



## SUMMARY REPORT

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**Agenda Date:** 8/13/2019

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**To:** Board of Supervisors

**Department or Agency Name(s):** Transportation and Public Works

**Staff Name and Phone Number:** Johannes J. Hoevertsz 707-565-2231

**Vote Requirement:** Majority

**Supervisory District(s):** All

**Title:**

Approve Design and Construction Management Task Orders Related to Passenger Terminal Modernization at the Sonoma County Airport

**Recommended Action:**

1) Approve and authorize the Chair to execute an Amendment to Mead and Hunt, Inc., Task Order #5. The Amendment will increase Task Order #5 by \$1,452,113 from \$1,275,500 to a total of \$2,727,613 and enable Mead and Hunt to complete the final design elements of a new passenger terminal facility at the Charles M. Schulz - Sonoma County Airport. (2) Approve and authorize the Chair to execute Task Order #6 in the amount of \$256,280 with C&S Engineers, Inc. for Construction Manager Services The requested Task Order (#6) will provide funding for Construction Observation and Management services related to Phase II construction of the modular holdroom and; (3) Authorize the Airport Manager to execute any administrative environmental documents related to the terminal project.

**Executive Summary:**

The Department of Transportation and Public Works, Airport Division requests that the Board authorize the Chair to:

- (1) Execute an Amendment to Task Order #5 with Mead & Hunt, Inc. The amendment will increase Task Order #5 by \$1,452,113 from \$1,275,500 for a total of \$2,727,613 and enable Mead and Hunt to complete the final design elements for additions to the passenger terminal facility at the Charles M. Schulz - Sonoma County Airport. If approved, the amended Task Order #5 will supplement funding for architectural and engineering services associated with four primary elements of the terminal modernization project including: Tensile Holdroom Extension, New Holdroom Construction, New Holdroom Finishes, and Existing Terminal Renovations. In addition to acting as the primary architect Mead and Hunt will be working with the selected Construction Manager at Risk (CMAR) to identify cost savings and construction efficiencies for the terminal project. Affiliated with a Professional Services Agreement (PSA) executed by the Board of Supervisors on February 9, 2016, Task Order #5 was originally approved by the Board of Supervisors on September 13, 2016 (Item #42).
- (2) Execute a \$256,820 Task Order (#6) with C&S Engineers, Inc. for Construction Observation and Management services associated with Phase II of the modular holdroom. Phase II includes the construction of an additional 4,000 square foot building structure which will connect with the existing building structure completed in June 2017. In addition to doubling the size of the building, Phase II will

add an automatic fire suppression system (sprinklers), permanent ADA compliant bathroom facilities, and creation of a new two-lane security checkpoint in conjunction with holdroom improvements, Task Order #6 will also fund Construction Observation and Management services for upgrades to Ground Power Units (GPU) and Ground Support Equipment (GSE) on the Terminal Apron. Task Order #6 is affiliated with a Professional Service Agreement approved by the Board of Supervisors on April 19, 2016.

(3) Authorize delegation of authority to the Airport Manager to execute any administrative environmental documents related to the terminal project.

**Discussion:**

The Charles M. Schulz - Sonoma County Airport (Airport) is the sixth fastest growing commercial airport in the nation. From 2015 through 2018, passenger traffic grew by 59%. In addition, the Airport evolved from a single commercial airline in 2015 (Alaska) to four airlines in 2019 (Alaska, American, Sun Country and United). Service now includes 15 daily flights to 11 non-stop destinations including Denver, Dallas, and Minneapolis/St. Paul. In calendar year 2018, passenger count exceeded 440,000 and is projected to exceed 480,000 in 2019. The Airport was last remodeled in 2011, adding 5,000 square feet and a new security checkpoint. The Airport terminal needs to be improved and enhanced in order to accommodate commercial airline activity.

In May 2018, the Airport secured a \$11,880,000 (Resolution 18-0182) loan from the California Infrastructure and Investment Bank (IBank) in order to finance terminal improvements, addition of a tensile structure and the design of a long-term, permanent terminal facility. This loan provided funding for an 8,000 square foot tensile passenger holdroom (including security checkpoint equipment), permanent bathroom facilities, upgrades to GPU and GSE equipment, and architectural and engineering work associated with a 30,000 square foot passenger terminal.

In addition to IBank funding the Airport secured a \$10,000,000 grant from the Federal Aviation Administration (FAA) in May 2017 for terminal construction. Further, the FAA has agreed to make a good faith effort to provide an additional \$10,000,000 in grants for construction financing in 2021/2022. With FAA grant funding secured and \$4,559,088 of IBank loan proceeds still available, the Airport is requesting approval of the following items:

(1) Execute an Amendment to Task Order #5 with Mead & Hunt, Inc. The Amendment will increase Task Order #5 by \$1,452,113 from \$1,275,500 for a total of \$2,727,613 and enable Mead and Hunt, Inc. to complete the final design elements of a new passenger terminal facility at the Airport. Task Order #5 requires an Amendment due to changes from the original scope which included the design services for a 19,000 square foot terminal addition. Since Task Order #5 was approved, the project has increased in scope to a 30,000 square foot addition, additional improvements needed in the existing terminal space, added a back-up generator, and required greater facilitation in the CMAR overall process. If approved, the amended Task Order #5 will provide funding for additional architectural and engineering services associated with four primary elements of terminal modernization including:

**Element 1, Tensile Holdroom Structure Phase II:** Design the second phase of a structure to provide additional holdroom capacity and provide an interim location for the passenger security checkpoint. When completed, the holdroom structure allows for continued airport operations during construction. Completed in June 2017, Phase I is a 4,200 square foot structure with seating for up to 166 passengers.

