



City of Palo Alto

City Council Staff Report

(ID # 10724)

Report Type: Consent Calendar

Meeting Date: 10/28/2019

Summary Title: Airport Contract Amendments

Title: Approval of Amendment Number 4 to Contract Number C15155208B With Mead & Hunt, Inc.; and Approval of Amendment Number 7 to Contract Number C15155208A With C&S Engineers, Inc. for Contract Extensions to Complete Phase II of the Airport Apron Reconstruction Capital Improvements Program Project (AP-16000)

From: City Manager

Lead Department: Public Works

Recommendation

Staff recommends that Council:

1. Approve Amendment No. 4 to Contract C15155208B with Mead & Hunt, Inc. (Attachment A) for a contract extension without additional cost to complete inspection and construction administration services related to the Airport Apron Reconstruction Project Phase II (AP-16000); and
2. Approve Amendment No. 7 to Contract C15155208A with C & S Engineers, Inc. (Attachment B) for a contract extension without additional cost to complete construction administration services related to the Airport Apron Reconstruction Project (AP-16000).

Background

The City of Palo Alto (City) has been working with the Federal Aviation Administration (FAA) to rehabilitate and update the airport to current FAA standards. To meet FAA design standards, correct deficiencies, and ultimately improve airport safety, a multi-phase apron reconstruction capital project (AP-16000) was established.

The Airport is working to finish construction on Phase II of the Apron Reconstruction Project by November 2019. C&S Engineers and Mead & Hunt are responsible for construction administration and construction management, respectively.

As part of grant eligibility, the FAA requires that the City (an airport sponsor) conduct a consultant selection process that preapproves consultants for five years. The City must use qualifications-based selection procedures, omitting proposed fees, in the selection and engagement of consultants.

On October 27, 2014, the City of Palo Alto executed two five-year contracts with Mead & Hunt and C&S Engineers for on-call design services, construction administration, environmental studies, and planning functions as required for FAA Airport CIP projects (CMR [#4948](#)). These contracts currently expire on October 31, 2019.

In August 2018, the City executed Contract C19171727 with DeSilva Gates Construction LP for Phase II of the Airport Apron Reconstruction Project (CMR [#9439](#)). At the same time, contract amendment three for the Mead & Hunt contract was approved along with contract amendment six for the C&S Engineers contract. Construction of Phase II began in December 2018 and is expected to be completed in November 2019. Complete close out of the FAA grant for Phase II is expected to occur in December 2020.

Discussion

Consultant services have been vital to the successful delivery of CIP projects, providing on call design services, construction administration, environmental studies, and planning functions as required for FAA Airport CIP projects. Contract amendment four with Mead & Hunt will allow for the time required to provide construction administration and inspection until the end of Phase II of the Airport Apron Reconstruction Project. Similarly, contract amendment seven with C&S Engineers will provide sufficient time for construction observation and administration. Additionally, these contract extensions will allow for both consultants to complete as-builts and documents required for close out of the FAA grant, which is anticipated to take approximately one year.

Resource Impact

These contract amendments extend the terms of the contracts only and do not impact funding.

Policy Implications

Authorization of these amendments do not represent a change in existing policies.

Environmental Review

National Environmental Policy Act

Based on FAA direction, C & S Engineers, Inc. prepared documentation necessary to comply with National Environmental Policy Act (NEPA) requirements for the proposed apron rehabilitation project at the Palo Alto Airport (PAO). As a project that involves only the rehabilitation and minor expansion of existing facilities it qualified as a categorical exclusion (CATEX) under FAA Order 1050.1F Environmental Impacts: Policies and Procedures. At the request of the FAA, two separate CATEX forms were submitted for review. The initial CATEX form, which only focused on the rehabilitation of the existing pavement and ancillary facilities,

was approved in January 2017. A second CATEX form was submitted for the minor apron expansion only. The CATEX was approved by the FAA in April 2017. The NEPA findings were adopted in CMR [8127](#).

