



## COUNTY OF SONOMA

575 ADMINISTRATION  
DRIVE, ROOM 102A  
SANTA ROSA, CA 95403

### SUMMARY REPORT

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**Agenda Date:** 10/7/2025

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**To:** Board of Supervisors

**Department or Agency Name(s):** Sonoma County Public Infrastructure

**Staff Name and Phone Number:** Johannes J. Hoevertsz, 707-565-2550

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Approval of Professional Consulting Services Task Orders for Engineering, Design, and Construction Management at Charles M. Schulz - Sonoma County Airport (Airport)

**Recommended Action:**

- A. Approve and authorize the Director of Public Infrastructure to execute the following Task Orders with Mead & Hunt, Inc.(M&H) under their Master Agreement for airport engineering, design, and related services.
1. Task Order #17 for a lump sum total of \$90,705 for services related to the Consolidated Rental Car Facility (CONRAC) Progressive Design-Build (PDB) alternate construction delivery method procurement and coordination.
  2. Task Order #18 for an amount not to exceed \$300,000 for On-call General Services.
  3. Task Order #19 for a lump sum total of \$201,759 for preliminary Conceptual Budget Report (CBR) services related to a potential consolidated Fuel Farm Facility, Phase I.
  4. Task Order #20 for amount not to exceed \$175,745 for Engineer of Record (EOR) and Post Construction Services related to Phase 2 Terminal Apron Reconstruction.
  5. Task Order #21 for a lump sum total of \$49,282 for services related to Apron E Pavement Preservation, Phase 2.
  6. Task Order #22 for an amount not to exceed \$855,000 for services related to an Airport Drainage Master Plan Study.
  7. Task Order #23 for a lump total of \$103,241 CAL Fire Airside Pavement Improvements and Sheriff's Hangar Gate and Fence Upgrades.
- B. Approve and authorize the Director of Public Infrastructure to execute the following Task Order with RS&H Companies (RS&H) under their Master Agreement for environmental and sustainability consulting services.

1. Task Order #17 for an amount not to exceed \$231,911 for services related to Airport Creek Supplemental Planting, Mitigation Monitoring - Runway Safety Enhancement Project, Phase 3.

C. Approve and authorize the Director of Public Infrastructure to execute the following Task Orders with C&S Companies (C&S) under their Master Agreement for Construction Management Services.

1. Task Order #7 for an amount not to exceed \$138,080 for consulting services related to Consolidated Rental Car Facility (CONRAC) procurement process and bid document preparation.
2. Task Order #8 for an amount not to exceed \$516,930 for consulting services related to Field Observation, Inspection, and Construction Management associated with the Commercial Airline Apron Enabling Phase Project.

### **Executive Summary:**

The Department of Public Infrastructure requests that the Board authorize the Director of Public Infrastructure to execute ten Task Orders associated with previously approved Master Service Agreements with Mead & Hunt Inc. (M&H), RS&H Companies (RS&H), and C&S Companies (C&S) for engineering, design, construction management, and consulting services at the Airport. These Task Orders are issued in accordance with the Master Agreements approved by the Board of Supervisors on December 6, 2022. The cumulative amount for the following Task Orders is \$2,662,653.40 and will be funded through a combination of Federal Aviation Administration grants and Airport Enterprise Funds.

### **Discussion:**

The Airport maintains master agreements approved on December 6, 2022, with M&H, RS&H, and C&S to provide professional services including engineering, planning, design, construction management, and consulting services. These firms will support upcoming projects through individual task orders. M&H, RS&H, and C&S were selected through a qualifications-based process aligned with Federal Aviation Administration (FAA) requirement for consultant selection related to the Airport's five-year Capital Improvement Plan (ACIP).

The CONRAC project including M&H TO# 17 and C&S TO# 7 involves a plan to locate all rental car pick-ups and returns at one central location with entrances and exits located before the Airport loop to reduce traffic in that area. In the current plan light service and car washing would also be located there. This project would not be funded through Federal Funding.

The CONRAC related task orders will be funded specifically by the Consolidated Facility Charges (CFC) approved by the Board in conjunction with \$50474.21 CGC which enables the collection of the CFC at the rate of \$5.80 per day for no more than 5 days for each rental car agreement which originates from the Airport. This charge is specifically for the purpose of supporting this project.

### **Mead & Hunt Inc.**

**Task Order #17:** Consolidated Rental Car Facility (CONRAC) Progressive Design-Build (PDB) Procurement and

**Coordination. (Attachment #1)**

The original concept for the delivery of the CONRAC facility was through public private partnership with CONRAC Solutions due to limitations on the Airport's funding availability at that time. Based on discussions and negotiations with the rental car operators, it was determined that a County managed and delivered project would provide the best solutions for both the Airport and rental car operators, the project will now transition to a progressive design build delivery model.

