



CCAA BOARD MEMO

Agenda Item: G-1

BOARD MEMO 2023-23

Meeting Date: September 20, 2023

Agenda Title: FOR POSSIBLE ACTION: APPROVE PROFESSIONAL SERVICES AGREEMENT (PSA) WITH COFFMAN & ASSOCIATES TO SERVE AS THE AIRPORT PLANNING CONSULTANT FOR A PERIOD OF FIVE YEARS.

Staff Summary: Staff to present proposed contract with Coffman & Associates to provide on-call Airport Planning and Environmental Services.

Agenda Action: Formal Action/Motion

Time Requested: 0 Minutes

Proposed Motion

I move to approve the Professional Services Agreement with Coffman & Associates.

CCAA'S Strategic Goal

Maintain airport infrastructure in top condition.

Previous Action and Executive Summary

May 17, 2023 (Item H-2) – The CCAA approved the RFQ for planning services and architectural/engineering services.

July 13, 2023 – The Airport Manager received a statement of qualifications from Coffman & Associates for planning services.

August 16, 2023 (Item H-1) – Coffman & Associates was selected as the top ranked planning consultant and staff were directed to proceed with negotiations.

Financial Information

Is there a fiscal impact?

No Yes

If yes, account name/number & amount: 3099 General Fund

General Fund/ Federal Share:

Hourly Rates:

Principal-In-Charge: \$303

Senior Professional/Project Manager: \$279

Professional: \$166

Technical/Support \$118

Is it currently budgeted? Yes

Alternatives

Reject the proposed agreement and direct staff to make changes.

Board Action Taken:

Motion: _____ 1) _____
2) _____

Aye/Nay

(Vote Recorded By)