

## **CITY COUNCIL MEMORANDUM**

### **AGENDA ITEM**

**SELECTION OF A GENERAL ENGINEERING CONSULTANT FOR THE PERFORMANCE OF ARCHITECTURAL, PLANNING, AND ENGINEERING SERVICES FOR THE KILLEEN FORT HOOD REGIONAL AIRPORT AND ROBERT GRAY ARMY AIRFIELD**

### **ORIGINATING DEPARTMENT**

**Aviation**

### **BACKGROUND INFORMATION**

FAA (Federal Aviation Administration) grant assurances require airports which receive FAA Airport Improvement Program (AIP) funding to conduct a Request for Qualifications (RFQ) at least every five years to select a firm to perform architectural, engineering, and planning consultant services for FAA or PFC (Passenger Facility Charges) funded professional services work. The previous five-year agreement has reached its limit; thus the process to evaluate and select a qualified consulting team was undertaken.

### **DISCUSSION/CONCLUSION**

RFQ 15-13, to select the Airport's General Engineering Consultant (GEC), was issued by the City in February 2015 and subsequently advertised in the Killeen Daily Herald, on the City's web site, on the American Association of Airport Executives various websites, and on a Texas state procurement web site. Qualification packages were received on March 27, 2015, from five (5) firms, of which four were deemed responsible and qualified for further evaluation. Those firms were CP&Y, Inc., Garver LLC, Jacobs Engineering Group, Inc., and KSA Engineers, Inc.

The RFQ process was a two-part assessment performed by an evaluation team consisting of Airport and City of Killeen Staff, including City Public Works and City Planning, tasked to review the qualifications of the interested companies and make a recommendation to City Council. The first part of the GEC assessment was to review and analyze a written qualification package which specifically designed to ascertain the proposer's ability to concisely and completely present the requested material in a cogent and coherent document per the evaluation criteria in Attachment 1. This part of the assessment selected those firms which were most responsible and qualified to continue to the presentation stage of the assessment. The evaluation team then heard presentations and interviewed representatives from each GEC firm and evaluated and rated each firm based upon a pre-established set of criteria per Attachment 2; following each presentation, the team met to discuss the firm in detail. Following the final presentation, the evaluation team met and collectively discussed each GEC firm and analyzed their collective body of work, both the written submission and the presentation. The committee selected Garver LLC as the preferred GEC to perform the airport's engineering and professional services for up to five years.

**FISCAL IMPACT**

There is no fiscal impact at this time. Costs will be incurred only following City Council approval of specific contracts after staff negotiation.

**RECOMMENDATION**

City Council approve the selection of Garver LLC to perform architectural, planning, and engineering services for a period of up to five (5) years for Killeen-Fort Hood Regional Airport and Robert Gray Army Airfield.