



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 10/15/2019

Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Steven Lederer - Director of Public Works
Airport

REPORT BY: Greg Baer, Airport Manager - x4665

SUBJECT: Professional Services Agreement with Coffman Associates for Environmental Planning Services

RECOMMENDATION

Director of Public Works requests the following:

1. Approval of and authorization for the Chair to sign an agreement with Coffman Associates for a maximum amount of \$87,074, for the term October 15, 2019 through June 30, 2020, with a provision for automatic annual renewal not to exceed two (2) additional years, in order to accomplish the tasks necessary to complete the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA) processes for the Airport's Terminal Area Redevelopment Project; and
2. Approval of Budget Transfer No. AIR001 appropriating \$87,074 in the Airport-Operations budget (Fund 5010, Sub-Division 5010000) with the use of its available fund balance.(4/5 vote required)

EXECUTIVE SUMMARY

On August 27, 2019, the Board directed staff to accomplish the required environmental reviews (CEQA and NEPA) in order to facilitate multiple Fixed Base Operators within the "front end" of the Airport. The proposed Professional Services Agreement (PSA) with Coffman Associates (Coffman) will allow phase 1 of the environmental review process for the Airport's Terminal Area Redevelopment Project to commence.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No

What is the revenue source?	Airport Operations (Fund 5010, Sub-Division 5010000)
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	As presented by staff and directed by the Board on August 27, 2019, staff is initiating the environmental reviews required for redevelopment of the Airport's terminal area, which is being done in parallel with the Fixed Base Operator Request for Proposals process. Undertaking the proposed scope of work will accomplish the preliminary tasks needed to prepare a California Environmental Quality Act (CEQA) document and ultimately a National Environmental Policy Act (NEPA) document for the Federal Aviation Administration's (FAA's) review and approval.
Is the general fund affected?	No
Future fiscal impact:	In developing the overall scope of work for the environmental reviews with Coffman, staff's approach is to accomplish the work in two phases, with this first phase totaling \$87,074. Staff anticipates coming back to your Board in several months with a contract amendment for phase two, for approximately \$185,000. Additionally, staff expects the majority, if not all of the project budget to be expended in FY 2019-20.
Consequences if not approved:	If the agreement is not approved, the schedule for the environmental work needed for redevelopment of the Airport's terminal area will lag behind what was presented to the Board in August.
County Strategic Plan pillar addressed:	Vibrant and Sustainable Environment Effective and Open Government
Additional Information:	

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

As part of staff's presentation to the Board on August 27, 2019 to receive direction on the Request for Proposals (RFP) document for a potential second Fixed Base Operator (FBO) at the Airport, staff discussed the importance of accomplishing the required environmental documents needed for the FAA's review and approval of an Airport Layout Plan update. The RFP schedule is largely driven by the anticipated timeframe to complete the CEQA and NEPA documents and subsequent public review periods.

As directed by the Board at the August 27th meeting, staff is taking the necessary steps to accomplish the required environmental reviews in order to facilitate multiple Fixed Base Operators within the "front end" of the Airport. The proposed Professional Services Agreement with Coffman will allow phase 1 of the environmental process for the Airport's Terminal Area Redevelopment Project to commence. Phase 1 of the environmental process includes the following tasks:

- | Aviation forecasts and identification of Napa's Critical Design Aircraft (this task includes FAA review and approval of the aviation forecasts);
- | Airport Layout Plan (ALP) revision and 7460-1 Airspace review submittal to the FAA; and
- | Preliminary engineering and support.

Once the various critical pieces of information are determined towards the end of phase 1, the phase 2 scope and fee will be developed. Expected tasks within phase two include: site studies, FAA consultation, and final preparation of the CEQA and NEPA documents for public review.

On September 17, 2019, the Board approved an agreement with RSA+ for topographic survey work needed to inform the preliminary engineering task, which is initially needed to determine the project's overall area of disturbance. As of October 2, RSA+ completed their field work and will have a final work product ready to deliver once the County has issued a Notice to Proceed to Coffman.

Coffman was originally selected to perform work for the County as part of a competitive Request for Qualifications (RFQ) process in 2015 to provide planning and environmental consulting services. Based on the RFQ process and recent discussions with Coffman management regarding their experience with similar projects and immediate availability, County staff is confident with a recommendation to move forward with this agreement.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Mary Booher