This task order authorizes M&H to support the County in preparing the PDB Request for Qualifications (RFQ) for the CONRAC at the Airport. The scope includes developing conceptual graphics, specification requirements, and other supporting materials to inform the potential bidders about the scope for the project and assist with procurement. The RFQ will solicit a PDB Team to complete final designs, permitting and construction of the CONRAC facility.

The County is at a 30% design with support from CONRAC Solutions, including conceptual plans, geotechnical analysis, preliminary environmental reports, a feasibility study, rental car market analysis, and draft California Environmental Quality Act (CEQA) documents. Following a stakeholder meeting with rental car companies in May 2025, the scope was revised to include additional provisions for electric vehicle (EV) charging infrastructure and solar canopies.

M&H will also provide procurement assistance during the RFQ phase, including responding to bidder questions, preparing bid addenda exhibits, and supporting project correspondence. The M&H will be compensated on a lump sum basis in an amount \$90,705. This task order will be funded by Customer Facility Charge (CFC).

**Task Order #18: Airport Program / On-call General Services, FY 2025-2026. (Attachment #2)**

This task order authorizes M&H to provide on-call general consulting services at the Airport in support of various airport-related activities. Services may include planning, engineering, environmental compliance, construction support, program management, and financial consulting, as directed by the County. These are issues that come up where another Task Order does not specifically apply yet the work needs to be done.

Typical tasks involve pavement evaluations and rehabilitation planning, aircraft parking analysis, Airport Layout Plan (ALP) updates, preparation of the ACIP, grant administration support, landside and security planning, National Environmental Policy Act (NEPA) documentation, operational forecasting, and related coordination or studies.

M&H will be compensated on a time-and-expense basis in an amount not to exceed \$300,000. This task order will be funded with Airport operating funds.

**Task Order #19: Consolidated Fuel Farm Facility, Phase I, Preliminary Concept Budget Report (Attachment #3)**

This task order authorizes M&H to provide planning and preliminary engineering services to support the development of a new consolidated fuel farm facility at the Airport. The facility would serve multiple Fixed Based Operators and is envisioned to accommodate 200,000-250,000 gallons of fuel storage, including Jet A, AVGAS, and sustainable alternative fuels. The preferred site is an approximately 2.75-acre unimproved parcel

located at North Laughlin Road and Becker Boulevard. Other sites will be reviewed if the preferred site is not a viable option.

M&H will coordinate with the County and subconsultant Argus to develop a Conceptual Budget Report (CBR) addressing site selection, fuel capacity needs, conceptual layouts, code compliance, utility infrastructure, stormwater treatment, and probable construction costs. The scope consists of project management and coordination, data collection and review, conceptual site layout and design considerations, and report preparation.

M&H will be compensated on a lump sum basis in the amount of \$201,759. This task order will be funded with Airport operating funds.

**Task Order #20: Phase 2 Terminal Apron Reconstruction (Attachment #4)**

This task order authorizes M&H to serve as EOR during Construction Phase 2 of the Terminal Apron Reconstruction Project. The project includes reconstruction of asphalt pavement, installation of new concrete pavement, and electrical improvements such as ground power units, ground service equipment infrastructure, and apron lighting.

Services include pre-construction coordination, design support throughout construction, and post-construction closeout. This project is being delivered through the Construction Manager at Risk (CMAR) method, with Granite Construction serving as the Construction Manager.

M&H will be compensated on a time-and-expense basis in an amount not to exceed \$175,745. Funding will be provided through a combination of FAA Airport Infrastructure Grant (AIG), Airport Improvement Program (AIP) funds, and County contributions. This task order will be reimbursed by an FAA grant.

**Task Order #21: Apron E Pavement Preservation, Phase 2 (Attachment #5)**

This task order authorizes M&H to provide engineering design and bid administration services for Phase 2 of the Apron E Pavement Preservation Project.

As identified in the 2021 Airport Pavement Management System report, the pavements on Apron E are in poor condition. Due to limited FAA funding availability for reconstruction, a crack fill and seal project is recommended as a temporary measure. This phase will be funded locally as part of the Airport's multi-year pavement maintenance program.

Services include bid administration as well as design and development of construction documents for pavement improvements, including crack repair, seal coat application, and pavement markings.

M&H will be compensated on a lump sum basis of \$49,282, with payments made monthly based on the percentage of work completed.

