City's Council Agenda website for the September 13, 2022 City Council meeting.

## **COORDINATION**

The project and memorandum have been coordinated the City Attorney's Office and the City Manager's Budget Office.

## **COMMISSION RECOMMENDATION/INPUT**

No commission recommendation or input is associated with this action.

## **FISCAL/POLICY ALIGNMENT**

The San José Municipal Code requires that capital projects at SJC be consistent with the adopted Airport Master Plan. These proposed agreements support the ongoing operation and development of the airport and are consistent with the goals and policies of the City General Plan and Airport Master Plan.

## **COST SUMMARY/IMPLICATIONS**

This action has no immediate effect on the City's budget as consultants will perform work under future service orders that are subject to the appropriation of funds at that time.

**BUDGET REFERENCE**

Services performed by Landrum and Brown, Inc. and HNTB Corporation under these agreements will be authorized by service orders for a defined scope of work for projects in the Airport's Capital Improvement Program. An appropriation is not required for execution of the master agreements, but a project and appropriation will be identified for each service order authorized under these agreements.

<b>Fund #</b>	<b>Appn #</b>	<b>Appn. Name</b>	<b>Total Appn</b>	<b>2022-2023 Proposed Capital Budget Page</b>	<b>Last Budget Action (Date, Ord. No.)</b>
527	4007	Advanced Planning	\$1,000,000	638	6/21/2022, Ord. No. 30790
		<b>Total</b>	<b>\$1,000,000</b>		

**CEQA**

Not a Project, File No. PP17-002, Consultant services for design/study/inspection, or other professional services with no commitment to future action.

/s/  
JOHN AITKEN, A.A.E  
Director of Aviation

For questions, please contact Matthew Kazmierczak, Division Manager, at (408) 392-3640.