



CITY COUNCIL STAFF REPORT

DATE: September 3, 2014 CONSENT AGENDA

SUBJECT: AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT
5720 WITH HNTB CORPORATION FOR ENVIRONMENTAL STUDY
PHASE OF AIRPORT MASTER PLAN IN THE AMOUNT OF \$63,710.00

FROM: David H. Ready, City Manager

BY: Department of Aviation

SUMMARY

A contract amendment to the HNTB Corporation for the additional professional services required for the completion of the Airport Master Plan Environmental Phase project.

RECOMMENDATION:

1. Approve Amendment No. 2 to Agreement 5720 with HNTB Corporation for the Environmental Phase of the Airport Master Plan in the amount of \$63,710.00 with the agreement term extended to October 31, 2015.
2. Authorize City Manager to execute all necessary documents.

STAFF ANALYSIS:

In a previous action, City Council accepted a Federal Aviation Grant to fund the required Palm Springs International Airport Master Plan Update. That plan was developed under the criteria set forth by the FAA which allow the identification of facility constraints and the development of plans necessary to address them according to generally acceptable airport industry methods. HNTB Corporation, under the authorization of the FAA, was the aviation specialty firm hired to perform the professional services necessary to complete this project.

After the development of the Master Plan Update and according to the National Environmental Protection Agency (NEPA) and California Environmental Quality Act (CEQA) regulations, an environmental review of the master plan was required to be undertaken with the applicable criteria per both NEPA and CEQA. Both processes have are underway through a City Council authorized contract with HNTB Corporation, which

ITEM NO. 74

includes the subcontracted services of a Palm Springs based environmental specialty firm LSA Associates. The majority portion of the CEQA work is completed and will be brought forward to the City Council in conjunction with the NEPA component which is still ongoing with the FAA, and is expected to be completed over the next six months.

The action under consideration is for an amendment to the HNTB prime contract for funding of additional work related to both the NEPA and CEQA professional services stemming from unforeseen items, an extended timeframe, and FAA requests for additional analysis and reporting. HNTB has coordinated closely with the FAA, which has concurred the additional work is necessary to assist City staff in processing progress reports, analyzing the 2020 noise contours reflecting anticipated fleet mix forecasts, and completing the final documentation based on reviews and public meetings.

FISCAL IMPACT:

The Master Plan Update was awarded through a professional services agreement with HNTB Corporation and completed within the original \$585,000 budget which was funded in most part by an FAA Grant in the amount of \$500,000. This first environmental requirement phase work in the amount of \$667,000 was funded with a second FAA Grant in the amount of \$516,000 and the remaining \$151,000 was paid from the Airport Fund which was anticipated and budgeted. The work for this second amendment is also intended for FAA grant funding:

416-6601-56102 FAA Grant fund	\$46,905.00
416-6401-56110 Grant match and CEQA portion	<u>\$16,805.00</u>
Total	\$63,710.00



Thomas Nolan,
Executive Director, Airport



David H. Ready, City Manager

Attachment: HNTB Amendment No. 2 to Agreement 5720
HNTB Project Schedule
HNTB Project Scope

AMENDMENT NO. 2
TO AGREEMENT NO. 5720 – AVIATION CONSULTING SERVICES
PALM SPRINGS INTERNATIONAL AIRPORT

THIS SECOND AMENDMENT is made and entered into as of the 3rd day of September, 2014 (the "effective date") by and between the CITY OF PALM SPRINGS, a California charter city and municipal corporation ("City"), and HNTB Corporation, a Delaware Corporation, (herein "Consultant") as follows:

RECITALS

WHEREAS, the City owns and operates Palm Springs International Airport ("Airport") located in Palm Springs, California, for the convenience of the general public.

WHEREAS, City and Consultant entered into that certain Consulting Services Agreement No. 5720 for Aviation Consulting Services ("Agreement"), as duly amended from time to time; and

WHEREAS, the parties wish to amend the Agreement to increase work assignments.

