



SCOPE OF SERVICES

Solicitation Number: CLMP206

Project Name: 2017 ABIA Master Plan

PROJECT FOR:

CITY OF AUSTIN, Department of Aviation, THROUGH ITS CAPITAL CONTRACTING OFFICE

PROJECT TITLE:

2017 ABIA Master Plan

OBJECTIVES OF THE PROJECT:

The City of Austin (City) anticipates selecting an Architectural, Engineering or Planning firm to develop an Airport Master Plan for Austin Bergstrom International Airport (ABIA).

The goal of the 2017 ABIA Master Plan is to provide a framework to guide future airport development that is cost-effective and shall satisfy aviation demands, while considering potential environmental and socioeconomic impacts for the next twenty (20) years.

The 2017 ABIA Master Plan shall be a new Master Plan and not an update. The 2017 ABIA Master Plan shall consider the needs and demands of airport tenants, users, and the general public for the central Texas region.

BACKGROUND:

In March 1999, as construction of the new ABIA airport was nearing completion, the Department of Aviation completed implementation of the 1993 Master Plan for ABIA. In 2003, an updated plan was adopted by Austin City Council and Federal Aviation Administration (FAA). The updated plan was divided into two levels. Level 1 provided for initial expansion of the existing facilities on the north end of the site. Level 2 proceeded Level 1 with construction of a new terminal and all supporting facilities on the south end of the site. Many of the facility improvements and expansions from the 2003 Master Plan Update are complete or in the final phases of completion. Since the 2003 Master Plan Update, there have been significant changes to the region and the industry. There has been an aggressive growth in the region and an increase in both domestic and international air service. ABIA has grown at a rapid pace over the past few years at 10, 11 and nearly 12%. The aggressive growth along with the many new and future issues and constraints including enhanced security, new passenger centric technologies, passenger experiences and ground transportation options has left the 2003 Master Plan outdated.



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ANTICIPATED SERVICES:

The Airport Master Plan shall be a study to guide and describe the short, medium, and long term development requirements to meet future aviation demands at ABIA. The selected firm shall perform the following services:

1. Gather, document, and present the issues that the proposed development shall address, along with the information and data necessary to formulate the plan.
2. Justify the proposed development through the technical, economic, and environmental investigation of concepts and alternatives.
3. Accompanied by an effective graphic presentation, describe technically and procedurally, the concepts and alternatives for development of the airport and anticipated land uses on the airport and in the vicinity of the airport.
4. Establish a sound and realistic priority list and schedule for implementation of the preferred development proposed in the plan, particularly the short-term capital improvement program.
5. Propose an achievable financial plan to support the implementation schedule.
6. Provide sufficient project definition and detail for subsequent environmental evaluations that may be required before the project is approved.
7. Present a plan that adequately addresses the issues and satisfies local, state, and federal regulations.
8. Document policies and future aeronautical demand to support municipal or local deliberations on spending, debt, land use controls, and other policies necessary to preserve the integrity of the airport and its surroundings.
9. Provide a concise and descriptive report for the general public and for public policymakers, to establish a framework for a continuous planning process at the local and regional levels. Such a process should monitor key conditions and permit changes in plan recommendations as required.
10. Integrate environmental objectives, social responsibility and economic sustainability strategies into the 2017 ABIA Master Plan.

The Master Plan shall be prepared in accordance with FAA Advisory Circular 150/5070-6B-Airport Master Plans, other relevant FAA Advisory Circulars and Orders, Federal Aviation Regulations, Transportation Security Administration, and other industry standards. Per the FAA guidelines, a typical Master Plan shall contain the nine elements; Public Involvement Program , Environmental Considerations, Existing Conditions and Issues, Aviation Demands Forecasts, Facility Requirements, Alternative Development and Evaluation, Airport Layout Plan, Facilities Implementation Plan, and Financial Feasibility Analysis. In addition to the FAA nine elements, the 2017 ABIA Master Plan shall also include but is not limited to: Airport layout plan, electronic Airport Layout Plan, sustainability, environmental clearance and additional financial planning. Considerations for each planning element shall include compatibility with overall transportation needs, local community goals, plans for the appropriate mix of land uses to



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support aviation and non-aviation needs, and the long term financial health of the airport. The selected firm shall prepare all documents for FAA approval of Phase 1 Implementation and Environmental Clearance.

