



**AGENDA MEMORANDUM**  
Action Item for the City Council Meeting October 17, 2023

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**DATE:** October 17, 2023

**TO:** Peter Zanoni, City Manager

**FROM:** Kevin Smith, Director of Aviation  
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<b>Construction Inspection Staff Augmentation Services For the CCIA Terminal Rehabilitation Project</b>
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**CAPTION:**

Motion authorizing execution of an 18-month service agreement with JDT RPR Services, Inc., of Keller, Texas, in an amount not to exceed \$478,800.00 for construction inspection staff augmentation services for the Aviation Department, with FY2024 funding of \$438,676.85 from Airport CIP Grants Fund and \$40,123.15 from Airport Capital Reserve Fund.

**SUMMARY:**

This motion approves a Services Agreement to perform Staff Augmentation Services at the Corpus Christi International Airport (CCIA) Terminal Building Rehabilitation Project addressing the critical staffing needs experienced in Engineering Services and support delivery of Federal Aviation Administration AIP Grant Program.

**BACKGROUND AND FINDINGS:**

Engineering Services & the Aviation Department is charged with managing the delivery of the Terminal Building Rehabilitation Project, a scheduled Capital Improvement Program (CIP) Project. Successful implementation of these programs requires a properly staffed and trained team of program and construction professionals. The department has historically used contracted staff resources to accomplish its mission of delivering the Aviation CIP.

In recent months Engineering Services recommended the separation of the design team with the construction inspection service phase. Separating these functions ensures integrity in the construction management phase and better overall quality assurance of the project. After discussion with the FAA for general statutory conformance and administrative requirements of the City, the FAA concurred with the separation.

The contract staff are managed in a very similar fashion to City Employees. The contracted onsite personnel are expected to maintain full-time regular business hours on their assigned days of work and to complete required deliverables.

The service agreement will be a task order driven contract, based on the hourly rates listed in the contract rate schedule. The contract will be funded by FAA grants supporting the CCIA Terminal Building Rehabilitation Project.

**PROCUREMENT DETAIL:**

Finance & Procurement conducted a competitive Request for Qualifications (RFQ 4618) to obtain qualified firms to provide construction inspection staff augmentation services at CCIA. The City received two responsive, responsible responses which were evaluation by the City's evaluation committee. The two firms were interviewed according to technical and evaluation criteria on the Request for Qualifications.

The evaluation committee was comprised of three members from Aviation, and Engineering, and qualifications were evaluated against the published criteria in the RFQ. The evaluation committee rated each respondent and was scored according to 1) firm's experience, 2) team experience, and 3) understanding the project scope. Final scores were tabulated for each firm to determine the highest-ranking firm offering the best value to the City.

Staff is recommending award to JDT RPR Services, Inc.

AG-CM was the highest scoring firm from the evaluation; however, they were not able to negotiate pricing that met the department budget or be approved by the FAA Program Manager over the project.

**ALTERNATIVES:**

City Council could choose not to award the service agreement, but this will result in delays and increased costs in construction.

**FISCAL IMPACT:**

The fiscal impact is an amount of \$478,800.00 for an 18-month service agreement term to be funded through the Aviation Capital Program Funds.

**FUNDING DETAIL:**

Fund:	3020 – Airport Grant Fund
Organization/Activity:	223021683020C
Dept #:	(53) – Aviation
Project # (CIP Only):	<b>22302 – CCIA Terminal Building Improvements (Phase II)</b>
Account:	550950
Amount:	\$438,676.85

Fund: 3018 – Airport Capital Reserves  
Organization/Activity: 223021683018C  
Dept #: (53) – Aviation  
Project # (CIP Only): **22302 – CCIA Terminal Building Improvements (Phase II)**  
Account: 550950  
Amount: \$40,123.15

**RECOMMENDATION:**

Staff recommends approval of this motion to award a Service Agreement to JDT RPR Services. The services are currently underway with completion by January 2025.

**LIST OF SUPPORTING DOCUMENTS:**

Service Agreement  
Evaluation Matrix