NOW, THEREFORE, for good and sufficient consideration, the parties agree as follows:

1. Schedule of Performance Section 3.4 Term is hereby amended to add the following sentence:

The term for the completion of the Environmental Assessment will be extended to October 31, 2015.

2. Exhibit "A", Scope of Services is hereby amended to add the following project elements. The deliverables, meetings and tasks are detailed on the attached Exhibit 1, as described in Consultant proposal , dated August 7, 2014.

Task 1: Task Management/Coordination Meetings and Project Completion

Task 2: Noise Analysis/CFR (Code of Federal Regulations) Part 150 NEM
(Noise Exposure Map) Update Documentation

Task 3: Incorporation of Additional Traffic Data

Task 4: Finalization of California Environmental Quality Act (CEQA) requirements

3. The agreement shall allow the additional scope of services sum not to exceed \$63,710.00 for professional services relating to the Environmental Assessment (EA) project in conjunction with the Airport Master Plan. Total EA \$730,530.00.

Except as previously modified herein, all other provisions of the Agreement shall remain unmodified in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties have executed and entered into this Lease as of the date first written above.

CITY OF PALM SPRINGS

ATTEST:

a municipal corporation

By: _____

By: _____ *THW*

City Clerk

City Manager

APPROVED AS TO FORM:

By: _____

City Attorney

AIRLINE: Check one: Individual Partnership Corporation

Corporations require two notarized signatures: One from each of the following:

A. Chairman of Board, President, or any Vice President: AND

B. Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, or Chief Financial Officer.

By: _____

By: _____

Signature (notarized)

Signature (notarized)

Name: _____

Name: _____

Title: _____

Title: _____

State of _____

State of _____

County of _____

County of _____

On _____ before me, _____

On _____ before me, _____

Personally appeared _____ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

Personally appeared _____ proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

WITNESS my hand and official seal.

Notary
Signature: _____

Signature: Notary Signature: _____

Notary Seal:

Notary Seal:

**Palm Springs International Airport
Airport Master Plan**

**ADDITIONAL SERVICES REQUIRED FOR COMPLETION OF
ENVIRONMENTAL ASSESSMENT FOR THE MASTER PLAN
UPDATE AND MASTER PLAN UPDATE MODIFICATIONS**

Scope of Professional Services

By:

HNTB Corporation

Preamble to the Second Amendment

In development of the Environmental Assessment (EA) and Initial Study (IS) to review potential environmental impacts associated with implementing the initial program for Palm Springs International Airport (PSP), as defined within the Master Plan Update (Draft 2010), additional coordination, analysis and meetings are necessary. As HNTB has worked through development of the EA/IS, multiple areas of our original scope associated with the EA and Master Plan require additional effort:

- Additional management and coordination,
- Noise analysis to address differing years for development of Noise Exposure Map contours to meet 14 CFR Part 150 requirements
- Master Plan and Initial Study/Mitigated Negative Declaration Support

HNTB Corporation (HNTB), the Executive Director of PSP, and the FAA discussed the scope of the project and recent comments on the Draft EA during a conference call on June 25, 2014. This scope of work amendment for additional services to address additional requirements necessary to complete the EA /Master Plan Update process is respectfully submitted by HNTB.

Task 1 Task Management / Coordination / Communication (HNTB)

The initial timeline for developing the EA spanned approximately two years with work initiated in mid-December 2010. In consideration of issues that have been uncovered during the environmental review and agency review times, the new schedule for completion is anticipated to be mid-2015. Subtasks within this Task include the participation in project calls with the City of Palm Springs, PSP, LSA, and various City departments as needed. Project conference calls are anticipated to include coordination to assist the City in the processing of the Master Plan Update, the Initial Study, and the Environmental Assessment. Task management activities include the development of progress reports as well as the management of the budget for each task. Specific project issues that HNTB anticipates will be subject to additional coordination efforts include

coordination with the SHPO and Native American Tribes, as well as issues related to the local designation of the Terminal as a historic resource. Also, as the Preliminary Draft document transitions into the Draft and Final EA, we anticipate additional coordination between the City, FAA, and HNTB will be needed to coordinate public involvement and review of the document.

