



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Mukesh (Mookie) Patel

SUBJECT: See Below

DATE: August 3, 2026

Approved

Date:

8/11/26

COUNCIL DISTRICT: Citywide

SUBJECT: Agreement for Professional Consultant Services for On-Call Planning and Environmental Services at San José Mineta International Airport

RECOMMENDATION

Adopt a resolution authorizing the City Manager or her designee to negotiate and execute three Master Consultant Agreements with Landrum & Brown, Incorporated, HNTB Corporation, and Ricondo & Associates, Inc. for on-call planning and environmental services at San José Mineta International Airport, in an amount not to exceed \$10,000,000 for each agreement for a term of five years from the date of execution by the City and for a total expenditure for all executed Master Consultant Agreements not to exceed \$10,000,000.

SUMMARY AND OUTCOME

The adoption of the resolution will provide consultant resources to support the ongoing operation and development of the San José Mineta International Airport (Airport) on an as-needed basis, consistent with the goal and policies of the City of San José General Plan and Airport Master Plan.

BACKGROUND

The City of San José has historically procured technical consultant services to support Airport planning, engineering design, construction, and environmental analysis projects and programs. Given that the Airport's planning and environmental efforts are intertwined and often run in parallel, on-call services were combined into a single consultant agreement in a 2025 On-Call Aviation Planning and Environmental Services Request for Qualifications.

The Airport's current 2022 On-Call Planning and Environmental Services Consultant Agreement expires in August 2027. Due to the high volume of both planning and environmental projects from 2022 through 2025, the Airport added funds to the agreement in 2025 and began a new Request for Proposals process with an appropriate level of funding through 2031. This ensured critical planning and environmental projects will not be disrupted by shortages of funding or while the 2026 Planning and Environmental Request for Qualifications was advertised and awarded.

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 Public Works Department. The Airport's On-Call Planning and Environmental Consultants assist Airport staff with planning documentation and environmental documentation needed to obtain the required regulatory approvals associated with capital projects identified in the Airport Master Plan. Types of consultant services typically include but are not limited to 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 and National Environmental Policy Act environmental documentation preparation, environmental field evaluations, and support of the Airport's Sustainability programs.

The amount of the agreements is a not-to-exceed estimate of the level at which these services may be required. The selected 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 Master Plan and Capital Improvement Program.

ANALYSIS

A Request for Qualifications for On-Call Planning and Environmental Services at the Airport was advertised on March 13, 2026. Statements of Qualifications were received from three firms. A three-member technical evaluation panel consisting of internal Airport staff and staff from the Planning, Building, and Code Enforcement Department scored the firms on the Statement of Qualification based on the following evaluation criteria:

- Statement of Qualifications Organization and Clarity;
- Firm Expertise;
- Overall Team and Project Environmental Experience;
- Overall Team and Project Planning Experience; and
- Project Management and Leadership Experience.

The technical evaluation panel ranking is summarized in the table below. The final score is the average of the numerical scores given by the members of the technical evaluation panel.

Table - Technical Evaluation Panel Rankings

Ranking	Consultant Name	Total Points (100)
1	HNTB Corporation	92
2	Landrum & Brown, Incorporated	83
3	Ricondo & Associates, Inc.	79

The technical evaluation panel ranked all three firms highly based upon their deep bench of aviation industry professionals, technical aviation expertise and experience, and the quality of their Statements of Qualification. The 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 Planning, Airport Layout Planning, federal and state environmental document preparation, and sustainability program planning. The Airport therefore elected to move forward with the top three ranked consultants.

The consultant's services will be provided under a Master (Capital) Consultant Agreement, with specific tasks authorized by separate service order, as they are required. The general types of services that will be provided under the agreement include:

A. On-Call Planning Services:

1. Planning Coordination and Implementation Support

- i) Coordination with the Federal Aviation Administration, airlines, tenants, local agencies, and other stakeholders
- ii) Preparation of presentation materials, exhibits, and memoranda for staff, commissions, and governing bodies
- iii) Development of implementation strategies, phasing plans, and order of magnitude planning cost estimates

2. Airport Facility Studies

- i) Facility demand/capacity and management assessment
- ii) Facility development or reuse plans
- iii) Terminal curb/roadway/parking configuration
- iv) Terminal planning

