



**REQUEST FOR PROPOSAL FOR CONSULTANT SERVICES
FOR PREPARATION OF A POTENTIAL UPDATE TO THE
AIRPORT LAYOUT PLAN AND ASSOCIATED UPDATE TO
THE AIRPORT MASTER PLAN AND CORRESPONDING
ENVIRONMENTAL ANALYSIS**

**Including Compliance with California Environmental Quality Act (CEQA) and
National Environmental Protection Act (NEPA)**

Watsonville, California

The City of Watsonville (City) is pursuing professional consulting services for preparation of an update to the Airport Layout Plan (ALP) and associated update to the Airport Master Plan analyzing the deactivation (closure) of Watsonville Municipal Airport's Runway Nine-Two Seven (RWY 9-27). The updated ALP will require an airfield reconfiguration evaluation involving an analysis of current design standards, justification of proposed changes, and identification of any proposed changes to aeronautical-use parcels (the "Project"). The Project ultimately would include the deactivation, in accordance with Federal Aviation Administration (FAA) guidance, of RWY 9-27 (a 3,998-foot crosswind runway) and parallel taxiway "Charlie" as depicted on the 2023 Watsonville Municipal Airport Layout Plan, dated July 19, 2023, **Exhibit A**.

In addition, the City seeks services to evaluate the Project's environmental impacts in compliance with the California Environmental Quality Act (CEQA) and the National Environmental Protection Act (NEPA). The environmental review process would commence with the preparation of an initial study under CEQA and an Environmental Assessment ("EA") under NEPA. The City anticipates that an Addendum to the previously certified Airport Master Plan EIR under CEQA and a FONSI under NEPA may be appropriate; however, the initial study and EA would determine if subsequent or supplemental CEQA review or if a greater level of NEPA analysis would be required.

Proposals shall be submitted by firms that have a capable and documentable background in the type of work described in Section II, "SCOPE OF WORK" of this request. In addition, all interested firms shall have sufficient, readily available resources to carry out the work without delay or shortcomings. The proposals shall be submitted to Rayvon Williams, Airport Director, Watsonville Municipal Airport, 100 Aviation Way Watsonville, California 95076 not later than 2:00 PM on Friday, April 11, 2025. Each proposer shall submit one (1) printed proposal and one (1) digital copy on a flash drive in accordance with Section III, "PROPOSAL REQUIREMENTS", of this notice. The city intends to enter into an agreement with the selected firm in May 2025 and expects that work will commence in June 2025. The anticipated term of the agreement for services shall be twelve (12) months from the date of Notice to Proceed. Questions shall be directed to Rayvon Williams, Airport Director at (831) 768-3574 or rayvon.williams@watsonville.gov. Inquiries concerning CEQA may be directed to Justin Meek, AICP Interim Community Development Department Director at (831) 768-3077 or justin.meek@watsonville.gov.

I. BACKGROUND

The Watsonville Municipal Airport (WVI) is a non-towered, general aviation (GA) airport located within the City of Watsonville. The Airport is owned and operated by the City of Watsonville. WVI is the only airport in Santa Cruz County and is one of five public-use airports in the Monterey Bay area.

WVI is served by two intersecting runways, RWY 2-20 and RWY 9-27. RWY 2-20 is 4,501 feet long by 149 feet wide and RWY 9-27 is 3,998 feet long by 98 feet wide. RWY 2-20 is equipped with an instrument approach and is considered the primary runway at WVI.

On October 24, 2023, the City Council adopted the Airport Master Plan and Airport Layout Plan. The Airport Master Plan update is a long-range planning document that describes the future aviation and non-aviation needs of the airport and community. The City Council's unanimous approval provides a road map for efficiently meeting aviation demand while preserving the flexibility to respond to changing industry conditions. During this same meeting, the City Council directed staff to return by March 2024 with a detailed presentation offering guidance about either relocating the RWY 9-27' Threshold by 1,590 feet (resulting in a 2,408-foot crosswind runway) or deactivating (i.e. closing) RWY 9-27, resulting in one runway at WVI.