Total estimated costs for this effort are \$28,370, which includes \$250 in expense budget.

Conference Calls, progress reports, etc:	Conference calls will be held ad hoc as necessary to discuss documentation concerns, schedules and other needs.
Deliverable:	Conference call meeting notes. Monthly status reports between City of Palm Springs and HNTB.
Funding	It is anticipated that portions of this task would be eligible for FAA AIP funding.

Task 2 Initial Study Support (LSA)

Tasks associated with the Initial Study completed by LSA Associates as a subconsultant to HNTB for completion of the CEQA Initial Study were completed and the City has agreed to compensate LSA for the continued support of the study. The City approved of an amended work plan on April 3rd, 2014. LSA's efforts are associated with two tasks from the original scope:

Project Management (Original Scope of Services Task 1)

The original contract included eight quarterly review meetings with approval by the City Council in October 2010. The contract is in its sixth quarter beyond the original deadline. This updated task includes project management activities for an additional three months period estimated to start July 1, 2014, extending through September 30, 2014. This task covers coordinating contractual issues, invoicing, project status reports, communication with the client on overall project-related issues, and communication/coordination with other consultants on the project.

Meetings:	One team meeting as necessary, with the City of Palm Springs and HNTB, as necessary
Deliverable:	Monthly status reports.
Funding:	Costs associated with this task would be borne by the City of Palm Springs.

Level of participation: A total of fourteen hours is budgeted for Project Management.

Final IS and MND/Public Meetings (Original Scope of Services Task 6)

This task has been modified. LSA will support City Staff in preparing the revised IS/Draft MND as necessary to circulate. Upon completion of the public review period, LSA will review all comments received, prepare a summary of such comments, and prepare responses to the comments as required under CEQA. LSA will support HNTB and City staff at the following public meetings to review the Master Plan and IS/MND, including one team meeting to prepare for such public meetings:

- Historic Site Preservation Board

- Planning Commission
- City Council

Meetings:	Preparation Meeting, Historic Site Preservation Board, Planning Commission, City Council
Deliverable:	Final IS, Responses to Comments
Funding:	Costs associated with this task would be borne by the City of Palm Springs.

Level of participation: A total of 70 hours is budgeted for Task 6: Final IS and MND/Public Meetings.

Total estimated costs for this effort are \$12,600, which includes \$100 in expense budget.

Task 3 Additional CFR Part 150 NEM Noise Analysis (HNTB)

HNTB interprets Part 150 requirements that the Existing NEM be representative of existing conditions at the time of the submittal. The EA baseline noise contour represents conditions in 2010, while the forecast 2015 (and 2020) condition includes noise exposure contours for both a No Action and a Proposed Action condition. As originally scoped and timed, the date for noise exposure maps to be used for submission of 14 CFR Part 150 noise exposure maps would have been 2011 and 2016. The reasonableness of using 2010 and 2015 contours to represent 2011 and 2016 would require minor analysis and narrative for use in NEM documentation.

Due to the extended time frame for the EA, 2011 and 2016 noise exposure contours would not meet the requirements of 14 CFR Part 150, and as such, HNTB proposes to develop a revised 2014/2015 noise exposure contour for submission as the existing year NEM. HNTB proposes the 2020 noise exposure contours prepared for the EA be used as the five-year forecast noise contour for the purposes of updating the future NEM. The existing appendix in the EA will include all necessary documentation and graphics, including maps at a scale of 1"=2,000' per 14 CFR Part 150 requirements.

HNTB proposes to use existing INM input to the extent practical, including noise model flight tracks and general assumptions regarding runway use. The most recent 12-months of data available will be used to determine operations for the existing condition, with fleet mix assumptions validated through use of landed fee reports. Revisions to military operations will be included as necessary.

