

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

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF THE BOARD GOVERNED COUNTY SERVICE AREAS  
AND RECORD OF ACTION**

November 17, 2020

**FROM**

**JAMES E. JENKINS, DIRECTOR, DEPARTMENT OF AIRPORTS**

**SUBJECT**

Twelve agreements for On-Call Airport Planning, Architectural/Engineering and Special Services

**RECOMMENDATION(S)**

1. Acting as the governing body of the County of San Bernardino:
  - a. Approve a total of six contracts, one with each of the following consultants, for on-call airport planning, architectural/engineering, and special services on an as-needed basis for the three-year period of December 1, 2020 through November 30, 2023 in an amount not to exceed \$1,500,000 per contract.
    - i. C&S Engineers, Inc. **Contract No. 20-1126.**
    - ii. Coffman Associates, Inc. **Contract No. 20-1127.**
    - iii. IMEG Corp. **Contract No. 20-1128.**
    - iv. Kimley-Horn and Associates, Inc. **Contract No. 20-1129.**
    - v. Mead & Hunt, Inc. **Contract No. 20-1130.**
    - vi. WSP USA, Inc. **Contract No. 20-1131.**
  - b. Authorize the Director, Assistant Director, and Airport Planner of the Department of Airports to execute work orders for services pursuant to the foregoing contracts, provided that the aggregate work orders do not exceed \$1,500,000 per contract, and to verify the respective consultant's satisfactory completion of services for each work order.
2. Acting as the governing body of the Board Governed County Service Area 60 – Apple Valley Airport:
  - a. Approve a total of six contracts, one with each of the following consultants, for on-call airport planning, architectural/engineering, and special services on an as-needed basis for the three-year period of December 1, 2020 through November 30, 2023 in an amount not to exceed \$1,500,000 per contract.
    - i. C&S Engineers, Inc. **Contract No. 20-1132.**
    - ii. Coffman Associates, Inc. **Contract No. 20-1133.**
    - iii. IMEG Corp. **Contract No. 20-1134.**
    - iv. Kimley-Horn Associates, Inc. **Contract No. 20-1135.**
    - v. Mead & Hunt, Inc. **Contract No. 20-1136.**
    - vi. WSP USA, Inc. **Contract No. 20-1137.**
  - b. Authorize the Director, Assistant Director, and Airport Planner of the Department of Airports to execute work orders for services pursuant to the foregoing contracts,

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provided that the aggregate work orders do not exceed \$1,500,000 per contract, and to verify the respective consultant's satisfactory completion of services for each work order.  
(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 result in the use of Discretionary General Funding (Net County Cost). The Department of Airports (Department) manages a system of six airports, including five airports on behalf of the County of San Bernardino (County) and one airport on behalf of County Service Area 60 (CSA 60).

The six contracts between the County and each consultant and the six contracts between CSA 60 and each consultant for on-call airport planning, architectural/engineering and special services for the three-year period from December 1, 2020 through November 30, 2023 shall not exceed \$1,500,000 per contract. The total not to exceed amount of the County contracts is \$9,000,000 and the total not to exceed amount of the CSA 60 contracts is \$9,000,000. Adequate appropriation and revenue have been included in both the Department's and CSA 60's 2020-21 budget.

**BACKGROUND INFORMATION**

Approval of this item will award a total of twelve contracts, comprising six contracts between the County and each consultant and six contracts between CSA 60 and each consultant, to provide on-call airport planning, architectural/engineering, and special services for the County and CSA 60. Each of the twelve contracts shall not exceed \$1,500,000 for a three-year period from December 1, 2020 through November 30, 2023. This item will also authorize the Director, Assistant Director, and Airport Planner of the Department of Airports to execute work orders for services pursuant to the contracts, provided that the aggregate work orders do not exceed \$1,500,000 per contract, and to verify the respective consultant's satisfactory completion of services for each work order.

The Department manages six airports that comprise the County general aviation airport system: Apple Valley Airport, Baker Airport, Barstow-Daggett Airport, Chino Airport, Needles Airport, and the Twentynine Palms Airport. The Apple Valley Airport is managed by the Department on behalf of CSA 60) and all other airports are managed by the Department on behalf of the County.

The County and CSA 60 each require the preparation of engineering and planning plans, environmental documents, technical reports, permitting assistance, grant applications and reporting assistance to ensure that airport projects comply with all applicable regulations as well as federal and state grant funding requirements. The consultants will be utilized on projects based on specific tasks and assignments, location and availability, and consideration of each consultant's technical specialties. Each of the consultants will have one contract with the County and one contract with CSA 60 but are otherwise on substantially the same terms and conditions. Work orders for services, as needed, under the contracts will be executed by the Director, Assistant Director, and Airport Planner of the Department of Airports in an aggregate amount not to exceed \$1,500,000 per contract. The consultants were competitively procured, which is in alignment with the Board's goals and objectives of operating in a fiscally responsible manner.

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**PROCUREMENT**

The Department conducted a Request for Proposals (RFP) solicitation through the County's E-Procurement (ePro) network on June 5, 2020. The ePro BID# APT120-APT-3816 opening date for competitive bid was June 27, 2020. Based on the criteria of the RFP, a total of nine vendors submitted by the deadline of June 26, 2020:

- AEPC Group, LLC
- C&S Engineers, Inc.
- Coffman Associates, Inc.
- IMEG Corp.
- Kimley-Horn and Associates, Inc.
- Mead & Hunt, Inc.
- WSP USA, Inc.
- Merrell Johnson Engineering Inc.
- BOA Architecture

An evaluation committee comprised of representatives from the Department, the Real Estate Services Department, and the City of Chino evaluated proposals based on qualifications, experience with airport facilities and planning, airport infrastructure design, and knowledge of federal grant program requirements. Based on the overall scoring of the proposals from the evaluation committee, seven consultants was recommended for three year agreements with both the County and CSA 60. During the contract preparation period, AEPC Group withdrew after it identified a material error in the Fee Schedule submitted with their proposal. No protests were received during the RFP process and Purchasing supports the recommendations.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Agnes Cheng, Deputy County Counsel, 387-5455) on September 22, 2020; Risk Management (LeAnna Williams, Director, 386-8621) on September 14, 2020; Purchasing (Bruce Cole, Supervising Buyer, 387-2148) on October 8, 2020; Finance (Elias Duenas, Finance Analyst, 387-4052), on October 29, 2020; Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on October 29, 2020.

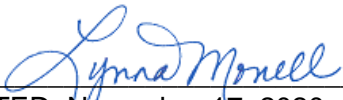
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Record of Action of the Board of Supervisors  
County of San Bernardino  
Board Governed County Service Areas

**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: November 17, 2020



cc: Airports- Jenkins w/agree  
Contractor- C/O Airports w/agree  
SDD/BGCSA- Jenkins w/agree  
Contractor- C/O SDD/BGCSA w/agree  
File- w/agree  
LA 11/24/2020