



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: John Aitken, A.A.E.
Director of Aviation

SUBJECT: SEE BELOW

DATE: May 29, 2018

Approved

D. D. Syl

Date

6/8/18

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

RECOMMENDATION

Adopt a resolution authorizing the City Manager to negotiate and execute two (2) Master Consultant Agreements with 1) Kimley-Horn and Associates, Inc., and 2) Aviation for On-Call Architectural and Engineering Services at Norman Y. Mineta San José International Airport (SJC and Airport), for a period of five years from execution, in a total amount not to exceed \$6,000,000 for each Agreement.

OUTCOME

The recommendation will provide consultant resources and expertise to enable the Airport to manage the implementation of the Airport's Capital Improvement Program (CIP).

The complexity of implementing the Airport CIP requires specialized expertise and experience in the airport industry with specific knowledge in the Federal Aviation Administration (FAA) and the Transportation Security Administration (TSA) technical program requirements. Also, the consultants have experience in working on capital projects with the Airport's wide range of important stakeholders including the airlines, concessionaires, general aviation community, and a wide variety of other tenants. In addition, the use of consultants results in the access to and potential implementation of the aviation industry best practices. It allows SJC to learn from the innovative ideas that have been applied at other airport facilities. The consultants also provide the ability to quickly address important needs, especially at a time of significant growth at the Airport.

BACKGROUND

SJC is a medium-hub classified airport serving Silicon Valley and much of the greater San Francisco Bay region. The Airport is situated on a 1,000-acre site with two parallel runways and facilities serving commercial air carriers and general aviation. Implementation of an Airport CIP is ongoing, with the Master Plan and Airport Layout Plan being periodically updated. Additional information about SJC is available on its website at www.flysanjose.com.

Management of the Airport CIP is led by the City's Airport Department with construction services provided by the Department of Public Works. The Airport's On-Call Architectural and Engineering Consultants (Consultants) assist staff with the implementation of the Airport's CIP by providing a wide range of airport engineering, architectural, electrical, mechanical/plumbing, environmental, cost estimating, and geotechnical services. Staff will utilize the Consultants for design and construction administration on safety, security, and customer focused related improvements. The Consultants will also assist the Airport in complying with all appropriate FAA Advisory Circulars (AC's) and TSA technical guidance manuals, as may be appropriate for each project.

The Airport's current on-call consultant agreements are scheduled to expire in June 2020. The Airport is proactively working to execute new on-call agreements in order to have a smooth transition when the current on-call agreements expire. In addition, due to the unspent bond proceeds projects, the current Consultant agreements funding levels are nearly exhausted. Therefore, it is the appropriate time to reopen the process with a Request for Qualifications (RFQ) rather than to amend the current agreements to provide funding for the next two years.

The Consultants, with their connections to industry best practices, bring a unique airport perspective and expertise that is not available through internal staff. This specialized knowledge from the Consultants will also assist the Airport in obtaining potential FAA, TSA, and other potential available grants.

ANALYSIS

The scheduled expiration of the existing Consultant agreements provides the Airport with an opportunity for opening the process to the contracting community for work on the Airport CIP. The selection process followed the FAA requirements for AIP funded projects, the City's Qualifications Based Consultant Selection (QBCS) Policy adopted by Council on December 7, 2004, and the Local Business and Small Business Preference Ordinance. A RFQ for On-Call Architectural and Engineering Services at the Airport was posted and advertised on February 12, 2018. Statements of Qualifications (SOQ) were received from eight firms.

A Technical Evaluation Panel consisting of internal staff and external agencies evaluated and ranked the SOQs in accordance with the criteria set forth in the RFQ. Since work performed under this Agreement could potentially be funded by FAA grants, Local and Small Business status were not considered as part of the SOQ evaluation. Each panel member evaluated the

SOQs using a consistent scoring matrix based on the firm's expertise, experience of key personnel, FAA grant experience and other factors based on the criteria and weight below:

Description	Weight
SOQ	
Submittal Responsive	Pass/Fail
Minimum Qualification	Pass/Fail
Experience of the Firm in Airport Engineering and Architectural Work	20
Experience of Project Manager and Assistant Project Manager	20
Experience of Key Project Team Members	15
Experience with FAA grants, Advisory Circulars, and Technical Specifications	15
Experience with Stakeholder Engagement	15
SOQ Clarity and other factors	15
TOTAL	100

The SOQ evaluation scores are shown below:

