PUBLIC DOCUMENT
INDEX No.
#94301
CITY CLERK'S OFFICE
MUSCATINE, IOWA

WORK ORDER 3 REV
TO
PROFESSIONAL SERVICES CONTRACT
(DESIGN, BIDDING, AND CONSTRUCTION SERVICES)

DESIGN AND CONSTRUCTION OF APRON/TAXILANE FOR HANGAR ROW 4 – PHASE II

MUSCATINE MUNICIPAL AIRPORT
MUSCATINE, IOWA

BETWEEN: The City of Muscatine,
An Iowa municipal corporation **(CLIENT)**

AND: Bolton & Menk, Inc. **(CONSULTANT)**

EFFECTIVE DATE: May___, 2018

RECITALS

1. City owns and operates the Muscatine Municipal Airport located near Muscatine, Iowa.

2. This is Work Order #3 REV to the Professional Services Contract, between City and Bolton & Menk, Inc. The Professional Services Contract effective November 1, 2016, is referred to herein as the "Master Agreement". This work order is intended to replace WO 3 to reflect the revised scope and fees.

AGREEMENT

DESCRIPTION

The CONSULTANT agrees to provide Design, Bidding, and Construction Administration Services for a taxilane and hangar apron that will serve the new row (currently designated Row 4) of T-hangars and/or box hangars south of the existing T-hangars, all at the Muscatine Municipal Airport (herein referred to as the **Project**). The project is describe more in-depth in the Iowa Department of Transportation (IDOT) grant issued in the fall of 2017 and accepted by the City of Muscatine.

PROJECT UNDERSTANDING

This project includes construction of a new taxilane and hangar apron for a new row of hangars south of the existing T-hangars. This phase will include design of apron and taxilane expansions, and construction of only the taxilanes and aprons.

I.A. BASIC SERVICES

For purposes of this Work Order, Basic Services to be provided by the CONSULTANT are as follows:

1.0 DESIGN AND BIDDING SERVICES

1.1 Task 1: Project Initiation

1.1.1 Kickoff meeting

Description: The Bolton & Menk project team will facilitate a kick-off meeting with the City of Muscatine and Airport staff (as applicable) to accomplish the following:

- Review and confirm the scope and nature of proposed improvements
- Review special conditions regarding project staging during construction
- Conduct a field review of project area by project team members, City staff, and Airport staff
- Develop project schedule

1.2 Task 2: Data Collection

1.2.1 Field Data Collection

Description: Collect detailed field survey information within project limits and adjacent areas as well as the areas on airport property where improvements will be implemented as required for final design and preparation of construction documents. The field survey will be supplemented by other available information such as aerial photos and mapping, utility maps, as-built drawings, reports and studies, etc.

1.3 Task 3: Plan and Specification Preparation

Final design and plans will conform to requirements of the Iowa DOT, City of Muscatine, or SUDAS Specification requirements. Plans will be reviewed with City staff and/or Airport staff throughout the project. The Project Manual will be reviewed at the 95% complete stage.

1.3.1 Subtask 3.1: Hangar and Apron Improvement Plans

Description: Complete preliminary and final plans. Major design components to include the following:

- Horizontal alignment and plan view layout of apron/taxilane improvements
- Pavement sections of proposed apron/taxilane improvements
- Preparation of traffic control and staging plan
- Miscellaneous plan sheets, including, but not limited to: Title sheet, tabulations, typical sections, details, and other required information

1.3.2 Subtask 3.2: Project Manual

Description: Prepare project manual for the project, including:

- General information for bidders: Advertisement for bids, instructions to bidders, special bidding requirements/provisions
- General conditions and supplementary conditions
- Information to be submitted with bid: Proposal, bid bond, information requested from bidder, etc.
- Agreement, performance, payment and maintenance bond forms
- General conditions
- Technical specifications

1.3.3 Deliverables:

- Preliminary plans and final plans
- Preliminary and final project manual
- Statement of estimated quantities and construction cost at preliminary and final plans

1.4 Task 4: Bidding Services

1.4.1 Subtask 4.1: Bidding Phase Services

Description: Provide the following services during the bidding phase:

