



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: John Aitken

SUBJECT: SEE BELOW

DATE: October 17, 2022

Approved

Date

11/2/22

SUBJECT: AGREEMENT FOR PROFESSIONAL CONSULTANT SERVICES FOR ON-CALL ARCHITECTURAL AND ENGINEERING SERVICES AT NORMAN Y. MINETA SAN JOSÉ INTERNATIONAL AIRPORT

RECOMMENDATION

Adopt a resolution authorizing the City Manager to negotiate and execute two Master Consultant Agreements with Kimley Horn & Associates, Inc., and Burns & McDonnell Engineering Company, Inc. for On-Call Architectural and Engineering Services at Norman Y. Mineta San José International Airport, for a period of seven years from execution, in a total amount not to exceed \$28,000,000 per consultant over the term of the agreement.

OUTCOME

The recommendation provides consultant resources to support the ongoing operation and development of the Norman Y. Mineta San José International Airport (Airport) on an as-needed basis, consistent with the goals and policies of the City General Plan and Airport Master Plan.

BACKGROUND

The City has historically procured technical consultant services to support Airport architectural and engineering analysis projects and programs. Given that the Airport's architectural and engineering 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 Architectural and Engineering Services Request for Qualifications.

The Airport's two current On-Call Architectural and Engineering Services Consultant Agreements are due to expire next year. Kimley Horn & Associates, Inc. expires on September 11, 2023 and Jviation, Inc. expires on August 26, 2023.

Management and implementation of the Airport's Master Plan and Capital Improvement Program is led by the City's Airport Department and is supported by the Department of Public Works. The Airport's On-Call Architectural and Engineering Consultants assist Airport staff with conducting specialized, as-needed engineering and architectural design, cost estimating, engineering analysis, documentation, construction management and support services, and other requested professional engineering services in support of the implementation of the Airport's Capital Improvement Program. In relation to the Airport's Capital Improvement Program, engineering services will comprise of, but not be limited to, civil, structural, mechanical, hydraulic, and electrical services.

The amount of the agreement is 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

A Request for Qualifications for On-Call Architectural and Engineering services at the Airport was advertised on May 11, 2022. Statements of Qualifications were received from six firms. The screening panel consisted of internal staff and they selected the top five ranking firms for interview. A four-member interview panel interviewed the firms on September 14, 2022. The panel scored the firms on the Statement of Qualifications and the interview based on the following evaluation criteria:

- Statement Of Qualifications Organization and Clarity
- Firm Expertise
- Overall Team Airport Architectural Experience
- Overall Team Airport Engineering Experience
- Oral Interview

The interview panel ranking is summarized below:

Ranking	Consultant Name	Technical Evaluation (220)	Interview (60)	LBE/SBE (30)	Total Points (310)
1	Kimley Horn & Associates Inc	195	56	15	266
2	Jacobs Engineering Group	189	53	15	257
3	Burns & McDonnell Engineering Company, Inc.	184	48	0	232
4	C&S Engineers, Inc.	180	47	0	227
5	Jviation, Inc.	171	54	0	225

The panel ranked Kimley Horn & Associates, Inc., Jacobs Engineering Group, and Burns & McDonnell Engineering Company, Inc. as the top three firms based on their excellent responses to the interview questions, technical aviation expertise, and the quality of their Statement of

Qualifications. These consultants also bring expert knowledge of Federal Aviation Regulations, state and federal environmental regulations, engineering and architectural design, cost estimating, engineering analysis, documentation, construction management, and support services.

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 agreement include:

- A. Planning
- B. Environmental Planning
- C. Design Management Services
- D. On-Call Design Services
- E. Architectural Support Services
- F. Technology Support Services
 - a. Required to provide a full time Registered Communication Distribution Designer staff.
- G. Construction Administration/Project Management Services
- H. Stakeholder Engagement
- I. Value Engineering and Value Management
- J. Scheduling Services
- K. Change Order Estimating/Negotiation Support
- L. Constructability and Coordination Analysis
- M. Cost Estimating Procedure

CONCLUSION

Staff's recommendation is to negotiate and execute Master Agreements for On-Call Architectural and Engineering Services with the three highest ranking consultant firms selected in the Request for Qualifications process. However, after the notice of intended award was issued, Jacobs Engineering Group notified the City on October 3, 2022 of its intent to withdraw its proposal due to current workload and pending proposals, thus leaving two out of the top three consultants for award consideration.

These agreements allow Airport 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 Kimley Horn & Associates, Inc. and Burns & McDonnell Engineering Company, Inc., 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: This alternative is not consistent with the City's procurement policies. This option does not provide an opportunity for the consultant community to compete for Airport work and does not provide the Airport 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 Request for Qualifications was advertised on the City's internet bid site, **Biddingo**, which automatically sent emails to the list of pre-qualified consultants, and the Airport's website. An email was sent to 342 certified Disadvantage Business Enterprises in multiple subcontracting work categories, including the Ethnic Chambers, San José Chamber, and other interested organizations including Minority Business Consortium, which provided project information, subcontracting opportunities (North American Industry Classification System Codes and Caltrans Work Codes), bid date and time, and Disadvantage Business Enterprises certification requirements.

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

This memorandum will be posted on the City's Council Agenda website for the November 15, 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 the Airport 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 Kimley Horn & Associates, Inc. and Burns & McDonnell Engineering Company, Inc. 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.

HONORABLE MAYOR AND CITY COUNCIL

October 17, 2022

Subject: RFQ SJC212227 – On-Call Airport Architectural and Engineering Services

Page 6

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.