Note that in connection with the adoption of the 2023 Airport Master Plan, the City Council adopted (per Resolution No. 209-23) an Addendum to the 2003 Watsonville Municipal Airport Master Plan EIR (State Clearinghouse no. 2002062089, dated August 2002). The Addendum included an updated impact analysis associated with shortening RWY 9-27 by 870 feet. (For instance, it provides an analysis of the changes to the noise contours with a shortened RWY 9-27.) The 2023 Addendum did not, however, consider or evaluate closing RWY 9-27.

Airport Staff gave their report on March 19, 2024 and the City Council directed staff to investigate deactivating (closing) RWY 9-27. On May 28, 2024, the City Council adopted Resolution No. 99-24 (CM), confirming and clarifying that the City Council directed staff to initiate the processes for potential deactivation of RWY 9-27.

II. SCOPE OF WORK

A. MAJOR DOCUMENTS

The City is looking for a qualified firm to assist with preparing the following documents:

1. Environmental Review Documents. As noted above, the City adopted an Addendum to the Airport Master Plan EIR in 2023. An initial study checklist should be prepared to evaluate whether the deactivation of RWY 9-27 would result in new or more severe environmental effects than have been analyzed in the previously-certified EIR. If no circumstances requiring supplemental or subsequent CEQA review are triggered, the consultant shall document these findings in a second Addendum to the Airport Master Plan EIR. To the extent that the initial study identifies new or more severe impacts, the consultant would proceed to prepare a subsequent or supplemental EIR as warranted. Community Development Department staff will support the Consultant as required.

In addition, the consultant shall prepare and EA to determine if a FONSI is the appropriate form of environmental document per NEPA for deactivating RWY 9-27 or if more detailed NEPA review would be required. Consultant shall support the Municipal

Airport staff to prepare appropriate NEPA documentation to satisfy the FAA's review requirements.

2. Airport Layout Plan Amendment - An Airport Layout Plan Amendment will be required, per Federal Aviation Administration guidance for deactivation of runways. The Municipal Airport Staff will support the Consultant as required.
3. Airport Master Plan Amendment - Based on staff's understanding in consultation with the FAA and aviation-planning experts, the evaluation of reconfiguring the airfield by deactivating RWY 9-27 involves the follow information or additional analysis:
 - Discussion of current design standards;
 - Justification of proposed changes to airfield geometry;
 - Identification of any proposed changes to current dedicated aeronautical-use parcels;
 - Airspace analysis update (i.e., revising the Part 77 Surface);
 - Review and update of existing forecasts in the 2023 Airport Master Plan; and
 - Consultation with Airport users (e.g., tenants, aviation businesses).

This information is needed for updating the Airport Layout Plan drawing set. Staff believes that the 2023 Airport Master Plan provides some but not all relevant information. For instance, the Alternatives Analysis (in chapter 4) includes information on both shortening and closing RWY 9-27. It does not, however, contain all the information and analysis required by the FAA for updating the airfield geometry in the ALP drawing set. Therefore, the consultant firm shall recommend one of two approaches that would best provide the needed information: update to the 2023 Airport Master Plan or prepare a separate Narrative Report.

4. Airport Aviation Forecast Amendment - An Airport Aviation Forecast Amendment will be required, per Federal Aviation Administration guidance for deactivation of runways. The Municipal Airport Staff will support the Consultant as required.

B. OUTLINE OF TASKS

The following outline of tasks is provided to assist the consultant in preparing their proposal.

