

May 18, 2010

Marin County Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT:** Professional Services Contract with John Roberto Associates for assistance in the administration of Phase 3 of the Environmental Impact Statement/Environmental Impact Report (EIS/EIR) for the Proposed Gness Field Runway Extension

Dear Board Members:

**RECOMMENDATION:** Authorize the President of the Board to execute the contract with John Roberto Associates in the amount of \$94,200.

**SUMMARY:** Your Board applied for and received a grant from the Federal Aviation Administration (FAA) in the amount of \$1,500,000 for preparation of an Environmental Impact Statement/Environmental Impact Report (EIS/EIR) for a 1,100 ft. runway extension, which is the next project outlined in the Gness Field Master Plan. Subsequently, on September 22, 2009, your Board authorized the Director of Public Works to accept a \$450,000 FAA grant for Phase 3 of the EIS. The FAA is required to comply with the provisions of the National Environmental Protection Act (NEPA) before the agency can authorize funds for improvements at Gness Field, and the County of Marin must comply with the provisions of the California Environmental Quality Act (CEQA) before approval of any runway extension plans.

In April 2006, your Board approved a Memorandum of Understanding (MOU) with the FAA that specifies each entity's respective roles and responsibilities in preparing the EIS/EIR. Following a series of meetings it was decided that the best approach in preparing a joint environmental document was to divide the effort into four phases. Pursuant to the MOU's roles and responsibilities, and after reviewing consultant qualifications, the FAA selected the firm of Landrum & Brown, Inc. to prepare the EIS/EIR.

On April 4, 2006, your Board entered into a contract with John Roberto Associates (JRA) for administering the Phase 1 preparation of the Gness Field runway extension EIS/EIR. On January 8, 2008, your Board contracted Landrum & Brown, Inc. to prepare Phase 1 of the EIS/EIR. On February 24, 2009, your Board contracted with Landrum and Brown, Inc. to prepare Phase 2 of the EIR/EIS, which includes the description of alternatives and the environmental analysis culminating in the preparation of an Administrative Draft EIS/EIR for review by the FAA and County staff.

Phases 1 and 2 are now complete. Phase 3, which is the subject of this contract with JRA, is to provide administrative assistance during the preparation and distribution of the Draft EIS/EIR for public review and comment, and preparation of the Final EIS/EIR including responses to comments. Phase 4 is to assist the FAA with the development of the Record of Decision, including preparation of the findings required by NEPA.

Using a qualifications based selection process, staff conducted telephone interviews with three environmental firms, including JRA to provide the subject administrative services. JRA was ranked as the most qualified consultant. The County submitted a Phase 3 scope of services and fee estimate to the FAA. On April 27, 2010 the FAA found that the JRA Phase 3 fee was fair and reasonable, and the NEPA related tasks are necessary to complete the EIS/EIR and are reimbursable under the grant and MOU terms. Further, the FAA found that the CEQA related costs meet the requirements to be considered an eligible cost for reimbursement at the time that an FAA development grant is issued for the runway extension project.

**FISCAL IMPACT:** The agreement with John Roberto Associates is not to exceed \$94,200. Subject to the FAA grant terms, the \$65,025 NEPA scope costs are reimbursable on a 95/5 percent split, for a County not to exceed share of \$3,251. The CEQA scope costs are \$29,175, for a County total not to exceed share of \$32,426. The funds are available in the Airport Fund 31010, County Airport Fund Center 4100101000, Commitment Item 5210110. There is no impact to the General Fund. Funds were previously encumbered on September 22, 2009 upon acceptance of the FAA grant.

<b>REVIEWED BY:</b>	<input checked="" type="checkbox"/>	Dept. of Finance	<input type="checkbox"/>	N/A
	<input checked="" type="checkbox"/>	County Counsel	<input type="checkbox"/>	N/A
	<input type="checkbox"/>	Human Resources	<input checked="" type="checkbox"/>	N/A

Respectfully submitted,

Eric Steger  
Senior Civil Engineer

c: Ken Robbins, Airport Manager  
Heidi Davaloo, Accounting

Attachment  
MERIT Document No: 10019453