3. Airspace and Airfield Analysis

- i) Airfield design standards analysis
- ii) Airfield simulation planning services
- iii) Airspace analysis, including Part 77, One-Engine Inoperative, and Terminal Instrument Procedures surfaces

4. **Aviation Demand and Capacity Planning**
 - i) Aviation Demand Forecasts
 - ii) Facility-specific activity forecasts and concept design
 - iii) Aircraft ramp/gate utilization and capacity
5. **Airport Strategic Planning**
 - i) Airport Layout Plans
 - ii) Airport Master Planning
 - iii) Aviation technology or trends assessments
6. **Regulatory System Planning**
 - i) Airport tenant/user data collection
 - ii) Community involvement planning
 - iii) Federal agency regulatory compliance
7. **New and Emerging Entrants Planning**
 - i) Advanced Air Mobility, automation, electric/hydrogen propulsion
 - ii) Electric and/or automated transit modes
8. **Other studies to address planning matters**

B. Environmental Services:

1. **Project Level Environmental Analysis**
 - i) California Environmental Quality Act document preparation
 - ii) National Environmental Policy Act document preparation
 - iii) Preparing environmental documentation specifically for the Federal Aviation Administration
 - iv) Evaluation of local public agency or private projects that might have environmental implications for the Airport
 - v) Assistance with mitigation measure development, monitoring considerations, and implementation support
2. **Environmental Evaluations and Reports**
 - i) Assist in the preparation of submittal of various environmental grant applications related to electric and/or low emissions vehicles and infrastructure, greenhouse gas emissions reductions, waste reduction, and water conservation
3. **Airport Sustainability Management Plan Programs and Initiatives**
 - i) Future sustainability reporting
 - ii) Feasibility studies related to energy and water conservation, and greenhouse gas emissions reductions
 - iii) Level 3+ Airport Carbon Accreditation Certification support services
4. **Regulatory Compliance**
 - i) Conducting audits and revising/updating plans related to the Airport's Spill Prevention Control and Countermeasure Plan and Hazardous Materials Business Plans
 - ii) Regulatory research related to environmental compliance
 - iii) Technical assistance on implementation of specific environmental programs or mitigation measures

EVALUATION AND FOLLOW-UP

Upon approval of the resolution authorizing the City Manager, or her designee, to negotiate and execute agreements with Landrum & Brown, Incorporated, HNTB Corporation, and Ricondo & Associates, Inc., City staff will work with the City Attorney's Office to finalize the agreements. The Airport will track service orders under each master agreement. No additional follow-up action with the City Council is expected at this time.

FISCAL IMPACTS

Each agreement will be for a five-year term. All services will be authorized by service order to be approved by the Director of Aviation, or his designee, and compensation for each service order will be subject to the annual budgeting process and the continued appropriation of funds by the City Council. Service orders will be issued among the three Master Consultant Agreements and will not exceed \$10,000,000 in total for all Master Consultant Agreements over the five-year term. Planning and Environmental consultants with agreements will be assigned service orders based on a variety of factors, including their area of aviation expertise, project needs, and hourly rates.

Services performed by Landrum & Brown, Incorporated, HNTB Corporation, and Ricondo & Associates, Inc. will be authorized by individual service orders for a defined scope of work within the Airport's Capital Improvement Program and budgeted within the Airport Capital Improvement Fund, the Airport Renewal and Replacement Fund, or other eligible fund, as appropriate.

This action will have no significant impact on the Airport operating budget.

COORDINATION

This memorandum was coordinated with the City Attorney's Office and the City Manager's Budget Office.

PUBLIC OUTREACH

The Request for Qualifications was advertised on the City's internet bid site, Biddingo, which automatically sent 168 emails to the list of pre-qualified consultants, and the Airport's website. Also, the Request for Qualifications was posted to the American Association of Airport Executives, Airports Council International – North America, and sent to various chambers of commerce, business organizations, and minority business

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development agencies, as well as shared with the Airport's compiled interested party list.

This memorandum will be posted on the City Council Agenda website for the August 25, 2026, City Council Meeting.

BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT

No board, commission, or committee recommendation or input is associated with this action.

CEQA

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

PUBLIC SUBSIDY REPORTING

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/

Mukesh (Mookie) Patel, CM
Director of Aviation

For questions, please contact Matthew Kazmierczak, Division Manager, Airport Department, at mkazmierczak@sjc.org or (408) 392-3640.