- Project Management and Coordination
- Project Description
- Initial Study (IS), Environmental Assessment, and Background Studies
 - Air Quality Assessment
 - Biological Resources Assessment
 - Preliminary Drainage/Hydrology Report
 - Hazardous Materials Report
 - Noise Impact Analysis/Study
 - Other studies as needed
- Preparation of Addendum to Airport Master Plan EIR or Supplemental EIR, if warranted based on IS and background studies
- Attend Hearings and Respond to Comments
- Notice of Determination
- Finding of No Significant Impact or additional NEPA analysis, if warranted based on

EA and background studies

- Preparation of Airport Layout Plan Amendment
- Preparation of Airport Master Plan Amendment
- Preparation of Airport Aviation Forecast Amendment
- Identification of Regulatory FAA forms and any approvals needed for Deactivation
- Post Deactivation Mitigation and Monitoring Plan
- Deactivation Impact Analysis/Study of Socio-Economic Effects (non CEQA or NEPA analysis)

Applying for and securing FAA approvals during deactivation is **NOT** included in the scope of work, although this may be awarded later under a separate contract.

C. DETAILED TASK DESCRIPTIONS

1. Project Management and Coordination

- Produce a schedule of work and conduct periodic meetings with the City to discuss progress.
- Assemble and review existing information and data.
- Develop new information and data to support the approach to deactivating RWY 9-27.
- Present background information and data. The consultant's recommendation on the most effective approach is requested. All information should be made available in electronic format suitable for display on the City's web site.
- Subcontract as needed with other consultants in specific disciplines and manage any such subcontracts including: coordination, editing and integration of sub-consultant work into the format and style of the lead consultant, management of time schedules and billing, insurance, etc. Except as otherwise noted, the City will not be responsible for separate contracts with any sub-consultants.

2. Prepare Airport Layout Plan Amendment, Airport Master Plan Amendment, Airport Aviation Forecast Amendment

- Prepare all text, illustrations and maps contained in the ALP and associated Airport Master Plan Update or separate Narrative Report to include the analysis described in the Scope of Work, above. Provide administrative draft(s) for internal City review, a screen check draft, a public review draft, and final documents reflecting all modifications directed by the City. Provide documents in sufficient quantity for review by City officials, property owners and for public circulation, and provide all materials in an electronic format suitable for publication on the City's website.
- Provide new maps and diagrams as necessary. The consultant will be required to develop all maps and exhibits in the latest version of AutoCADD, ArcGIS or compatible form, so that all work produced by the consultant can also be manipulated and reproduced by City GIS staff without any technical or conversion problems. Refer to additional discussion below.

Coordinate with the City to ensure consistency of documents and that they are mutually supportive.

Deliverables: Airport Layout Plan Amendment, Airport Master Plan Amendment, Airport Aviation Forecast Amendment

3. Project Description

CEQA requires that a comprehensive project description be developed so that potential operational and deactivation impacts of the project can be determined.

4. Initial Study and Background Studies

After the project description has been approved by the city, the consultant will draft the Initial Study checklist and the supporting technical documentation. The consultant should describe the components of the Initial Study and complete the deliverables require for this task.

5. Preparation of Addendum or Subsequent Environmental Review, EA, and FONSI

For the purpose of this RFP, it is anticipated that the appropriate CEQA document will be an Addendum to the Airport Master Plan EIR; however, if the initial study and background studies indicate that there may be new or more severe environmental impacts compared to those analyzed in the Airport Master Plan EIR, a Supplemental EIR may be required. If the requirements change, the scope and fee will be negotiated to compensate the consultant for additional studies. It is also assumed that this project will contain no potential significant impacts that cannot be mitigated for NEPA purposes and documented in a FONSI; however, this assumption is subject to change based on the results of the EA. The consultant will describe the necessary steps to complete the environmental review and complete the deliverables associated with it. The consultant will also provide guidance to the city regarding the necessary notification and public hearing processes associated with this step.

6. Attend Hearings and Response to Comments

The consultant will describe the steps and deliverables required to complete the CEQA and NEPA process during and after the public review period, as applicable. The consultant shall review the need for written responses to comments and draft all such responses (to the extent required) for City review. The consultant will provide the timeframes necessary for the various steps for which the City is obligated to perform under CEQA and NEPA regulations.

7. Notice of Determination and FONSI

The consultant will describe the necessary steps and complete the Notice of Determination and FONSI.

