



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** William F. Sherry, A.A.E.  
Director of Aviation

**SUBJECT:** SEE BELOW

**DATE:** November 8, 2010

Approved

Date

11/10/10

**SUBJECT: AMENDMENT TO AIRPORT MASTER SIGNAGE AND WAYFINDING  
CONSULTANT AGREEMENT WITH JACOBS ENGINEERING, INC.**

## RECOMMENDATION

Approve a Second Amendment to the Airport Master Agreement for Signage and Wayfinding Consultant Services with Jacobs Engineering Group, Inc., extending the term of the agreement to September 30, 2011, with no increase in total compensation.

## OUTCOME

The nine month extension will allow the consultant to complete signage and wayfinding projects at Mineta San José International Airport.

## BACKGROUND

The City uses the services of professional sign consultants with airport experience to develop or review wayfinding and signage plans for new or renovated facilities, provide sign design and construction administration support services, and develop standard sign specifications. On May 23, 2006, City Council approved a Master Agreement with Carter & Burgess, Inc., for signage and wayfinding projects at Mineta San José International Airport. Carter & Burgess, Inc. was acquired by Jacobs Engineering Group, Inc., and the City consented to the assignment of the Agreement to Jacobs Engineering Group, Inc. (Consultant). The contract period was from June 1, 2006 to June 30, 2010. Pursuant to Section 4.04.020 of the San Jose Municipal Code, a minor amendment was executed by the City Manager's Office to extend the term for six months with no increase in total compensation with a termination date of December 31, 2010.

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Development and completion of several signage projects for existing facilities at the Airport were placed on hold pending the opening of the Consolidated Rental Car Facility and Terminal B on June 30, 2010. Airport staff time and resources were dedicated to the successful opening of the new airport facilities under the Terminal Area Improvement Program. As a result, signage projects that could be placed on hold were deferred until after June 30, 2010.

The signage and wayfinding projects that were deferred included new or replacement signs for Terminal A Garage, Terminal A Ground Transportation areas, the International Arrivals building, and roadway signs outside of the terminal area improvements. Consultant has developed these projects with final plan sets ready for bid by December 2010 for facility sign projects, and by February 2011 for roadway sign projects.

In addition, a final sign consultant task order is being prepared to record final sign design standards based on approved shop drawings by the Terminal Area Improvement Program design-builder. Consultant was the single sign consultant for all terminal area improvements and had access to all the design and shop drawing changes made to the over 100 types of airport signs in the terminals, parking garages, ground transportation areas, and rental car facility. Compilation of these final sign design standards will ensure any future sign projects can be built by any qualified sign fabricator and match the exact standards and quality of the existing signs.

### **ANALYSIS**

Several sign projects designed by the Consultant were deferred for bidding and award to early 2011. The task orders that initiated the design included Consultant services for construction administration support services (i.e., sign fabrication review and installation inspection services). Extending the term of agreement will ensure the Consultant will provide these support services after the projects are awarded.

In addition, one of the Consultant's remaining task orders is to prepare final sign design standards for the variety of airport signs. The existing sign standards developed in 2006 are outdated and do not reflect the minor sign design changes that took place as part of the Terminal Area Improvement Program. Consultant has been the primary reviewer of shop drawings and has documented several design changes, lessons learned, and common errors during sign fabrication and installation. Capturing this information in a new design standard will benefit future airport sign projects by providing details necessary for cost-effective procurement of new or replacement signs.

### **ALTERNATIVES**

Expiration of the contract with Consultant would require a new Request for Qualifications (RFQ) to be issued for a new signage and design consultant. The outcome would be more costly to the City, requiring the new consultant to learn and review sign projects, and extensive staff time to initiate and implement the RFQ.

Staff recommends proceeding with the recommended action to extend the term so work may be completed that has already been initiated under the current terms of agreement.

**PUBLIC OUTREACH/INTEREST**

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
  
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
  
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

This item does not meet the above criteria requiring additional notification; however, it will be posted on the City's Council Agenda Website for the November 30, 2010 Council Meeting.

**COORDINATION**

This amendment and memorandum have been coordinated with the City's Public Works Department, the City Manager's Budget Office and the City Attorney's Office.

**COST IMPLICATION**

1. AMOUNT OF RECOMMENDATION: \$0
2. SOURCE OF FUNDING: 526 – Airport Revenue Bond Improvement Fund
3. FISCAL IMPACT: N/A

There is no fiscal impact of the recommendation. There is no increase in total compensation for Signage and Wayfinding Consultant Services.

**BUDGET REFERENCE**

| Fund # | Appn. # | Appn. Name                         | RC #   | Total Appn.  | Amt. for Contract | 2010-2011 Adopted Capital Budget Page | Last Budget Action (Date, Ord. No.) |
|--------|---------|------------------------------------|--------|--------------|-------------------|---------------------------------------|-------------------------------------|
| 526    | 5253    | Terminal Area Development, Phase I | 14379X | \$57,267,000 | \$00.00*          | V-745                                 | 06/29/10, Ord. No. 28765            |

\* Current request is only to extend the term of the existing contract.

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**CEQA:** Not a Project, File No. PP10-066(d), Consultant Services for Design/Study/Research/Inspection.

/s/

**William F. Sherry, A.A.E.**

Director of Aviation