

**City of Palmer
Action Memorandum No. 23-048**

Subject: Authorizing the City Manager to Negotiate and Execute a Three (3) Year Contract with Two (2), One (1) Year Extensions with HDL Engineering Consultants, LLC the Selected Consulting Engineering Firm for the Engineering Services for Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport from the Request for Proposal #PAQ 23-001 ES

Agenda of: August 22, 2023

Council Action: **Approved** **Amended:** _____
 Defeated

Originator Information:

Originator: Rosalie Kelly, Airport Superintendent

Department Review:

Route to:	Department Director:	Signature:	Date:
_____	Community Development	_____	_____
<u> X </u>	Finance	<u><i>[Signature]</i></u>	<u>08/02/2023</u>
_____	Fire	_____	_____
_____	Police	_____	_____
_____	Public Works	_____	_____

Certification of Funds:

Total amount of funds listed in this legislation: \$ _____

- This legislation (√):
- Creates revenue in the amount of: \$ _____
 - Creates expenditure in the amount of: \$ _____
 - Creates a saving in the amount of: \$ _____
 - Has no fiscal impact

Funds are (√):

- Budgeted Line item(s): _____
- Not budgeted _____

Director of Finance Signature: *[Signature]*

Approved for Presentation By:

	Signature:	Remarks:
City Manager	_____	_____
City Attorney	<u><i>Sarah Heath</i></u>	_____
City Clerk	_____	_____

Attachment(s):

1. HDL 5 year Proposal

Summary Statement/Background:

A Request for Proposal (RFP) was issued by the City of Palmer to provide for the anticipated planning and engineering services needed over the next 5 years at the Airport. The City received two final proposal's, both meeting the RFP qualifications. They are HDL Consultants, LLC and RESPEC Company, LLC.

After review by the Airport Superintendent and Evaluation Team; HDL Engineering Consultants, LLC has been selected for the Engineering Services needed for future Ongoing Planning and Capital Improvement Projects at the Warren "Bud" Woods Palmer Municipal Airport.

The anticipated scope of possible project(s) for this Request for Proposal includes but is not limited to the following:

- Avigation Easement, Construction Mitigation, & Relocate RW 16 Threshold
- Rehabilitate Aprons 2024 and Beyond
- Construct Sand Storage Building
- Construct ARFF Building
- Upgrade Airport Lighting and NavAids
- Aviation, Civil, Electrical, Structural and Mechanical Related "On Call" Engineering Services – Ongoing
- Attending Airport Advisory Commission Meetings on an "As Needed" basis.

HDL will assist the City of Palmer in all aspects of acquiring and administrating all Federal Aviation Administration (FAA) grants associated with these projects. HDL will prepare complete FAA AIP planning grant application packages including all forms, attachments, supporting documents, designs, plans and specifications in accordance with FAA Advisory Circulars to provide complete packages that will be accepted by the FAA. HDL will coordinate with the FAA and track the grant applications and assist with providing any follow-up information requested by the FAA. Many of the above projects are AIP grant eligible and each project will require separate City Council approval and appropriate FAA funding with match if applicable.

An Independent Fee Estimate will be required by the FAA on all projects funded by the FAA over a certain threshold.

This RFP and PSA contract will eliminate the need for separate RFP's year after year for the next five years saving time and money and will provide the City with constancy and stable engineering services.

Administration's Recommendation:

Approve Action Memorandum No. 23-048 for the execution of a Professional Services Agreement (PSA) Contract with HDL Engineering Consultants, LLC.