



## Legislation Text

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**File #:** 22-1341, **Version:** 1

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**TO:** Board of Supervisors  
**FROM:** Steven Lederer, Director of Public Works  
**REPORT BY:** Katherine Bales, Acting Airport Manager  
**SUBJECT:** Approval of Professional Services Agreement 230070B with Mead & Hunt, Inc. for Engineering Services

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### **RECOMMENDATION**

Director of Public Works requests approval of and authorization for the Chair to sign Agreement No. 230070B with Mead & Hunt, Inc. for the term of July 12, 2022 through June 30, 2023 with an automatic renewal not to exceed one additional year for a maximum amount of \$20,013 for professional engineering services in support of the environmental technical study for the Taxiway K and Runway 19R Run-up Apron Reconstruction project.

### **EXECUTIVE SUMMARY**

In the spring of 2021, airport staff conducted a Request for Qualifications (RFQ) process for professional planning, engineering, and construction management services. The RFQ process utilized FAA guidelines where resultant contracts are intended to coincide with the airport's five-year capital improvement program. The requested Professional Services Agreement with Mead & Hunt, Inc. will provide specialized engineering services required to complete an environmental technical study needed to apply for Airport Improvement Program (AIP) grant funds from the FAA next fiscal year for the Taxiway K and Runway 19R Run-up Apron Reconstruction project.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Airport Enterprise Fund
Is it Mandatory or Discretionary?	Discretionary

Discretionary Justification:	This technical study will allow the Airport to complete its required environmental assessment ahead of the design grant application for Taxiway K and 19R Run-up Apron Reconstruction. Costs associated with environmental assessments have a 90% reimbursement rate from the FAA.
Is the general fund affected?	No
Future fiscal impact:	This technical study will take place during Fiscal Year 2022-23 and the next phase of project design is anticipated to occur in Fiscal Year 2023-24.
Consequences if not approved:	This study is needed to identify environmental hazards and mitigation measures necessary for the Taxiway K and 19R Run-up Apron Reconstruction project. If not completed, the County will not be able to apply for next year's FAA grant cycle, and it could be several years before grant funds are available for pavement reconstruction projects.
County Strategic Plan pillar addressed:	Effective and Open Government

## **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

## **BACKGROUND AND DISCUSSION**

In April of last year, airport staff undertook a professional services (planning, engineering, and construction management) Request for Qualifications (RFQ) process to identify firms for both FAA and locally funded projects. Mead & Hunt, Inc., (Mead & Hunt) was selected as the airport's engineering and architectural consultant through that RFQ process.

On October 29, 2021, the Federal Aviation Administration (FAA) accepted Napa County's annual submission of its Airport Capital Improvement Plan (ACIP). The ACIP provides the FAA with recommended projects as well as requested grant funding over the following five years. For Fiscal Year 2022-23, the Airport's ACIP included the design of Taxiway K and 19R Run-up Apron Reconstruction project. Because this application requires environmental technical study approval by the FAA prior to the grant application, airport specific engineering expertise from Mead & Hunt is needed this year to ensure Napa County meets the FAA deadlines. Staff is recommending execution of an agreement with Mead & Hunt Inc.

The maximum contract amount is \$20,013 for this technical study and is to be paid out of Airport Enterprise Fund- engineering services budget (52145). Costs associated with environmental assessments are eligible for 90% reimbursement as a part of the FAA Airport Improvement Program grant. Staff intend to request these costs, along with any eligible administrative and planning costs related to the Taxiway K and 19R Run-up Apron Reconstruction project, in the correlating grant application.