Meetings:	Conference calls as necessary.
Deliverable:	Draft and Final 14 CFR Part 150 NEM Update data included in an EA appendix.
Funding	It is anticipated that portions of this task would be eligible for FAA AIP funding.

Total estimated costs for this effort are \$15,520.

Task 4 Additional FAA Review (HNTB)

HNTB will provide the FAA with an additional review inclusive of FAA comments prior to Line-of-Business review.

Meetings:	Consultation with FAA on changes to the initial Preliminary Draft.
Deliverable:	Additional version of the Preliminary Draft EA for FAA review.
Funding	It is anticipated that portions of this task would be eligible for FAA AIP funding.

Total estimated costs for this effort are \$4,780.

Task 5 Master Plan Update Support (HNTB)

HNTB will provide Master Plan Update support to the City of Palm Springs for presentation of the Master Plan Update to City Council anticipated to occur in September 2014. This task will include one HNTB staff person to present the Master Plan Update to City Council.

Meetings:	Planning meeting prior to City Council presentation, City Council meeting.
Deliverable:	Presentation to City Council.
Funding	It is anticipated that portions of this task would be eligible for FAA AIP funding.

Total estimated costs for this effort are \$2,340.

The tasks identified above total \$63,710, of which a portion is anticipated to be eligible for FAA AIP grant funding.

Anticipated Schedule

The anticipated schedule for the completion of the Master Plan Update and IS/MND is following City Council approval in September 2014. The anticipated schedule for completion of the EA is July 2015, which is dependent upon 30-day FAA review times for the Draft, FAA Line-of-Business, and Preliminary Final EA, and includes a 45-day public comment period. The attached schedule provides additional details.

PALM SPRINGS INTERNATIONAL AIRPORT
ADDITIONAL SERVICES REQUIRED FOR COMPLETION OF THE ENVIRONMENTAL ASSESSMENT AND INITIAL STUDY FOR THE MASTER PLAN UPDATE AND MASTER PLAN UPDATE MODIFICATIONS
FEE ESTIMATE
7-Aug-14

Legend: C = CEQA effort; N = NEPA effort; NC = combined CEQA and NEPA effort

Task	Task Name	Billing Rate:	COORDINATION / RESEARCH / ANALYSIS LEAD		NEPA or CEQA Effort	Principal Aviation Planner	Senior Env. Planner/Forecast. et	PM & Lead Planner (Env/AV)	Planned (S (Env/AV)	Env. Planner	II. Env. Planner I	Teh/AV Planner	Admin	OFA	LSA	Total Hr	Total Labor
			\$ 315	\$ 250		\$ 180	\$ 125	\$ 100	\$ 95	\$ 90	\$ 85	\$ 185	\$ 150				
1	Task Management/ Coordination/ Communication				N		28	90					48			166	\$28,120
2	Initial Study Support (LSA)				C										12,600	84	\$12,600
3	Additional Noise Analysis/CFR Part 150 NEM Update Documentation Update of Noise Exposure Contours (2014/2015)				N		4	32	40		24		18			116	\$15,520
4	Additional FAA Review				N		4	12	12							28	\$4,780
5	Master Plan Update Support				N			13								13	\$2,340
Total Labor Hours						0	36	147	52	0	24	0	64	0	0	407	
Total Labor Dollars						\$0	\$10,080	\$28,460	\$6,600	\$0	\$2,280	\$0	\$5,440	\$0	\$0	\$0	\$63,260
Expense Summary																	\$360
Travel Expenses																	
Direct Reimbursable Expenses (NNTB)																	\$250
Direct Reimbursable Expenses (LSA)																	\$100
TOTAL LABOR AND EXPENSES																	\$63,710

*Assumes response to comments provided to FAA on May 27 2014 receive concurrence from FAA (no updates to other resource categories, no separate document for NEM Update)