



# Memorandum

**TO: HONORABLE MAYOR AND  
CITY COUNCIL**

**FROM: Ralph G. Tonseth  
Katy Allen**

**SUBJECT: SEE BELOW**

**DATE: 06-21-04**

Approved

Date

6/18/04

Council District Citywide

**SUBJECT: NORMAN Y. MINETA SAN JOSE INTERNATIONAL AIRPORT ON-  
CALL CONSULTANT DESIGN SERVICES AGREEMENT**

## RECOMMENDATION

Adoption of a resolution authorizing the City Manager to negotiate and execute an agreement with HMH Engineers for On-Call Consultant Design Services for the North Concourse Project at Norman Y. Mineta San José International Airport for the period July 2004 to July 2006 in an amount not to exceed \$1,000,000.

CEQA: Resolution Nos. 67380 and 71451, PP 04-03-086.

## BACKGROUND

The City has commenced implementation of the 1997 Airport Master Plan, which includes the replacement of existing Terminal A and C with a new Central Terminal, including a new North Concourse Building. The City plans to implement the construction of the North Concourse building in phases using a separate construction contract for each phase.

The nature of construction by phases, and the complexity of the Airport environment, necessitates on-call engineering and design consulting services to allow for quick responses to issues as they arise. Procurement of these services has been initiated through selection of professional consultants capable of providing a full range of design services performing studies, preparing construction documents and performing other professional engineering services as required for the North Concourse Project. Typical required services may include architectural, civil, structural, mechanical, electrical and other related professional engineering services to design various interim and permanent improvements to support the Airport's operational and infrastructure needs.

## **ANALYSIS**

The selection process consisted of a review of statements of qualifications submitted by 14 consultant firms. Department of Public Works and Airport Department staffs were represented on the review panel. The review panel quantified and confirmed the technical and professional expertise of each responding firm. A separate selection committee interviewed those candidates selected by the review panel for further consideration. The interview selection committee consisting of City senior staff and an outside agency expert (Port of Oakland Airport Department Manager) interviewed the top six candidate firms. At the completion of the interview process, HMM Engineers had the highest rating in all categories considered. The selection committee unanimously recommended HMM Engineers as the ranked firm to enter into negotiations with.

The selection committee believes that HMM Engineers was best suited for this project because of its ability to respond quickly and produce quality documents, its working relationship with the Airport and stakeholders and its knowledge of the Airport.

The agreement includes the following provisions:

- 1 HMM Engineers will maintain a corporate office in the City of San José for the duration of the contract.
- 2 Key staff members, including the identified Principal and Project Manager, named in the agreement, will not be substituted without the approval of the City. In the event those personnel become unavailable for whatever reason, the agreement provides for corresponding reductions in consultant compensation.
- 3 Rates for project personnel are in accordance with industry standards for the contemplated work.
- 4 Small business participation goals.

Consistent with the City's standard consultant agreement form, the agreement may be terminated by the City upon seven days written notice at any time without cause.

This selection process outlined above was also intended to establish a list of qualified consultants to provide professional services for future work. The list will be maintained and as the need arises other consultant agreements will be presented to Council for approval.

## **PUBLIC OUTREACH**

The Request-For-Qualifications (RFQ) for the On-Call Consultant Design Services Contract was posted in the business section of the Airport's web site, the Bid Hotline section of the Department of Public Works' web site, the *San Jose Mercury News*, the *San Jose Post Record*,



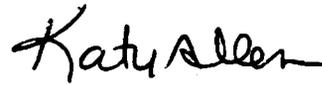
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RALPH G. TONSETH  
Director of Aviation  
Airport Department



KATY ALLEN  
Director, Public Works Department

TF