

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

February 11, 2020

FROM

JAMES E. JENKINS, Director, Department of Airports

SUBJECT

Contract with Coffman Associates, Inc. for Chino Airport Master Plan Update

RECOMMENDATION(S)

1. Approve **Contract No. 20-63** with Coffman Associates, Inc. to update and finalize the Chino Airport Master Plan and environmental documentation, commencing February 11, 2020 with completion August 10, 2021 for a total contract amount not to exceed \$323,024. (Four votes required).
2. Authorize the Auditor-Controller/Treasure/Tax Collector to post the necessary budget adjustments, as detailed in the Financial Impact Section. (Four votes required).
(Presenter: James E. Jenkins, Director, 387-8810)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of this item will not require Discretionary General Funding (Net County Cost). The Department of Airports (Department) will fund the one-time contract amount of \$323,024 to update and finalize the Chino Airport Master Plan and environmental documentation with the Use of Fund Balance from Fund 2182 - Airports Reserve Fund.

Fund Center	Commitment Item/GL Account	Description	Action	Amount	WBSE
6311002182	55305030	Operating Transfers Out	Increase	\$323,024	N/A
6311002182	37008880	F/B Res – Available Reserves	Decrease	\$323,024	N/A
6311001000	40909975	Operating Transfers In	Increase	\$323,024	N/A
6311001000	52002445	Other Professional & Spec Svcs	Increase	\$323,024	N/A

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BACKGROUND INFORMATION

On October 6, 2009 (Item No. 19), the Board approved Contract No. 09-963 with Coffman Associates, Inc. (Coffman) in the amount of \$462,391 to prepare an update to the Chino Airport Master Plan (Original Contract). On December 6, 2011 (Item No. 8), the Board approved Amendment No. 1 to the original contract to increase the contract amount by \$90,960 from \$462,391 to \$553,351 to add the preparation of environmental documents, as required under the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) to the scope of work. On December 6, 2011, the Board approved companion item (Item No. 7) to accept a draft Chino Airport Master Plan, subject to environmental review. This approval gave the Department authorization to submit the Aviation Forecasts and Airport Layout Plan that were prepared by Coffman as part of the update to the Chino Airport Master Plan to the Federal Aviation Administration (FAA), which was required as part of the FAA's approval process for the final Chino Airport Master Plan.

Contract No, 09-963 expired without the scope of work completed due to a pending lawsuit for property located east of Chino Airport. The lawsuit was settled in 2016; however, the original contract expired June 30, 2012. The original funding was not fully expended at the time the original contract and suspended and the remaining funds were returned to the Department's General Fund.

On April 30, 2019 (Item No. 62), the Board approved a Real Estate Consultant Agreement with CBRE to provide a master development and marketing plan for the Chino Airport. CBRE's work is currently in progress but portions of Coffman's work to update the Chino Airport Master Plan is required for CBRE to complete the master development and marketing plan.

Approval of the contract with Coffman will allow the update and finalization of the Chino Airport Master Plan, and preparation of environmental documents to resume, with a priority scope of work needed for the CBRE contract to be completed on or before April 30, 2020, and the remainder of the scope of work to be completed on or before August 10, 2021 for a total contract cost not to exceed \$323,024.

PROCUREMENT

On December 16, 2008 (Item No.20), the Board of Supervisors authorized the Department of Airports to issue a Request for Qualifications (RFQ) to solicit responses from qualified vendors interested in providing airport planning services to the County. The airport planning services include, but are not limited to, consultation and advice and/or preparation/development of documents that relate to the following subjects: Airport(s) Master Plan, Environmental/Wildlife Assessment, Land Acquisition, Land Use Plan(s), Hangar Development, Pavement Maintenance, Rules and Regulations, Minimum Standards and Airspace Analysis.

The RFQ was posted on the Purchasing Department's website, aviation organizational websites and a pre-response meeting was conducted. As a result, six responses were received from the following firms: Coffman Associates Inc., C & S Companies, AECOM, Jacobsen/Daniels, LLC, Huitt-Zollars, and Hodgdon Group. A consultant selection committee consisting of representatives from the Department of Airports, Architecture and Engineering Department, Purchasing Department, Airport Commissions Board, outside airport authorities, and Land Use Services Department evaluated the proposals through a comprehensive evaluation process. This process evaluated the proposals for specificity, completeness, the qualifications of personnel, demonstrated knowledge and experience in airport planning services and adherence

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to the guidelines of the RFQ utilizing a point system. Based on this criterion, the committee selected Coffman Associates, Inc. and the Board approved the Original Contract on October 6, 2009.

It is recommended that a new, non-competitive contract is entered into with Coffman to resume the update to the Chino Airport Master Plan and the preparation of environmental documents. Coffman's services are required because of its historical knowledge. At the time the Original Contract was put on hold (for reasons outside of the control of Coffman or the Department), Coffman had already completed a significant amount of work for the update. Resumption of this work will facilitate the timely completion of CBRE's master development and marketing plan, with a priority scope of work needed for the CBRE contract to be completed on or before April 30, 2020 and the remainder of the scope of work to be completed on or before August 10, 2021. The Purchasing Department agrees with the non-competitive procurement to allow for continuity and efficiency in completing the update to the Chino Airport Master Plan and the preparation of environmental documents.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on January 27, 2020; Purchasing (Michelle Churchill, Lead Buyer, 387-2070) on January 10, 2020; Finance (Elias Duenas, Administrative Analyst, 387-4052) on January 21, 2020; Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on January 30, 2020.

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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: February 11, 2020



cc: Airports- Jenkins w/agree
Contractor- C/O Airports w/agree
File- w/agree
la 02/13/2020