



**Board of County Commissioners**  
**Agenda Report**  
**Washington County, Maryland**

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**Open Session** ✓

**From:** Karen R. Luther, CPPO - Purchasing Agent

**Presentation By:** Karen R. Luther, CPPO – Purchasing Agent and Carolyn S. Motz, Airport Director

**Presentation Date:** December 15, 2009

**Subject:** **Contract Award (PUR-1118) - Aviation Engineering Services for the Hagerstown Regional Airport**

**Recommendation Motion:** To award the contract to **Airport Design Consultants, Inc. (ADCI)** of Columbia, MD, in association with The LPA Group (Belair, MD), URS (Hunt Valley, MD), Hillis-Carnes Engineering Associates, Inc. (Williamsport, MD), and Fox & Associates, Inc. (Hagerstown, MD), with the contract Agreement being contingent upon FAA approval.

**Report-in-brief:** Qualifications & Experience submittals were received on November 2, 2009, from the following firms and were ranked in the order presented below:

**Airport Design Consultants, Inc. (ADCI)** – Columbia, MD , in association with The LPA Group (Belair, MD), URS (Hunt Valley, MD), Hillis-Carnes Engineering Associates, Inc. (Williamsport, MD), and Fox & Associates, Inc. (Hagerstown, MD)

**L. Robert Kimball & Associates, Inc.** of Ebensburg, PA (utilizing their Harrisburg, PA office), with Roy D. McQueen & Associates, Ltd. (Sterling, VA)

**International Airport Consultants** (a joint venture between Campbell & Paris Engineers (Richmond, VA) and Delta Airport Consultants, Inc. (Harrisburg, PA)

**Talbert & Bright, Inc.** of Chesterfield, VA (utilizing their Richmond, VA office)

**Apple Designs, Inc.** of Silver Spring, MD

In accordance with FAA/MAA regulations, selection of an aviation engineering consultant is not to be based on price proposals but rather only on consultants’ qualifications and experience. The services to be performed shall include but not be limited to aviation planning services, architectural/engineering services, airport development projects, and incidental services as indicated on the attached copy of an excerpt of the Request for Proposal (RFP).

The Coordinating Committee was comprised of the County Administrator (Committee Chairman), County Purchasing Agent, Airport Director, Airport Fire Chief, Division of Public Works—Transportation Engineer, and the Director of the Division of Public Works. The RFP was advertised in the local newspaper, on the County web site, in the Afro American newspaper, and on the State’s “eMaryland Marketplace” web site. One hundred twenty-four (124) persons/firms downloaded the Request for Proposals document from the county web site. Twelve (12) firms were represented at the pre-proposal conference; five (5) responses were received as listed above.

The Committee unanimously recommends award of this contract to its number one ranked choice, Airport Design Consultants, Inc. (ADCI) of Columbia, MD, based on their qualifications and experience submittal. Individual members of the recommended firm have rendered services to the County Airport over the past sixteen (16) years while being employed by the present contracted consulting firm and while also with the previously contracted consulting firm that is part of the recommended team above. The contract is for a two-year period with an option to renew for up to three (3) consecutive one-year periods.

**Discussion:** N/A

**Concurrences (If Applicable):** The Coordinating Committee and contingent upon approval of the contract Agreement by the FAA

**Fiscal Impact (If Applicable):** Funding for services are budgeted within the Airport’s budget based on individual projects and services as required.

**Alternatives (If Applicable):** N/A

**Attachments:** Excerpt from the RFP of General Description and Scope of Work

## **I. GENERAL**

The Board of County Commissioners of Washington County, Maryland is requesting Qualifications & Experience Proposals from aviation engineering firms to provide professional engineering services at the Hagerstown Regional Airport, Hagerstown, Maryland. The duration of the contract shall be for a period of two (2) years from the date of contract execution by the Board of County Commissioners of Washington County, Maryland with an option by the County to renew for up to three (3) consecutive one-year periods subject to written notice by the County at least sixty (60) calendar days prior to each expiration date. The engineering services will be for airport improvement projects that will include, but not be limited to, airport facility modifications and expansion, terminal parking area expansion, land use planning, acquisition and development, lease review, lawn grooming and snow removal equipment design and bidding, inspection services grant administration, PFC consultation, Disadvantaged Business Enterprise (DBE) consultations, additional airline passenger service, and general airport planning and coordination.