Rank	Firm	Experience of Firm	PM and Asst. PM	Key Team Members	FAA grants, AC's.	Stakeholder Engagement	SOQ Clarity	Total
1	Kimley-Horn & Associates	17.6	15.6	11.6	12.4	10.4	11.4	79
2	AECOM Technical Services	16.2	16.8	10.8	13	10	12	78.8
3	Mead & Hunt	15.4	15.6	12	12.6	11	10.4	77
4	JViation	15.2	14.6	11.4	11.6	11.8	10.6	75.2
5	Burns & McDonnell	15.2	15	11.8	10.8	11.4	10.8	75
6	Jacobs	14.4	14	10.4	11.4	12	12.2	74.4
7	Gensler	14.6	15.4	10.8	9.6	8.4	11.2	70
8	T.Y. Lin International	13.2	14	10.8	8.6	9.8	11.8	68.2

Based on the SOQ evaluation ranking, the City selected the top five ranked firms for an interview. A four-member interview board consisting of City Airport staff interviewed the firms on May 4, 2018. The interviews were scored out of a 100. The scores for the interview are as follows:

Rank	Firm	Total
1	JViation	87.3
2	Kimley-Horn & Associates	86.5
3	Mead & Hunt	78.3
4	AECOM Technical Services	69.5
5	Burns & McDonnell	65.8

Based on the combined scoring of the SOQ evaluation and the interviews, the final ranking is summarized below:

Rank	Consultant Name	Total
1	Kimley-Horn & Associates	165.5
2	Jviation	162.5
3	Mead & Hunt	155.3
4	AECOM Technical Services	148.3
5	Burns & McDonnell	140.8

Kimley-Horn & Associates, Jviation, and AECOM qualified as Local Business Enterprises, and no firms qualified as Small Business Enterprises. The board ranked Kimley-Horn & Associates and Jviation as the top two firms based on their outstanding presentations, their responses to the interview questions, and the quality of their SOQs. These Consultants also bring expert knowledge of FAA Regulations and FAA Orders, ACs, and Standard Operating Procedures and that are required for airport grant construction projects and airport certification requirements. In addition, the Consultants also bring experience in Airport Layout Plan preparation, technical airspace/airfield analysis, airport geographic information systems, and airline operational engineering.

All Consultant services will be provided under a Master Consultant Agreement, with defined scope of work for each service order on each project, as required. The general types of services provided under this agreement include, but not limited to, refining project scoping documents, airfield engineering, architectural designs, design management, contract administration, and various stakeholder outreach. More specific services include building code analysis and systems, project cost estimating, airspace studies, environmental compliance, GIS support, wayfinding and signage, security and access control systems design, and America with Disabilities Act compliance.

EVALUATION AND FOLLOW-UP

Upon approval of the resolution authorizing the City Manager to negotiate and execute agreements with Kimley-Horn & Associates and Jviation, City staff will work with the City Attorney's Office on mutually agreeable agreements.

POLICY ALTERNATIVES

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

Pros: Maintains continuity of existing consultant staff.

Cons: The current Consultant agreements financial capacity are nearly exhausted due to the unspent bond proceeds program. The Airport felt it was appropriate to proceed through a new selection process and provide opportunities for interested companies to compete in the process.

Reason for not recommending: A new solicitation provides the most qualified and experienced resources available to provide the technical support for the delivery of the complex Airport CIP.

Alternative # 2: Direct City staff to provide the required services with in-house resources

Pros: Increased work experience for current staff.

Cons: The new Consultant agreements provide expert resources that are available to quickly provide the necessary work, has specialized expertise, and allows the City to maintain a constant staffing level. City staff will still project manage the design and construction of these projects, but will have the assistance of experts in the Aviation industry to assist with the design and construction oversight work through the use of these agreements. Certain projects, depending on staffing expertise and ability, will still be designed by in-house resources.

Reason for not recommending: The complexity of implementing the Airport CIP requires specialized expertise and experience in specialized FAA and TSA design standards, the airport operating environment, and significant stakeholder engagement. The use of Consultants results in best practices in the industry and innovative ideas being applied to the Airport CIP.

PUBLIC OUTREACH

The RFQ was advertised on the City's internet bid site, BidSync, which automatically sent emails to the list of pre-qualified consultants, and the Airport's website. The RFQ was also posted in industry publications such as the Airport Minority Advisory Council, the Airport Consultants Council, the FAA Opportunities website, and the Airports Council International-North America.