The selected firm shall include, but is not limited to, developing the 2017 ABIA Master Plan with the elements and the components listed below:

Element 1: Public Involvement Program plan

- Timing/Schedule
- Tools and Techniques
- Identify Stakeholders
- Committees that facilitate public involvement
- Public Information Meetings
- Identify Key Issues
- Documentation Guidelines
- Public Awareness Campaign

Element 2: Environmental Considerations and Alternative Analysis

- Identify the projected National Environmental Protection Act (NEPA) environmental actions (categorical exclusion, environmental assessment, etc.) for each recommended alternative
- Identify potential environmental issues and impacts specific to the airport that should be considered as part of the planning and development process
- Identify, consider, and analyze potential environmental issues and impacts of the various airport development alternative so that those alternative avoid or minimize impacts on sensitive resources
- Prepare NEPA documents for unconditional NEPA clearance for first phase of the Implementation Plan

Element 3: Existing Conditions and Issues

- Inventory of pertinent data for use in the 2017 ABIA Master Plan elements
- ABIA has an ongoing GIS project that has created an inventory of the airfield and utilities which should be utilized by the consultant for efficiencies
- Review previous ABIA Master Plans and studies and ensure validity of existing data and conditions
- Review recent changes in regional transportation plans such as toll roads, commuter rail, alternative transportation and general aviation airports to determine if changes not previously proposed may need to be implemented
- Review and identify recent changes in regional land use patterns around the airport



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- Review security and other aviation industry changes which have occurred and those which are being considered, to determine if project changes not previously proposed may need to be implemented
 - Identify and describe all existing conditions of physical airport facilities
 - Provide an environmental overview of existing conditions
 - Provide data collected on existing conditions in a GIS platform
 - Provide existing socioeconomic data for the region
 - Provide historical data needed for forecasting ABIA activity
 - Provide existing financial data including but not limited to Airport Business Model, Operating Revenues and Expenses, Capital Funding

Element 4: Aviation Demands Forecasts

- Assemble historical aviation activity
- Provide a reliable activity baseline, select an appropriate forecast methodology, develop a forecast, compare it to other forecasts for reasonableness, and submit the forecasts to the FAA for approval
- Provide a variety of forecast methods using multiple Aviation demand elements, terms and peak period demands for short-, medium and long term frames.
- Review and compare previous Airport Forecasts and FAA Forecasts
- Produce a summarized report for each forecasted element, explain the forecast methods used, highlight significant assumptions, clearly and concisely present the forecast results and provide an evaluation of the forecasts.
- Obtain FAA Approval

Element 5: Demand Capacity Facility Requirements

- Assess the ability of the existing airport, both airside, terminal, and landside, to support the forecast demand
- Identify the demand levels that shall trigger the need for facility additions or improvements
- Examine emerging industry trends and identify those that may influence airport capacity and facility needs.
- Identify hours of peak demand for critical airport components and subsystems such as; security checkpoint, baggage handling system, curbside arrivals and departures, and the ground transportation system at ABIA.

Element 6: Alternative Development and Evaluation;

- Identify options to meet projected facility requirements and alternative configurations for each major component.
- Assess with appropriate modeling and simulation of the expected performance of each alternative against a wide range of evaluation criteria, including its operational, environmental, financial impacts and social responsibility (four pillars of sustainability)



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Recommend phasing and sequence of near and intermediate term projects on the complete buildout of land at ABIA. Projects for consideration may include, but are not limited to, future parking facilities, employee parking, consolidated DoA offices, cargo facilities, terminal facilities, runways, taxiways, and aprons, general aviation facilities, hotels, retail space, new roadways and pathways, location of incoming transit, and support services

- Provide new project recommendations for but not limited to; terminal design and expansion or new terminal locations, runways, taxiways, and other airport facilities.
- Provide options and alternatives for existing Terminal layout and design, baggage systems, parking, roadways, and other Airport facilities
- Recommend possible measures for optimizing airport income
- Recommend actions which could delay or minimize capital expenditures and operating costs without reducing customer satisfaction

Element 7: Sustainability

- The 2017 ABIA Master plan shall incorporate sustainability as an ethos for the development of airside, landside, terminal facility, and regional connectivity with a common sense approach that shall identify and incorporate sustainability initiatives into the short and long term development of the airport.
- Review and document all City of Austin Ordinances, policies and procedures on sustainable practices and create a framework for a future Comprehensive ABIA Sustainability Plan
- Prepare sustainable Mission and Vision statement
- Prepare a framework for current and future sustainability measures and metrics
- Identify and consider development alternatives that shall enhance ABIA's overall sustainability
- Identify initiatives that maximize linkage with public transportation, transportation network companies, reduces private vehicle trips, promotes recycling and waste diversion, increases energy efficiency, and reduces emissions.

Element 8: Airport Layout Plan (ALP)

The Airport Layout Plan must be stamped by a professional engineer licensed in the State of Texas and can be employed by the prime firm or a subconsulting firm.