**Task Order #22: Airport Drainage Master Plan Study (Attachment #6)**

The development of a comprehensive airfield drainage master plan for the Airport is a critical infrastructure planning effort necessary to support regulatory compliance, airfield safety, and responsible capital

improvement planning. The need for this project is driven by four key factors:

- The FAA requested that the Airport identify, locate, and survey its underground stormwater infrastructure, including all drainage pipes, manholes, and inlets. This effort is essential to establish an accurate baseline understanding of the existing system and to support future environmental, maintenance, and planning efforts. This effort is being performed by BKF under a separate contract and will be incorporated into the drainage master plan.
- During the recent FAA Part 139 annual certification inspection, the FAA issued a compliance finding that airfield drainage was not functioning in accordance with FAA requirements. The inspection revealed areas of ponding and poor surface drainage, which pose potential safety concerns and may compromise the integrity of airfield pavements and operational surfaces.
- The FAA recently published new design criteria for airfields in Advisory Circular 150/5300-13B, "Airport Design," which includes updated standards for safety area grading and drainage. A comprehensive review of the airport's runway and taxiway safety areas is needed to assess compliance with these new standards and identify any necessary modifications to maintain FAA certification and ensure safe operating conditions.
- The ACIP includes several near-term projects, such as new aircraft aprons, parking lots, and buildings. A master drainage plan is needed to ensure that these developments are supported by appropriately sized and configured stormwater infrastructure. Integrating future drainage needs into a cohesive and forward-looking plan will also facilitate environmental review, permitting, and long-term cost-effective implementation.

The Drainage Master Plan is a foundational planning document that will guide critical decisions for compliance, safety, and development at the Airport. It will provide the framework needed to address current deficiencies, meet federal requirements, and support future growth in a coordinated and sustainable manner.

This task order authorizes M&H to prepare an Airport Drainage Master Plan Study in to address the factors identified above.

This Study will provide planning-level analysis to guide future stormwater infrastructure improvements included in the ACIP. Deliverables will include hydrologic and hydraulic modeling, conceptual drainage improvement layouts, and cost estimates. The Study will align with applicable FAA guidelines and regulatory standards, including those from the County of Sonoma, City of Santa Rosa, and North Coast Regional Water Quality Control Board. Coordination with RS&H, contracted separately by the County for environmental assessment, is also included in this scope.

M&H will be paid on a time and expense basis in an amount not to exceed \$855,000 with monthly payments based on the percentage of work completed. This task order will be partially reimbursed by an FAA grant with the remainder covered by Airport operating funds.

**Task Order #23: CAL Fire Airside Pavement Improvements and Sheriff's Hangar Gate and Fence Upgrades. (Attachment # 7)**

This task order authorizes M&H to provide engineering design services for the CAL Fire Airside Pavement Improvements, and Sheriff's Hangar Gate and Fence Upgrades. Scope of work includes topographic survey, coordination of geotechnical field work and review of core data with subconsultants, and development of recommended pavement improvements for CAL Fire. Preparation of and support for bidding the replacement of a manual vehicle gate to an automated vehicle gate with associated fence upgrades for the Sheriff's helicopter hangar facility.

Deliverables will include draft and final exhibits, specifications, a cost estimate, and a Construction Safety and Phasing Plan (CSPP) in accordance with FAA Advisory Circular 150/5370-2G. M&H will also support bid administration by preparing required bid forms and assisting the County with bid evaluation and tabulation.

M&H will be paid an amount not to exceed \$103,241.40 with monthly payments based on the percentage of work completed. This task order will be reimbursed by the tenants.

### **RS&H Companies**

#### **Task Order #17: Airport Creek Supplemental Planting, Mitigation Monitoring - Runway Safety Enhancement Project, Phase 3 (Attachment # 8)**

RS&H will oversee supplemental planting and invasive species control at Airport Creek and monitor mitigation efforts at Hessel Creek. RS&H will coordinate with the Laguna de Santa Rosa Foundation to implement planting and invasive species management activities.

The scope of work includes maintenance and invasive species control Hessel Creek monitoring and project management.

RS&H shall be paid on a time and materials basis not to exceed \$231,911 This task order will be reimbursed by an FAA grant.

### **C&S Companies**

#### **Task Order #7: CONRAC Progressive Design Build Procurement Consulting. (Attachment #9)**

C&S will support the County in preparing the RFQ documents for selecting a PDB Team to deliver the future CONRAC. Services include reviewing conceptual and as-built plans, conducting outreach to potential PDB participants, and assembling the interview and evaluation process, including scoring criteria and the selection committee. C&S will also review the results, provide input on the recommended award, and assist the County with Project Labor Agreement considerations.

C&S shall be paid on a time and materials basis not to exceed \$138,080 This task order will be funded by Customer Facility Charge (CFC).

#### **Task Order #8: Field Observation, Inspection, and Construction Management associated with the Commercial Airline Apron Enabling Phase Project. (Attachment #10)**

C&S will provide full-time construction observation and management services for the Phase 2 Construction for Airport Apron C Rehabilitation Project. Services include leading pre-construction and progress meetings,

reviewing payment applications and change orders, coordinating quality assurance testing, monitoring construction for general conformity with contract documents, and ensuring FAA standards are met. C&S will also coordinate with the EOR on submittals and request for information, oversee project schedules and costs, and compile final project documentation.