Phase II is the construction of an additional 3,800 square feet intended to provide additional passenger seating and create a temporary two-lane security checkpoint to facilitate the larger project. Design for Phase I was contracted as part of Mead and Hunt's Task Order #2.

**Element 2, New Holdroom Construction:** Engineering and design of a new passenger holdroom, removal of the old modular holdroom gate #1, permanent security checkpoint, baggage claim, baggage handling system, rental car area, circulation corridor, and baggage screening area.

**Element 3, New Holdroom Finishes:** Redesign of existing baggage claim/rental car area for new airline ticket counters and addition to outbound baggage screening room. Finishes and furnishings added to new holdroom. New baggage makeup area constructed. Electrical service relocated to current baggage screening area.

**Element 4, Existing Terminal Renovations:** Redesign of existing ticketing area, addition to and renovation of front lobby, conversion of some of the pre-secure restrooms to additional administrative support spaces, renovation of front façade, minor renovations to Airline Ticketing Offices, and reconfiguration of existing outbound bag belt. Relocation of the security checkpoint from the tensile structure to the permanent addition for additional gate seating. Remodel of the existing ticketing modular building into additional office space.

In addition to acting as the primary architect for these four design elements, Mead and Hunt, Inc. will be working with the selected CMAR to identify cost savings, optimal project phasing and construction efficiencies for the terminal project. The award of CMAR contract is anticipated to be brought to the Board in September 2019.

Affiliated with a Professional Services Agreement (PSA) executed by the Board of Supervisors on February 9, 2016, Task Order #5 was originally approved by the Board of Supervisors on September 13, 2016.

(2) Execute a \$256,820 Task Order (#6) with C&S Engineers, Inc. for Construction Observation and Management services associated with Phase II construction of the modular holdroom described above. In conjunction with holdroom improvements, Task Order #6 will also fund Construction Observation and Management services for upgrades to Ground Power Units (GPU), and Ground Support Equipment (GSE) on the Terminal Apron. Task Order #6 is affiliated with a Professional Service Agreement approved by the Board of Supervisors on April 19, 2016.

Services provide include:

- Consultation and advice to Airport Management during construction, including attending the pre-construction conference, leading the weekly construction coordination meetings, preparing minutes, and attending other required meetings during the course of construction.
- Observe construction work periodically to determine general conformity with the contract documents and to ascertain the need for correction or rejection of the work; coordinate with Contractor to review quantities submitted for payment.
- Coordinate field, laboratory, or shop tests of construction materials and monitor suitability of

project materials.

- Monitor the suitability of materials on the project site or brought to the project site to be used in construction.
- Interpret the contract plans and specifications and check the construction activities for general compliance with the design intent.
- Measure, compute, or check quantities of work performed and quantities of materials in-place for partial and final payments to the Contractor.
- Manage all logs and submittals/shop drawings submitted to the Architect and Engineer. These will be coordinated along with Requests for Information (RFI's) through C&S Construction Management to assure single point of contact in the field.
- Conduct a final inspection of the complete project with Airport personnel, stakeholders and the Contractor.
- Assemble all field notes and meeting minutes for the final report.
- Review payment applications from General Contractor with Transportation and Public Works staff.
- Conduct monthly wage rate interview.
- Prepare daily and weekly reports for Airport staff and the FAA.

(3) The Department of Transportation and Public Works requests that the Chair authorize delegation of authority to the Airport Manager to execute any administrative environmental documents related to the terminal project. This delegated authority will allow staff to complete the environmental review of the terminal project in a timely manner prior to returning to the Board for approval and award of construction-related contracts for the anticipated permanent terminal expansion work.

**Prior Board Actions:**

9/13/2016: Board approved Task Order #5 with Mead & Hunt, Inc. for design of an expanded Airport terminal facility in the amount of \$1,275,500;

2/9/2016: Board approved a new five-year Master Agreement with Mead & Hunt for on-call engineering services at the Charles M. Schulz - Sonoma County Airport;

4/19/2016: Board approved Airport Construction Engineering Consulting Service Master Agreements: Master Agreements with C&S Engineers, Inc.

2/9/2016: Board approved a new five year Master Agreement with Mead & Hunt for on-call engineering services at the Sonoma County Airport.

**FISCAL SUMMARY**

Expenditures	FY 19-20 Adopted	FY20-21 Projected	FY 21-22 Projected
Budgeted Expenses	1,708.393		
Additional Appropriation Requested			
<b>Total Expenditures</b>	1,708,393		
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal	1,708,393		
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>	1,708,393		

**Narrative Explanation of Fiscal Impacts:**

Mead and Hunt, Inc. Task Order #5 and C&S Task Order #6 will both be funded with proceeds from the May 2018 IBank loan (Agreement No. ISRF 18-124). The work contemplated in these task orders has been incorporated into the FY 2019-20 budget and are included in the financial projections for the larger terminal improvement project.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

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

None

**Attachments:**

Amendment to Mead & Hunt, Inc. Task Order 5  
C&S Engineers Task Order 6

**Related Items "On File" with the Clerk of the Board:**

Mead & Hunt Master Agreement (PSA) executed February 9, 2016  
Mead & Hunt Task Order #5 (original) executed September 13, 2016  
C&S Master Agreement (PSA) executed Agreement April 19, 2016