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**NEVADA COUNTY BOARD OF SUPERVISORS**

**Board Agenda Memo**

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**MEETING DATE:** June 24, 2025

**TO:** Board of Supervisors

**FROM:** Kevin Edwards, Airport Manager

**SUBJECT:** Resolution appointing Brandley Engineering, Inc. as Nevada County Airport Engineer and Consultant, approving a contract between Brandley Engineering, Inc. to provide Airport Engineering, Environmental and Planning Services, in a contract maximum of \$1,100,000 for the period of July 1, 2025 through June 30, 2030 and authorizing the Chair of the Board of Supervisors to execute the contract

**RECOMMENDATION:** Adopt the Resolution

**FUNDING:** Contracts with the firm for grant development, design, and engineering services will be funded from the Nevada County Airport Fund and state and federal grant funds as projects are developed and funded. The Nevada County Airport has included in the Fiscal Year 2025-26 Budget an estimate of currently scheduled projects. As projects develop and funding is identified items will be brought to the Board for approval and budget amendments.

**BACKGROUND:** The Federal Aviation Administration, under Advisory Circular 150.5100-14D, prescribes certain procedures for procuring consulting and engineering services, including the conduct of a competitive, qualifications-based selection process every five years.

In October 2024, the County Purchasing Agent issued a Request for Proposals (RFP) 192995 for Airport Engineering, Planning, and Environmental Services. The deadline for submission was December 5, 2025 and four firms submitted proposals.

An evaluation team made up of Airport and Facilities Maintenance Staff and the Airport Commission Chairman reviewed each proposal using the criteria set forth in the RFP. The top ranked firm was determined to be Brandley Engineering, Inc of Loomis, CA. We will follow County policy as we enter into contracts for specific projects.

Board approval is required to ratify the panel's recommendation to appoint Brandley Engineering, Inc. to serve as the Airport Engineer and Consultant for airport engineering, planning, and environmental services effective for five years from July 1, 2025 through June 30, 2030 for a contract amount not to exceed of \$1,100,000 to be encumbered as projects are developed and funded.

Item Initiated by: Kevin Edwards, Airport Manager

Approved by: Justin Drinkwater, Facilities Director