



TO: Members of the Charlottesville Albemarle Airport Authority

FROM: Melinda C. Crawford, Executive Director

DATE: January 21, 2015

SUBJECT: **Action Item #4** – Award of Contracts to Delta Airport Consultants and Talbert & Bright Engineering

RECOMMENDATION: Board award contracts to Delta Airport Consultants and Talbert & Bright Engineering contingent upon legal review and if no protests are received during the Notice of Intent to Award period.

BACKGROUND: The Authority is currently in the last year of a 5-year contract with Delta Engineering Consultants. The Authority issued a Request for Proposal (RFP) for Professional Aviation/Civil Engineering Services for the purpose of securing 2 qualified firms and received 6 proposals. All were evaluated and ranked by 3 individuals in accordance with the evaluation criteria outlined in the RFP. The rankings were averaged and the Authority selected the top 3 to conduct presentations on their firms. After the presentations, the firms were ranked again and negotiations with the first firm, Delta Airport Consultants, were conducted and closed with them being selected as one of the firms with which the Authority would enter into a contractual arrangement. The Authority then contacted the second ranked firm, Talbert & Bright. Negotiations were conducted and closed with them being selected as the other firm with which the Authority would enter into a contractual arrangement. The Notice of Intent to Award was posted on 1/20/15. There is a 10 day protest period which will end on 1/30/15.

PRIOR ACTIONS: RFP issued on May 9, 2014

FINANCIAL IMPACT: Fees and expenses associated with these engineering contracts will be solely dependent upon the projects to which they are assigned.

ATTACHMENT: Attachment #1—Proposed Contract;
Attachment #2 – Proposed AE Contract Terms

PRESENTATION: None