8. Identification of FAA Regulatory forms required For Deactivation

The consultant shall identify all FAA forms and if required approvals, studies and other official documents that will be necessary during deactivation to comply with all County, State and Federal regulatory agency requirements. The Consultant shall attend regulatory permitting field reviews, if necessary, and be ready to discuss the environmental impact and mitigation measures of the project. The preparation of permit applications is not part of the scope of work, only the identification of necessary FAA forms and if required approvals.

Deliverables: Summary of required regulatory FAA forms & if required approvals, studies and documents
Correspondence and discussion minutes pertaining to each permit.

9. Post Deactivation Mitigation and Monitoring Plan

The Consultant shall include a reasonable allowance for conducting deactivation and post-deactivation mitigation monitoring to make sure that work is responsive to conditions and requirements contained in environmental review documents.

III. PROPOSAL REQUIREMENTS

Each proposer shall submit one (1) printed copy and one (1) digital copy (flash drive) of the proposal. The proposal shall contain 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any fold-out drawings. Proposals shall not be more than 20 pages. A proposal shall include:

- A. Cover letter
- B. A summary of the consultant's understanding of the project as a whole.
- C. A breakdown of proposed scope of work by task with project schedule/timeline and task sequencing in a chart format. Include cost breakdown by task and staffing.
- D. The proposal demonstrates Consultant's knowledge of the needs and objectives of the work proposed. Include the approach for delivering the deliverable being requested, including participation in city/applicant meetings, internal review of draft documents by the City and City Attorney, Consultant participation in the public hearings with the City Council. The proposal must include a detailed schedule for preparation and processing of the environmental review documents.
- E. The consultant's experience and history in performing this type of work on similar projects. Include references of persons, firms, or agencies that the City may contact to verify the experience of the consultant.
- F. An organizational chart setting forth who the project manager and supporting staff will be and the estimated number of hours for each member on the team. Proposer shall assure that the designated project team is used for this project. Departure or reassignment of, or substitution for, any member of the designated project team shall not be made without the prior written approval of the City.
- G. A statement of qualifications and experience for the primary individuals expected to perform responsible portions of the work. Include a discussion of the availability of assigned staff and how distance (for consultants more than 60 miles from Watsonville) will be mitigated during the project and any effects on fees and project approach.
- H. A statement on Consultant expectations of City staff.
- I. An identification of any modifications to the attached Professional Services Agreement (**Exhibit F**) the consultant requests prior to entering into an agreement with the city.
- J. Provide a statement of hourly rates for all proposed classifications, including rates for subconsultants, if any, as well as any proposed percentage mark-up of reimbursable expenses. This section must also include costs to prepare the required CEQA documentation (including all mandated public notices, etc.). It is expected that the proposal be prepared in a task format with costs related to each task. The cost proposal must include Consultant time to attend meetings with City staff and the Applicant (as needed). In addition, the cost proposal must include the Consultant's attendance at two (2) public hearings (Planning Commission and City Council). Finally, the Consultant will be responsible for copying and duplication of all required paperwork associated with the environmental review process. The City will require that the Consultant provide ten (10) hard/bound copies, one PDF

format and one MS Word compatible format of the final environmental review work product and administrative review drafts of the Project Description as part of the public review requirements.

- K. A statement that the proposal shall remain in effect for ninety (90) days beyond the proposal's due date.
- L. Any requested changes to the City's standard agreement for professional services, which is attached as Exhibit D.