C&S will be compensated on a time-and-expense basis in an amount not to exceed \$516,930.00. This task order will be funded by an FAA grant.

**Budget Overview by Task Order**

<b>Company</b>	<b>TO#</b>	<b>Total</b>	<b>FY25-26</b>	<b>FY26-27</b>	<b>FY27-28</b>	<b>Subject</b>
Mead & Hunt	17	90,705.00	30,235.00	30,235.00	30,235.00	CONRAC Progressive Design/Build
Mead & Hunt	18	300,000.00	100,000.00	100,000.00	100,000.00	On-Call General Services
Mead & Hunt	19	201,759.00	67,253.00	67,253.00	67,253.00	Pre-lim Conceptual Budget Report-Fuel Farm
Mead & Hunt	20	175,745.00	58,581.67	58,581.67	58,581.67	Engineer of Record/Post Construction Svs-Term Apron
Mead & Hunt	21	49,282.00	16,427.33	16,427.33	16,427.33	Apron E (Gen Aviation) Pavement Preservation
Mead & Hunt	22	855,000.00	285,000.00	285,000.00	285,000.00	Airport Drainage Master Plan
Mead & Hunt	23	103,241.00	34,413.67	34,413.67	34,413.67	CalFire airside pavement improvement/Sheriff Hangar Area
RS&H Companies	17	231,911.00	77,303.67	77,303.67	77,303.67	Airport Creek Supplemental Planning
C&S	7		46,026.67	46,026.67	46,026.67	CONRAC procurement/bid
C&S	8		172,310.00	172,310.00	172,310.00	Field Observation / Inspection/Const. Mgmt Airline Apron
<b>TOTALS:</b>		<b>2,662,653.00</b>	<b>887,551.00</b>	<b>887,551.00</b>	<b>887,551.00</b>	

**Strategic Plan:**

This item directly supports the County's Five-year Strategic Plan and is aligned with the following pillar, goal, and objective.

**Pillar:** Resilient Infrastructure

**Goal:** Goal 3: Continue to invest in critical road, bridge, bicycle, and pedestrian infrastructure.

**Objective:** Objective 2: Increase investment by 5% annually on preventive maintenance on all road infrastructure/facilities.

**Racial Equity:****Was this item identified as an opportunity to apply the Racial Equity Toolkit?**

No

**Prior Board Actions:**

1/07/2025: Item #11 - Board approved Phase 1A Construction for Airport Apron C Rehabilitation Project

8/20/2024: Item #23 - Board approved Supplemental Professional Task Orders

10/17/2023, Item #12 - Board approved Airport Air Traffic Control Tower Siting Study Agreement and Additional Professional Services Task Orders for engineering, design, and construction management

12/6/2022: Item #37 - Board approved Master Agreements with BKF Engineers, C&S Companies, EBA Engineering, Guidepost Solutions, Mead & Hunt, Ninyo and Moore - Geotechnical materials and testing and RS&H Companies

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY25-26 Adopted</b>	<b>FY26-27 Projected</b>	<b>FY27-28 Projected</b>
Budgeted Expenses	\$887,551	\$887,551	\$887,551
Additional Appropriation Requested			
<b>Total Expenditures</b>	<b>\$887,551</b>	<b>\$887,551</b>	<b>\$887,551</b>
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	\$804,654	\$804,654	\$804,654
Fees/Other	\$82,897	\$82,897	\$82,897
Use of Fund Balance			
General Fund Contingencies			
<b>Total Sources</b>	<b>\$887,551</b>	<b>\$887,551</b>	<b>\$887,551</b>



**Narrative Explanation of Fiscal Impacts:**

Capital projects at the Airport typically take three to five years to complete and appropriations for Task Orders approved in this Board Item are available in the FY 2025-26 Airport Enterprise Capital Adopted Budget (41301-34030104). In addition, appropriations for ongoing projects will be included in future annual Airport Recommended Budgets based on timing of construction activities and availability of funding for projects. The Airport is reimbursed for 90.66% of eligible project costs through the Federal Aviation Administration Airport Improvement Grant Program. The local match of 9.34% is generated through fees and charges collected by the Airport for services provided.

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

Mead & Hunt, Inc Task Order #17  
Mead & Hunt, Inc Task Order #18  
Mead & Hunt, Inc Task Order #19  
Mead & Hunt, Inc Task Order #20  
Mead & Hunt, Inc Task Order #21  
Mead & Hunt, Inc Task Order #22  
Mead & Hunt, Inc Task Order #23  
RS&H Companies Task Order #17  
C&S Companies Task Order #7  
C&S Companies Task Order #8

**Related Items “On File” with the Clerk of the Board:**

None.