



**TO:** Members of the Charlottesville Albemarle Airport Authority  
Members of the Charlottesville Albemarle Joint Airport Commission

**FROM:** Melinda C. Crawford, Executive Director

**DATE:** March 26, 2015

**SUBJECT:** **Action Item #1** – Award of Contracts to Delta Airport Consultants, Talbert & Bright Engineering and Gresham Smith & Partners

**RECOMMENDATION:** Board award contracts to Delta Airport Consultants, Talbert & Bright Engineering and Gresham Smith & Partners.

**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 six 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 three 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 for professional engineering services was posted on 1/20/15.

The Authority does not have a contractual relationship with any architectural firms. In the past, the Authority used the architectural services that had been identified as subcontractors of the Authority's contracted professional engineering firm, Delta Airport Consultants. The Authority issued a Request for Proposal (RFP) for Professional Architectural Services. Six proposals were received, and two firms were short listed for presentations. After the presentations, the firms were ranked again, and the firm of Gresham Smith & Partners was selected for negotiations. Negotiations were conducted and closed with Gresham, Smith & Partners being selected as the firm with which the Authority would enter into a contractual arrangement. The Notice of Intent to Award for professional architectural services was posted on 3/12/15.

**PRIOR ACTIONS:** RFP for Professional Engineering Services issued on May 9, 2014  
RFP for Professional Architectural Services issued on May 22, 2014

**FINANCIAL IMPACT:** The fees and expenses associated with these engineering and architectural services contracts will be solely dependent upon the projects to which they are assigned.

**ATTACHMENT:** Attachment #1 – Proposed Terms and Conditions  
Attachment #2—Proposed Contract Term

**PRESENTATION:** None