- A narrative report as specified by the FAA guidelines
- ABIA has an ongoing GIS project that has created an electronic Airport Layout Plan (eALP) which shall be utilized by the selected firm for efficiencies in creating the new ALP and eALP for the 2017 ABIA Master Plan.
- Airport Layout Plan drawing
- Airport airspace drawing
- Drawings depicting the inner portion of the approach surface
- Terminal area drawing (including ground access roads)



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- Land use drawings
- Airport property map
- Note facilities that are no longer needed and include a plan for their removal
- Note facilities that are conditionally and unconditionally approved for NEPA
- Note facilities needed for future alternative development including storm water infrastructure
- Obtain FAA Approval

Element 9: Implementation Plan

- Prepare a facilities implementation plan, that provides guidance on how to implement the findings and recommendations of the planning effort
- Prepare a list of projects with descriptions for recommended projects
- Prepare overall schedule and timing of key activities
- Prepare budget estimates for recommended projects
- Create a Capital Improvement Plan for all key elements
- Prepare a project phasing plan based on what demand levels trigger specific project

Element 10: Financial Feasibility Plan

- Summarize ABIA basic business model
- Summarize categories of operating revenues and expenses
- Summarize ABIA ongoing capital improvement program and funding of ABIA's capital improvements

Present the findings of the Elements for the 2017 ABIA Master Plan in seven (7) copies of written documents, drawings, and electronic form.

PROPOSED PROJECT SCHEDULE:

The project shall take no longer than 18 months to complete following the contract execution with the selected firm.

PROPOSED PROCUREMENT SCHEDULE

Pre-Proposal Meeting – August 9, 2016
Submittals Due – Wednesday, August 24, 2016
Interviews - October 27, 2016, if applicable
Council Recommendation – December 2016
Contract Execution – February 2017



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COST ESTIMATE:

The 2017 ABIA Master Plan will have a budget of \$4,000,000 dollars. No Federal or State funding shall be involved.

MAJOR AND OTHER SCOPES OF WORK:

Below is a list of the major scopes of work that the City has identified for this project. ****There must be representation for all major scopes of work listed in the prime's statement of qualifications. The experience of the firms listed to perform the Major Scopes of Work, whether a subconsultant or prime firm, will be evaluated under Consideration Item 6 – Major Scopes of Work – Comparable Project Experience.***

In addition, the City has identified Other Scopes of work that MAY materialize during the course of the project. The City does not guarantee that the scopes listed under Other Scopes of work will materialize on this contract. If the prime consultant intends to enter into a subconsulting agreement on a scope of work not listed below, the prime consultant is required to contact SMBR and request an updated availability list of certified firms in each of the scopes of work for which the prime consultant intends to utilize a subconsultant.

*** Major Scopes of Work**

Planning Professional- Airport Master Planning
Community Engagement Consultant
Architect Professional Services- Terminal Design
Civil Engineering Professional Services- Airport Site Plan
Environmental Consulting- Sustainability Plan
Financial Consultant – Funding Forecasting
Transportation Engineering Professional Services- Traffic and Transportation Design

Other Scopes of Work

Cost Estimating
Graphic Designer

Notes:

- Construction Inspection is **NOT** a subconsultant opportunity. These services will be performed in-house or under a separate contract, if needed, and will be determined when project assignment is made.



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- Participation at the prime or subconsultant level may create a conflict of interest and thus necessitate exclusion from any contracts resulting from the work performed in the design phase.
 - If the City determines that a conflict of interest exists at the prime or subconsultant level, the City reserves the right to replace/remove the prime or instruct the prime consultant to remove the subconsultant with the conflict of interest and to instruct the prime consultant to seek a post-award change to the prime consultant's compliance plan as described in City Code § 2-9B-23. Such substitutions will be dealt with on a case-by-case basis and will be considered for approval by Small and Minority Business Resources (SMBR) in the usual course of business. The City's decision to remove a prime or subconsultant because of a conflict of interest shall be final.
 - A consultant performance evaluation will be performed on all professional services contracts. This evaluation will be conducted at the end of each of the three (3) project milestone

Please review the City of Austin's Public Participation Principles at:

<http://austintexas.gov/page/public-participation-principles>

CITY OF AUSTIN PUBLIC PARTICIPATION PRINCIPLES:

Accountability and Transparency

The City will enable the public to participate in decision-making processes by providing clear information on the issues, the ways to participate, and how their participation contributes to the decision.

Fairness & Respect

The City will maintain a safe environment that cultivates and supports respectful public engagement and will expect participants to do so in turn.

Accessibility

The City will respect and encourage participation by providing ample public notice of opportunities and resources and accommodations that enable all to participate.

Predictability & Consistency

The City will prepare the public to participate by providing meeting agendas, discussion guidelines, notes, and information on next steps.

Creativity & Community Collaboration

(Inclusivity and Diversity)



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The City will use innovative, proven, and customized engagement solutions that are appropriate to the needs of the projects and the participants.

Stewards of Resources

The City will balance its commitment to provide ample opportunities for public involvement with its commitment to delivering government services efficiently and using City resources wisely.