IV. CONSULTANT SELECTION PROCEDURE

EVALUATION CRITERIA:

The City will make the final selection based on the following factors:

- **Firm Qualifications:** Technical experience in performing the work of a similar nature, experience working with public agencies, record of completing work on schedule, strength and stability of the firm, and assessments by client references.
- **Staff and Project Organization:** Qualifications of project staff, key personnel's level of involvement in performing related work, logic of project organization, adequacy of labor commitment; concurrence in the restriction on changes in key personnel.
- **Demonstrated understanding of the project requirements:** Familiarity with available deactivation methods' limitations and benefits and recognition of potential project challenges.
- **Consultant's requested changes to the City's standard agreement for professional services, which is attached as Exhibit D.**

A. EVALUATION PROCEDURE:

An oral interview with one or more of the firms submitting proposals may be requested after written proposals have been received and reviewed by the City of Watsonville if deemed necessary to clarify proposals or qualifications. The Watsonville Municipal Airport in consultation with the Community Development Department will schedule the time and place for the interview if determined to be necessary. Each proposer should be prepared to clarify and elaborate on the details set forth in their proposal.

If determined to be necessary, a Review Board, generally made up of City staff, will review the proposals submitted, establish a list of finalists based on pre-established review criteria, interview the finalist firms if determined necessary, and determine the successful proposer. The names of Review Board members will not be revealed prior to the interview.

Sixty minutes will be allowed for the oral interview, including the question and answer period. The Project Manager must lead the presentation before the Review board. The tentative interview date is listed in the Estimated Project Timetable.

B. AWARD:

The successful proposer will be asked to enter into a contract with the City reflecting the terms and conditions of the proposal in addition to the City's standard professional services agreement.

The City reserves the right to modify the scope of work and reject any or all proposals.

V. SUBCONTRACTING

The Consultant may utilize the services of specialty Subcontractors on those parts of the Work which, under normal contracting practices, are performed by specialty Subcontractors. Unless a specific Subcontractor is listed by the Consultant, Consultant is representing to the City that the consultant has all appropriate licenses, certifications, and registrations to perform the work hereunder. After submission of the proposal, if applicable, the Consultant shall not award Work to any unlisted Subcontractor(s) without prior written approval of the City. The Consultant shall be fully responsible to the City for the performance of the Subcontractors, and of persons either directly or indirectly employed by them. Nothing contained herein shall create any contractual relation between any Subcontractor and the City.

VI. CONSULTANT COMPENSATION

The compensation for the selected consultant will be directly related to the cost proposal to prepare the required environmental documentation. The cost proposal must be a “Not-to Exceed Fee” proposal. The approved budgeted for the services rendered will be paid from the Applicant’s deposit account in accordance with City policies. The Consultant will be required to invoice the City after successful completion of each task/phase.

VII. ESTIMATED PROJECT TIMETABLE

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|-------------------------------------|-------------------------|
| Request for Proposals advertisement | February 28, 2025 |
| Proposals Due | April 11, 2025 @ 2:00pm |
| Consultant Interview | April 28-30, 2025 |
| Consultant Selection | May 9, 2025 |
| City Council Award | May 27, 2025 |

VIII. CONTACT

Prospective proposers may contact Rayvon Williams for further information regarding this RFP. All requests for interpretation or questions must be sent in writing and must clearly include the subject line “**RFP: Inquiries for Deactivation of Runway Nine-Two Seven at Watsonville Municipal Airport**”.

Written inquiries and proposals shall be submitted to:

Rayvon Williams, Airport Director
Watsonville Municipal Airport
100 Aviation Way
Watsonville, CA 95076
(831) 768-3574
rayvon.williams@watsonville.gov

Faxed or emailed proposals will not be accepted. All submittals, whether selected or rejected, will become the property of the City of Watsonville and shall not be returned to the proposer. All costs involved in the preparation of proposals shall be borne by their preparers.

IX. LATE PROPOSALS NOT CONSIDERED

Proposals must be received by the time specified at the address listed above. Any proposals received after the deadline will not be considered.

EXHIBITS:

- A. FAA letter regarding Runway Nine-Two Seven
- B. 2023 Airport Layout Plan
- C. 2023 Airport Master Plan and Addendum to the 2003 EIR
- D. 2003 Watsonville Municipal Airport Master Plan EIR
- E. Airport Aviation Forecast
- F. City of Watsonville Consultant Contract – Professional Services Agreement