This memo will be posted on the City's website for the June 19, 2018, Council agenda.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION

Since the Airport anticipates that the projects may be funded in part by federal grants from the FAA under the Airport Improvement Program (AIP) and other potential federal programs, the federal Disadvantaged Business Enterprise (DBE) Program regulations found in 49 CFR Part 26 apply. The City's current DBE participation goal for its US Department of Transportation-funded Airport Improvement Program in Federal Fiscal Years 2017-2019 is 6.3% annually. City staff did extensive outreach to encourage DBE participation. Outreach efforts included:

- Email blast sent to 38-certified DBEs, including project scope and subcontracting opportunities (NAICS Codes), pre-bid meeting date and time, bid date, and time
- Email blast to ethnic chambers, San José Chamber, and other interested organizations including Minority Business Consortium
- Posted contracting opportunity on BidSync, SJC website, FAA Opportunities, AMAC, NATA, ACI-NA, and Minority Business Development Agency

Kimley-Horn & Associates has partnered with several reputable Disadvantaged Business Enterprises (DBE) and Small Business Enterprises (SBE) firms who will be provided services under this Agreement. These partnered firms include:

- David J Powers & Associates, Inc. (UDBE, DBE, WBE, SBE) – Environmental Planning
- Telamon Engineering Consultants, Inc. (DBE) – Master Planning / Feasibility Studies
- Faith Group, LLC (DBE) – Information Technology/ Network Infrastructure
- YEI Engineers, Inc. (DBE/MBE/SLBE/SBE) – Electrical/ Mechanical Engineering

Jviation has identified two firms in their proposal as part of their team that are recognized DBE businesses. These firms are:

- Arora Engineers (DBE) – Mechanical/ Electrical/ Plumbing/ GIS Support
- Geometrics Engineering PS Inc. (DBE) – Geotechnical/ Construction Management

COORDINATION

The memorandum has been coordinated with the City Attorney's Office, Department of Public Works and the City Manager's Budget Office.

COMMISSION RECOMMENDATION/INPUT

The Airport Commission was briefed on this item at their meeting on May 14, 2018.

FISCAL/POLICY ALIGNMENT

The San José Municipal Code requires that capital projects at the Airport be consistent with the adopted Airport CIP. This proposed agreement would support the ongoing operations and development of the Airport consistent with the goals and policies of the City's General Plan and Airport Master Plan Program.

This project is consistent with several initiatives identified in the Economic Development Strategy adopted by Council in November 2003, and aligns most significantly with:

- Strategic Initiative #1: Build a World-Class Airport and Air Services, and
- Strategic Initiative #5: Support the Growth (and Start-up) of Local Businesses – Small and Large (5.12 - increase access to City contracting and purchasing opportunities through improvements to communication and the procurement process).

COST SUMMARY/IMPLICATIONS

Services performed by Kimley-Horn and Associates, Inc. and Jviation under these agreements will be authorized by Service Orders for a defined scope of work for each project in the Airport CIP. 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. Project funding is allocated in the 5-year Airport CIP.

The following projects have been identified in the 2019-2023 Proposed Capital Improvement Program which is expected to be adopted by City Council on June 19, 2018. These projects will require the services of the On-Call Agreement over the next (5) years:

Fund #	Appn #	Appn. Name	Total Appn	2019-2023 Proposed Capital Budget	Last Budget Action (Date, Ord. No.)
520/527	TBD	Airfield Electrical Circuit Rehabilitation	\$22,470,000	V-619	
520/527	TBD	Airfield Geometric/Runway Incursion Mitigation Implementation	\$57,084,000	V-620	
527	TBD	FIS Baggage System Upgrades	\$4,313,000	V-622	
520/527	TBD	Perimeter Fence Line Upgrades	\$6,210,000	V-626	

527	TBD	Terminal A Ground Transportation Island Modification	\$5,753,000	V-628	
520/527	TBD	Terminal B Ramp Rehabilitation	\$49,663,000	V-629	
527	TBD	Airfield Preventative Pavement Maintenance	\$1,250,000	V-633	
527	TBD	Signage Design and Production	\$450,000	V-636	
527	TBD	Terminal Building Modifications	\$2,000,000	V-638	
527	TBD	Tenant Improvement Design Criteria Revisions	\$200,000	V-650	
527	TBD	Project Management Support	\$200,000	V-651	
527	TBD	Advanced Planning	\$1,700,000	V-652	
		Total	\$151,293,000		

BUDGET REFERENCE:1. AMOUNT OF RECOMMENDATION: **\$ 12,000,000**

2. COST ELEMENTS OF AGREEMENT:

Professional Services

Per Service Order

Reimbursable Expenses

Per Service Order

Labor Rates

Under Negotiation

TOTAL AGREEMENT AMOUNT: **\$ 12,000,000**

3. SOURCE OF FUNDING: 520 – Airport Capital Improvement Fund
526 – Airport Revenue Bond Improvement Fund
527 – Airport Renewal and Replacement Fund
529 – Airport Passenger Facility Charge (PFC) Fund

HONORABLE MAYOR AND CITY COUNCIL

May 29, 2018

Subject: RFQ SJC181937 – On-Call Architecture and Engineering Services

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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 John Aitken, Director of Aviation at (408) 392-3610.