



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/17/2019

Agenda Placement: 6C

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Steven Lederer - Director of Public Works
Airport
REPORT BY: Kathy Wagenknecht, Staff Services Analyst II - 259-8683
SUBJECT: Professional Services Agreement with RSA+

RECOMMENDATION

Director of Public Works requests approval of and authorization for the Chair to sign an agreement with RSA+ for a maximum of \$20,000 for the term September 17, 2019 through June 30, 2020, with the option of two additional years, for surveying and mapping services at the Napa County Airport.

EXECUTIVE SUMMARY

The Professional Services Agreement (PSA) with RSA+ will facilitate the topographic survey work that is needed to initiate the preliminary engineering and design of the Airport's Terminal Area. Ultimately, this information will be used to inform the National Environmental Protection Act (NEPA) and the California Environmental Quality Act (CEQA) review process required of the Federal Aviation Administration (FAA) for Terminal Area plan updates.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	5010 - Airport
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The topographic survey is an important first step in order to complete the grading and drainage plan that is necessary for the environmental review process.

Is the general fund affected?	No
Future fiscal impact:	The agreement may be extended until June 30, 2022 for any follow up survey work that may be necessary after the initial topographic survey is completed.
Consequences if not approved:	Staff would not be able to implement Board of Supervisor's direction from August 27, 2019 to move forward with an environmental review for the redevelopment of the Airport's Terminal Area.
County Strategic Plan pillar addressed:	
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: It has been determined that this type of project does not have a significant effect on the environment and is exempt from the California Environmental Quality Act. [See Class 1 ("Existing Facilities") which may be found in the guidelines for the implementation of the California Environmental Quality Act at 14 CCR §15301; see also Napa County's Local Procedures for Implementing the California Environmental Quality Act, Appendix B.]

BACKGROUND AND DISCUSSION

Based on Board of Supervisors direction received on February 12, 2019, staff prepared a draft Request for Proposals (RFP) to facilitate a possible long-term lease for property at the Napa County Airport by a second Fixed Base Operator (FBO). On August 27, 2019, staff received further direction to release the RFP that was presented at the meeting and to move forward with the environmental review process for the redevelopment of the Airport's Terminal Area.

One of the first steps to draft the necessary environmental documents is to develop a preliminary grading and drainage plan. A topographic survey is needed in order to complete that plan. The agreement with RSA+ includes two tasks totaling \$20,000. The first task for \$11,500 is to complete a topographic survey of the Terminal Area. The second task for \$8,500 includes any additional follow up survey or mapping work that may be needed in the future.

RSA+ was selected to prepare the topographic survey based on a request sent to four equally qualified surveying firms experienced in providing these services. RSA+ responded with the lowest quote to complete the necessary work. RSA+ is a local vendor.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Mary Booher