California Environmental Quality Act

Environmental Assessment: Exempt from the Provisions of the California Environmental Quality Act (CEQA) per Guideline Section 15302 (Replacement or Reconstruction). The subject project has been assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the environmental regulations of the City. Specifically, the project is categorically exempt from the provisions of CEQA per Section 15301 (Existing Facilities). See the Notice of Exemption included in Attachment B of CMR [8127](#), which was filed with the County following Minor Architectural Review approval of the project. The CEQA findings were adopted in the same report.

Attachments:

- Attachment A: Amendment No. 4 to Contract C15155208B Mead and Hunt Inc.
- Attachment B: Amendment No. 7 to Contract C15155208A C&S Engineering Inc.

**AMENDMENT NO. FOUR TO CONTRACT NO. C15155208B
BETWEEN THE CITY OF PALO ALTO AND
MEAD & HUNT, INC.**

This Amendment No. Four to Contract No. C15155208B (“Contract”) is entered into October 29, 2019, by and between the CITY OF PALO ALTO, a California chartered municipal corporation (“CITY”), and MEAD & HUNT, INC., a Wisconsin corporation, located at 133 Aviation Boulevard, Suite 100, Santa Rosa, California 95403 (“CONSULTANT”).

RECITALS

A. The Contract was entered into between the parties for the provision of On-call engineering services including planning, design engineering, environmental analyses, grant management and construction management.

B. The parties wish to amend the Contract to extend the term.

NOW, THEREFORE, in consideration of the covenants, terms, conditions, and provisions of this Amendment, the parties agree:

SECTION 1. Section 2. TERM is hereby amended to read as follows:

“The term of this Agreement shall be from the date of its full execution through December 31, 2020 unless terminated earlier pursuant to Section 19 of this Agreement.”

SECTION 2. Except as herein modified, all other provisions of the Contract, including any exhibits and subsequent amendments thereto, shall remain in full force and effect.

(SIGNATURE BLOCK FOLLOWS ON THE NEXT PAGE.)

IN WITNESS WHEREOF, the parties hereto have by their duly authorized representatives executed this Agreement on the date first above written.

CITY OF PALO ALTO

MEAD & HUNT, INC.

City Manager or Designee

Officer 1 Signed by:
By: *Robert A. Casagrande*
1DCCC74A3C7041C...
Name: Robert A. Casagrande

APPROVED AS TO FORM:

Title: Vice President

City Attorney or Designee

Officer 2 Signed by:
By: *Jon J. Faucher*
E1EBF44084C44B5...
Name: Jon J. Faucher

Director of Public Works

Title: Vice President

**AMENDMENT NO. SEVEN TO CONTRACT NO. C15155208A
BETWEEN THE CITY OF PALO ALTO AND C & S ENGINEERS, INC.**

This Amendment No. Seven to Contract No. C15155208A (“Contract”) is entered into October 29, 2019 by and between the CITY OF PALO ALTO, a California chartered municipal corporation (“CITY”), and C & S ENGINEERS, INC., a New York corporation, located at 499 Col. Eileen Collins Boulevard, Syracuse, New York 13212 (“CONSULTANT”).

RECITALS

A. The Contract was entered into between the parties for the provision of On-call engineering services including planning, design engineering, environmental analyses, grant management and construction management.

B. The parties wish to amend the Contract to extend the term.

NOW, THEREFORE, in consideration of the covenants, terms, conditions, and provisions of this Amendment, the parties agree:

SECTION 1. Section 2. TERM is hereby amended to read as follows:

“The term of this Agreement shall be from the date of its full execution through December 31, 2020.”

SECTION 2. Except as herein modified, all other provisions of the Contract, including any exhibits and subsequent amendments thereto, shall remain in full force and effect.

(SIGNATURE BLOCK FOLLOWS ON THE NEXT PAGE.)

IN WITNESS WHEREOF, the parties hereto have by their duly authorized representatives executed this Agreement on the date first above written.

CITY OF PALO ALTO

City Manager or Designee

APPROVED AS TO FORM:

City Attorney or Designee

Director of Public Works

C & S ENGINEERS, INC.

DocuSigned by:
By: *Jessica L. Bryan*
64EC4809214E4D2...
Name: Jessica L. Bryan

Title: Department Manager

DocuSigned by:
By: *Cory Hazlewood*
92F89B62E733455...
Name: Cory Hazlewood

Title: Department Manager