

**Howard N. Dashiell**  
**DIRECTOR OF TRANSPORTATION**

Road Commissioner  
County Engineer, RCE 42001  
County Surveyor, PLS 7148



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**FUNCTIONS**

Administration & Business Services  
Airports  
Engineering  
Land Improvement  
Roads and Bridges  
Solid Waste & Landfills  
Water Agency

**COUNTY OF MENDOCINO**  
**DEPARTMENT OF TRANSPORTATION**

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July 25, 2023

Mendocino County Board of Supervisors  
501 Low Gap Road, Room 1010  
Ukiah, CA 95482

RE: ADOPTION OF RESOLUTION APPROVING DEPARTMENT OF TRANSPORTATION AGREEMENT NUMBER 230025 WITH MEAD & HUNT, INC., IN THE AMOUNT OF \$2,315,000, FOR AVIATION ENGINEERING AND CONSULTING SERVICES FOR VARIOUS ASSIGNMENTS ON PROJECTS AT LITTLE RIVER AND ROUND VALLEY AIRPORTS, AND AUTHORIZING THE DIRECTOR OF TRANSPORTATION TO SIGN ANY AND ALL AMENDMENTS TO THE AGREEMENT NOT TO EXCEED \$30,000 (COUNY AIRPORTS)

Honorable Board Members:

The Mendocino County Department of Transportation (DOT) is responsible to maintain and upgrading the two County-owned airports. Funding for these improvements comes from the Federal Aviation Administration (FAA), typically at 90% Federal and 10% local funding.

There is a strong need for professional aviation engineering and consulting services to design and develop these airport projects, requiring special training and certification that County staff do not possess.

In view of the need for these specialized services, on September 14, 2021, DOT issued a Request for Proposals (RFP) for accomplishing the proposed work under DOT Agreement Number (No.) 230025. In rating and ranking the proposals, DOT determined that Mead & Hunt, Inc. from Windsor, California, is the firm best qualified to perform this work.

There are numerous projects planned for the next three years and after discussion and negotiations, Mead & Hunt, Inc., has agreed to perform the work under DOT Agreement No. 230025 on a work order basis, with a total of all work orders not to exceed \$2,315,000. DOT also believes it is prudent for the Board of Supervisors to authorize the Director of Transportation to execute amendments to DOT Agreement No. 230025 not to exceed \$30,000, for timely completion of unanticipated work as may be required. These work orders will be completed over a three-year period. Since funding from the FAA is not guaranteed, large work orders will not be issued until funding is secured. Approximately \$15,000 per year is budgeted do cover work such as updating the Airport Capital Improvement Plan (not grant eligible), preparing grant

applications, and dealing with emergencies. A summary of the anticipated estimated costs is in Table A below:

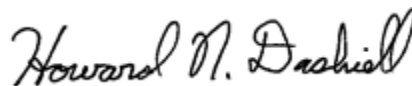
| Table A        |  |                                   |           |                             |                 |                        |
|----------------|--|-----------------------------------|-----------|-----------------------------|-----------------|------------------------|
| Fiscal Year    | Airport  | Project                           | Design    | Construction Administration | FAA Grant Share | Mendocino County Share |
| 22/23          | Little River   | Taxiway A Rehab                   |           | \$520,000                   | \$468,000       | \$52,000               |
| 23/24          |  | Airport Layout Plan               | \$170,000 |                             | \$153,000       | \$17,000               |
| 24/25          |  | Runway Rehab                      | \$420,000 |                             | \$378,000       | \$42,000               |
| 25/26          |  | Runway Rehab                      |           | \$690,000                   | \$621,000       | \$69,000               |
|                |  |                                   |           |                             |                 |                        |
| 23/24          | Round Valley   | Pavement Management Plan          | \$60,000  |                             | \$54,000        | \$6,000                |
| 23/24          |  | Airport Layout Plan               | \$170,000 |                             | \$153,000       | \$17,000               |
| 25/26          |  | Runway Obstruction Removal        | \$240,000 |                             | \$216,000       | \$24,000               |
|                |  |                                   |           |                             |                 |                        |
| 23/24 to 25/26 | Both   | \$15,000 per FY for miscellaneous |           |                             |                 | \$45,000               |
|                |  |                                   |           | Total:                      | \$2,043,000     | \$272,000              |
|                |  |                                   |           |                             |                 |                        |
|                | This contract with Mead & Hunt is for the total amount of FAA and Local shares for a total of:                           |                                   |           |                             |                 | \$2,315,000            |
|                |  |                                   |           |                             |                 |                        |
|                | All amounts have been rounded up to the nearest \$10,000 from actual estimates to account for price increases over time. |                                   |           |                             |                 |                        |
|                |  |                                   |           |                             |                 |                        |

I recommend and request that the Board authorize and direct the Director of Transportation to award DOT Agreement No. 230025 to Mead & Hunt, Inc.

DOT staff have prepared a draft Resolution which provides for said authorization for the Board's consideration and adoption. A copy of DOT Agreement No. 230025 has been provided for the Board's review and approval.

I will, of course, respond to any questions that you may have.

Respectfully submitted,



HOWARD N. DASHIELL  
Director of Transportation