



City of San Antonio

Agenda Memorandum

File Number:

Agenda Item Number: 38

Agenda Date: June 22, 2023

In Control: City Council A Session

DEPARTMENT: Aviation Department

DEPARTMENT HEAD: Jesus H. Saenz Jr.

COUNCIL DISTRICTS IMPACTED: Citywide

SUBJECT:

Professional Services Agreement For On-call Planning Services for the San Antonio Airport System

SUMMARY:

This ordinance authorizes a professional services agreement with Mead and Hunt, Inc. for on-call planning services for the San Antonio Airport System to provide professional planning services to include, but not limited to, support services on tasks related to all aspects of airport development at both the San Antonio International Airport and Stinson Municipal Airport. This agreement will encompass all areas of both airports, to quickly perform studies or evaluations of problems that may result ultimately in projects that would be handed off and designed by an On-Call General Engineering Consultants or through an individual solicitation. This agreement is for a two-year term with the option to extend for three, one-year periods for an amount not to exceed \$3,000,000.00 effective upon approval of the ordinance.

BACKGROUND INFORMATION:

The City of San Antonio recently completed the Strategic Development Plan (SDP), also known as its Master Plan, for the San Antonio International Airport and is in the process of completing the update to the Airport Layout Plan for Stinson Municipal Airport. Both processes have identified a need for the development of additional facilities and expansion of existing facilities. The City released a Request For Qualification for an experienced firm with demonstrated capabilities and aviation experience to provide professional planning services.

The City issued a Request for Qualifications (RFQ) for On-Call Planning Services for the San Antonio Airport System on November 30, 2022, with a submission deadline of February 3, 2023. The RFQ was advertised in the San Antonio Hart Beat, the City's Bidding and Contracting Opportunities website, the San Antonio e-Procurement System (SAePS), TVSA, and an email notification was released to a list of potential Respondents. Eight responses were received and deemed eligible for evaluation committee review. A selection committee consisting of representatives from the City Manager's Office, the Aviation Department, the Development Services Department, and the Airport Advisory Commission evaluated and scored the eight responsive submissions on March 14, 2023. Scoring was based on the published evaluation criteria, which included Experience, Background, Qualifications; Project Approach/Management Plan; and the Disadvantaged Business Enterprise Program. The two highest ranked firms were selected for interviews. Interviews and final scoring were held on April 7, 2023. Scoring for this phase was based on the same published criteria. Mead and Hunt, Inc. received the highest score.

The solicitation was released under the Federal Aviation Administration (FAA) Disadvantaged Business Enterprise (DBE) Program, therefore, the DBE Program requirements of Title 49 Code of Federal Regulation (CFR) Part 26 apply. The goal is set based on relative availability of certified DBE firms in relation to the universe in specific trades in the primary market. The primary market is San Antonio Metropolitan Statistical Area however participation is open for all DBE certified firms from anywhere in Texas or the nation. The DBE Liaison Officer established a contract specific goal of 12% of the total dollar value of the contract with 10 points applied to all firms for meeting the DBE Goal and 10 points were applied based on their narrative statement.

ISSUE:

This ordinance authorizes a professional services agreement with Mead and Hunt, Inc. for on-call planning services for the San Antonio Airport System in an amount not to exceed \$3 million to provide professional planning services to include, but not limited to, support services on tasks related to all aspects of airport development at both the San Antonio International Airport and Stinson Municipal Airport. This agreement will encompass all areas of both airports, to quickly perform studies or evaluations of problems that may result ultimately in projects that would be handed off and designed by an On-Call General Engineering Consultants or through an individual solicitation.

As directed by the Aviation Department, in response to specific needs and requirements, the on-call planning services consultant will provide professional planning advisory services over the term of the Contract. Services may include technical analyses, cost estimates, scheduling, strategic planning consultation, participation in workshops and meetings, preparation of working papers,

graphics, and associated support services on tasks related to all aspects of airport development, management, and operations including, but not limited to, the following:

A. Airfield and airspace issues – Conduct airfield and airspace analyses, and provide drawings and exhibits, as needed. Airspace concerns to be considered include, but are not limited to, FAR Part 77 surfaces, TERPs surfaces, Airport Layout Plans, and other existing or proposed conditions, such as buildings, roadways, etc.

B. Aviation database and tracking tools – Provide technical assistance as needed for the Airport's development of a Geographic Information System, and/or Building Information Modeling.

C. Land Use Planning – Aid in land use planning as needed and requested, including undeveloped and developed land, highest and best use determination, as well as industry benchmarking. Updating and amending development standards, all in a fashion compatible with aviation use and current Airport developments. Property Map and Leasehold Exhibits to include preparation of documents and graphics as needed.

D. Economic and financial analyses and aviation forecasts – Provide studies/analyses regarding traffic forecasts, financial benchmarking, and industry trends.

E. Modeling of airspace and landside systems – Conduct studies and provide recommendations as needed, e.g., gate utilization, terminal area aircraft parking, vehicle parking, ground transportation, transit, Transportation Network Companies, and Airport access.

F. Surveys – Coordinate and conduct passenger, tenant, or stakeholder surveys to benchmark potential operational improvements.

G. Terminal operations and facilities – Conduct studies and provide recommendations regarding Airport terminal operations and facilities as requested and needed, e.g., capacity, traffic flow, passenger processing and passenger services, Federal Inspection Services, terminal space utilization, and project feasibility studies.

H. Cost Estimates – Respondent shall provide cost estimates for projects as directed by the Aviation Department.

I. Accessibility – The Aviation Department is committed to having universal design facilities for passengers, airport employees, and the community. The selected Respondents may be asked to perform accessibility and ADA-related studies and evaluations.

J. Safety Management Systems (SMS) – Working knowledge of SMS, 5200.11, Risk Assessments, and ability to Facilitate an SRA.

K. Office Space – Conduct studies regarding office space planning/programming, office space standards, and recommendations on staff adjacencies and space requirements.

L. Staff Development/Staff Augmentation – The selected respondent may be asked to work as an

extension of staff on planning projects, as well as mentoring and/or training for SAAS staff.

M. Other Services – Provide services or coordination for services to provide counsel, negotiation, assistance, and document preparation and representation before the FAA, TSA, and other agencies having jurisdiction over the Airport.

ALTERNATIVES:

City Council could elect to not authorize this agreement and require solicitations for planning services to be solicited separately. However, individual solicitations could delay the project and potentially increase the cost of the project. This agreement will support the development of the San Antonio Airport System. These services encompass all areas of both airports to quickly perform studies or evaluations of problems that may result ultimately in projects that would be handed off and designed by an On-Call General Engineering Consultants or demonstrate that there is no need for the project and be asked to provide substantive evidence to support the finding. The utilization of an on-call agreement allows the Aviation Department to expedite the planning process for potential projects.

FISCAL IMPACT:

This ordinance authorizes an on-call contract for on-call planning services for the San Antonio Airport System for a two-year term with the option to extend for three, one-year periods for an amount not to exceed \$3,000,000.00 effective upon approval of the ordinance. No funds will be encumbered until services are requested. All expenditures will be in accordance with the Department's adopted budget approved by City Council. Services provided will be on an as needed basis and dependent upon available funding within the adopted funding sources to include Airport Interim Financing, Airport Improvement and Contingency Fund, various Federal Aviation Administration grant programs, Stinson Revolving Fund, Passenger Facility Charge Fund, Airport Operating and Maintenance Fund, or Texas Department of Transportation grant funds.

RECOMMENDATION:

Staff recommends the authorization of a professional services agreement with Mead and Hunt, Inc. for on-call planning services for the San Antonio Airport System.