



# COUNTY of VENTURA

## Department of Airports

555 Airport Way, Suite B

Camarillo, CA 93010

Phone: (805) 388-4372

Fax: (805) 388-4366

[www.ventura.org/airports](http://www.ventura.org/airports)

July 25, 2023

County of Ventura  
Board of Supervisors  
800 S. Victoria Avenue  
Ventura, CA 93009

**Subject: Authorization for the Director of Airports or Designee to Award 4 Annual Consulting Services Contracts for Fiscal Year 2023-2024 to Assist the Department of Airports with the Following Services: Engineering, Environmental Review, Environmental Planning, Grant Support Administration, Planning, Design Review Services, Specification Writing, Disadvantage Business Enterprise Support, Cost Engineering/Estimating Inspection, Materials Testing, Surveying, Construction Management, Independent Fee Estimation and to Issue Work Orders Against These Contracts; Ratification of the Airport Director's Authorization to Provide Services in Anticipation of Your Board's Approval of these Contracts; Supervisorial District Nos. 3 and 5**

**Recommendations:**

1. Authorize the Director of Airports, or his designee, to award annual consulting-services contracts for fiscal year 2023-2024 to the consultants listed in the Annual Consultant Services Contracts Summary (Exhibit 1) using a contract form negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual (an exemplar contract form is attached as Exhibit 2); and
2. Authorize the Director of Airports, or his designee, to issue work orders against such contracts for up to \$35,000 each project for planning of construction projects not yet approved by your Board, and for up to \$200,000 each work order for other services.
3. Ratify Airport's authorization of consultants to provide services under the terms of the contracts effective July 1, 2023, in anticipation of your Board's approval.

**Reason for Ratification:**

The Annual Agreements with the contracted consultants expired on June 30, 2023. Mead & Hunt, Inc., Coffman Associates, Inc. and Jviation, a Woolpert Company, continued to provide

some services under the terms of the agreement for critical tasks, including general coordination services, DBE program support and Beacon Relocation design in anticipation of your Board's approval of these contracts.

**Fiscal/Mandates Impact:**

Mandatory: *No*

Source of Funding: *Airport Enterprise Fund*

Impact on Other Departments: *None*

This action does not result in an immediate fiscal impact, as there is no obligation to issue any work orders against these annual contracts during the term of the contracts. A fiscal impact will occur only when work orders are issued. Sufficient revenue and appropriations are available in the Department of Airport's ("Department") FY 2023-2024 adopted budget to for these types of contracts.

**Discussion:**

To obtain professional consulting services for projects at Camarillo and Oxnard Airports for fiscal year 2023-2024, the Department reviewed previous year annual contract work, consultant performance, and anticipated future professional services requirements in order to determine which consultants and services should be retained under an annual contract arrangement. Based on this analysis, select consultants were invited to express their interest in forming an annual contract with the County. Invited consultants submitted proposed fee schedules which were reviewed and negotiated, and a list of proposed consultants was developed as shown in Exhibit 1.

The proposed contract form (Exhibit 2) has been negotiated in compliance with the County of Ventura Public Works Agency Project Processing Procedures Manual for Class II annual contracts. Class II annual contracts are approved by your Board each year. They are general contracts utilized for specific professional services when needed. Once an annual contract is in place, work orders are issued against the annual contract for specific services. No single work order can exceed \$200,000. The contracted services include, but are not limited to, engineering and plan review, specification writing, construction estimation, project oversight and inspection, planning, and environmental planning and review.

Consultants recommended for contracts have demonstrated qualifications required by the County. Negotiations have resulted in fee schedules considered fair and reasonable for the qualifications. Entering into an annual consulting-services contract does not guarantee any work for, or obligate the County to engage the services of, a consultant.

The County Executive Office, the Auditor-Controller's Office, and County Counsel have reviewed this item, and the Aviation Advisory Commission and the Camarillo and Oxnard Airport Authorities recommend its approval.

If you have any questions regarding this item, please call Erin Powers at (805) 388-4205, or me at (805) 388-4200.



KEITH FREITAS, A.A.E., C.A.E.

Director of Airports

Attachments:

Exhibit 1 - Annual Consultant Services Contracts Summary

Exhibit 2 – Contract

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<sup>1</sup> The federal fiscal year runs each year from October 1 through September 30, which is later than the County's fiscal year.