Proposers shall make a good faith effort to obtain Disadvantaged Business Enterprise (DBE) participation of three and one-quarter (3 ¼%) percent of the dollar value of the Contract in accordance with the Federal Aviation Administration (FAA) DBE Program, 49 CFR 26, and the goals established by the Airport.

## **II. SCOPE OF WORK**

The services to be performed shall include but not be limited to aviation planning services, architectural/engineering services for airport development projects, and incidental services as follows:

- A. The consultant shall be responsible for application for State and Federal funding, engineering, design, bid documents, and construction/project supervision for the projects and for compliance with State and Federal and local laws, guidelines and orders. Complete knowledge of all applicable laws, regulations, etc., of Federal Aviation Administration (FAA) and Maryland Aviation Administration (MAA) is required.
- B. Utilizing a full service approach, the consultant shall be called upon to provide necessary expertise and technical services on a variety of airport related subjects/projects (i.e., grant application assistance; periodic review of lease agreements; as needed, review of private sector development affecting the Airport, revision of DBE plan and completion of necessary DBE reports, etc.)
- C. It is anticipated that AIP projects will continue. The consultant shall be responsible for providing all necessary services related to future projects. A list of tentative projects is included as Attachment No. 1 and the Washington County Capital Improvement Program Budget is included as Attachment No. 2.

**HAGERSTOWN REGIONAL AIRPORT  
TENATIVE LIST OF PROJECTS**

- Siting study for a new Air Traffic Control Tower
- Snow Removal Equipment Acquisition
  - a. Rotary Plow
  - b. Radius Dump truck with plow
  - c. V-Box Spreader
  - d. Pickup Truck with plows
- Wildlife Control Vehicle acquisition
- Lawn care equipment acquisition
  - a. Boom Bank Flail Mower
  - b. All-terrain vehicle with spray rig
  - c. Zero Radius Finish Mowers
  - d. Flail Mower
- Airport Master Plan update
- Airport Layout Plan update
- Terminal Parking Lot expansion
- Aircraft Crash Rescue Vehicle acquisition
  - a. Rapid Intervention Vehicle
  - b. Large Crash Truck
- Intersection work at Runway 02-20
- Land Acquisition and development
- Terminal Improvements (to include expansion of the hold area, ticket counters, baggage claim and restrooms)
- Environmental Assessments
- Runway 09 Medium Intensity Approach Lighting System with Runway Alignment Indicator Lights (MALSR)

**HAGERSTOWN REGIONAL AIRPORT  
CAPITAL IMPROVEMENT PROGRAM 2010 - 2015**

Project	FY09 - 10	FY11	FY12	FY13	FY14	FY15
Rescue & Firefighting/Security Addition	3,000,000					
Capital Equipment *	880,000			742,800	97,400	248,400
Fuel Farm Relocation and Upgrades *	40,900	416,200				
Terminal Parking Lot *	1,235,000					
Update Exhibit A *	7,030					
Environmental Assessment ALP Phase II *	500,000					
Update Airport Master Plan *	700,000					
Proposed Taxiway S *			1,585,200			
Land Acquisition *		2,040,000	2,080,800	2,122,400	2,164,900	
<b>Total Projects</b>	<b>6,362,930</b>	<b>2,456,200</b>	<b>3,666,000</b>	<b>2,865,200</b>	<b>2,262,300</b>	<b>248,400</b>
<b>* - Project not currently funded in ACIP</b>						