



DATE: June 7, 2022

TO: Council Airport Committee

FROM: Director of Public Works

SUBJECT: Adopt a Resolution Authorizing the City Manager to Negotiate and Execute a Professional Services Agreement with Kimley-Horn and Associates, Inc., for Outside Airport Planning and Environmental Services and Appropriate Funds in an Amount Not-to-Exceed \$700,000

RECOMMENDATION

That Council adopts a resolution (Attachment II) authorizing the City Manager to negotiate and execute Professional Services Agreements (PSAs) with Kimley-Horn and Associates, Inc., (Kimley-Horn) in an amount not-to-exceed \$700,000 for outside planning and environmental services and to appropriate additional funds in the amount of \$10,000 from the Airport Capital Fund to the Airport Layout Plan (ALP) Update Project, Project No. 06851, and \$40,000 from the Airport Capital Fund to the Consultant Predesign Services Project, Project No. 06806.

SUMMARY

The Hayward Executive Airport (Airport) has utilized both in-house engineering staff and outside consultants in the past to assist with the design and construction administration for some of its capital projects. The Airport will continue to utilize outside consultants due to their expertise and knowledge of Federal Aviation Administration (FAA) regulations and standards, and for other reasons.

A request for qualifications (RFQ) was prepared according to City procurement policy and FAA guidance. After reviewing and considering the merits of each of the two statements of qualifications received, Kimley-Horn was selected as the consultant for the next two years and will be engaged to complete two projects for the Airport. The first is an update of the ALP that includes an inventory of current facilities and potential capital project locations. The second will consider the modification and relocation of the Remote Transmitter Receiver (RTR), which serves as a means of communication between the pilot and air traffic control.

It is expected that the total cost for both of these projects, as well as other minor projects that may occur during the next two years, will not exceed \$700,000. Most of this funding is

included as part of the Recommended FY 2023 Capital Improvement Program (CIP) under Projects 06851 and 06806, with 90% of the cost for the ALP Update (approximately \$535,000) to be reimbursed by the FAA. In order to fully encumber the total cost of the requested services, an additional appropriation is needed in the amounts of \$10,000 for Project 06851 (ALP Update) and \$40,000 for Project 06806 (Consultant Predesign Services).

BACKGROUND

The Airport has employed the use of both consultants and in-house engineering and design staff in the past to assist with the design and construction administration of various Airport-related capital projects. The Airport will continue to utilize outside consultants due to their expertise and knowledge of FAA regulations and standards.

According to City procurement policy and FAA guidance, Airport staff and the Purchasing Division distributed a RFQ to aviation consultants. After reviewing and considering the merits of each RFQ received, Kimley-Horn was selected as the consultant for the next two years and will be engaged to complete two projects for the Airport as further discussed below.

DISCUSSION

Kimley-Horn will be tasked with working on two projects during the length of this two-year contract. The first will be the development of an updated ALP, and the second will be an analysis of the RTR installation at the Airport.

Airport Layout Plan with Narrative - \$594,000

The ALP with Narrative provides an inventory of Airport facilities including buildings, runways, taxiways, and aircraft parking aprons. The ALP also depicts the locations of potential capital projects. The narrative report will include the following:

- Obstructions on and in the vicinity of the Airport
- Evaluation of Runway Safety Areas
- Airports Geographic Information Systems (AGIS) survey
- Airport geometry

The ALP Update will ensure Airport facilities conform to current FAA design standards. Kimley-Horn will assist in preparing the ALP Update, in accordance with FAA requirements.

Evaluation of Remote Transmitter Receiver (RTR) at the Airport - \$66,000

In brief, the RTR is a remote aviation band radio transceiver that extends the communication capabilities of air traffic control facilities.

The project will include the following key tasks:

- Model new building construction including physical dimensions and heights
- Model the impact on the existing RTR to determine and evaluate signal loss, if any
- Provide a summary report

It is expected that this project will take approximately three months to complete.

Other Airport-Related Services - \$40,000

There will be occasions that require interpretation of FAA policies and design standards and evaluating impacts to the airport. It would be beneficial to have expert advice on other administrative projects that arise.

ECONOMIC IMPACT

Projects identified in the ALP will ultimately generate work for skilled and unskilled tradespeople during the construction phase.

FISCAL IMPACT

As noted earlier, most of the costs associated with the outside consultant agreement have been programmed into the Recommended FY 2023 CIP. In order to fully encumber the total cost of the requested services, an additional appropriation is needed in the amounts of \$10,000 for Project 06851 (ALP Update) and \$40,000 for Project 06806 (Consultant Predesign Services). 90% of the total cost for the ALP Update, or \$535,000 will be reimbursed through the FAA. The Airport Capital Fund of the CIP includes sufficient funding to accommodate the additional budget appropriation needed for this contract.

The Airport is operated as a financially independent Enterprise Fund. It receives no financial support from the City's General Fund and must solely rely on the revenue it generates to fund its annual operating and capital improvement budgets. FAA regulations require the Airport to be as financially self-sustaining as possible, which is also an objective of Council.

STRATEGIC ROADMAP

This agenda item supports the Strategic Roadmap priority to Invest in Infrastructure. Specifically, Invest in City Facilities & Property, Section N12, Upgrade and Maintain Airport Infrastructure and facilities.

SUSTAINABILITY FEATURES

The Airport is strongly committed to developing projects that are environmentally responsible. Therefore, staff will ensure than all plans proposed by future developers incorporate features that are in line with the City's sustainability guidelines.

PUBLIC CONTACT

The agenda and staff report for this item have been posted on the City's website and distributed to interested parties. In addition, key new development projects, such as the Skywest property and the CANG site, have been discussed with Council and the community over the past couple of years.

NEXT STEPS

If Council adopts this resolution, the City Manager will finalize negotiations and execute the contract with Kimley-Horn.

Prepared by: Doug McNeeley, Airport Manager

Recommended by: Alex Ameri, Director of Public Works

Approved by:



Kelly McAdoo, City Manager