- Provide copies of the contract/bidding documents
- Address questions from prospective bidders, subcontractors and suppliers, and prepare and issue addenda as required

~~1.4.2 Subtask 4.2: Pre-bid Conference~~ N/A This Agreement

~~**Description:** Organize and attend a pre-bid conference~~

- ~~Pre-bid conference attendees will include:~~
  - ~~City staff~~
  - ~~Airport staff~~
  - ~~Representatives from potential contractors, subcontractors and suppliers~~
  - ~~Representatives from affected utility companies~~
  - ~~Bolton & Menk staff~~

1.4.3 Subtask 4.3: Bid Letting and Post-Bid Services

Description: Provide the following services during the bid and post -bidding phase:

- Attend bid letting, assist with opening and reading bids
- Provide copies of the bidding submittals
- Review and evaluate bids submitted
- Prepare a bid tabulation
- Prepare a recommendation of award and/or alternate action by the Sponsor

1.4.4 Deliverables:

- Addenda (if necessary)
- ~~Agenda and minutes from pre-bid meeting~~
- Bid Tabulation
- Recommendation for award to Sponsor

2.0 CONSTRUCTION PHASE SERVICES

For purposes of this Project, Construction Phase Services to be provided by the CONSULTANT are as follows:

2.5 Task 5: Construction Services

~~2.5.1 Subtask 5.1: Preconstruction Conference~~ N/A This Agreement

~~**Description:** Organize and attend a preconstruction conference~~

- ~~Preconstruction conference attendees will include:~~
  - ~~City staff~~
  - ~~Airport staff~~
  - ~~Representatives from the contractor, subcontractors and suppliers~~
  - ~~Representatives from affected utility companies~~
  - ~~Bolton & Menk staff~~

~~2.5.1.1 Deliverables:~~

- ~~Minutes from bid phase conversations~~
- ~~Addenda (if necessary)~~
- ~~Agenda and minutes from pre-construction meeting~~

2.5.2 Subtask 5.2: Resident Project Representative (RPR)

Description: This task is to be completed by the City of Muscatine staff, and is not included in this scope of work.

~~Subtask 5.2: Resident Project Representative (RPR)~~

~~**Description:** Consultant agrees to provide a Resident Project Representative in the execution of the Construction Engineering Services for the project work. The Client and Consultant agree that the Consultant may employ the Resident Project Representative on other work when such services are not required by this project. The Resident Project Representative will give intermittent part-time service on this project when construction is in progress. Sixty (60) hours of construction observation is estimated for this project.~~

~~Resident Project Representative Services shall include, but are not limited to the following:~~

- ~~Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents~~

- ~~Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements~~
- ~~Notify the Client in the event that the Contractor elects to continue the use of questioned equipment and methods~~
- ~~Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work~~
- ~~Evaluate and discuss potential Field Orders and Change Orders with the Contractor~~
- ~~Evaluate possible material substitutions as requested by the Contractor~~
- ~~Measure and compute as-built quantities of all materials incorporated in the work and items of work completed, and maintain an item record account~~
- ~~Prepare periodic Pay Requests for review by the Project Engineer and Contractor~~
- ~~Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users~~
- ~~Attend and participate in construction progress meetings~~
- ~~Coordinate necessary construction staking/layout schedule as needed by the Contractor~~
- ~~Perform other services as reasonably required by the Client and as outlined in the Contract Documents~~

~~Deliverables:~~

- ~~Project site visit notes and/or photos as requested~~

2.5.3 Subtask 5.3: Project Management

Description: Complete construction phase project requirements as required for grant administration, to include, but not limited to, the following:

- ~~Confirm quantities of work completed and review Contractor pay requests~~
- ~~Prepare change orders (if applicable)~~
- ~~Review test results~~
- ~~Prepare documentation necessary for Sponsor to request grant reimbursement from the IDOT~~
- Project Manager will visit the site approximately two (2) times to observe progress and/or critical milestones
- Conduct a final project inspection with Sponsor, Airport staff, and Contractor and prepare inspection report
- ~~Recommendation of acceptance to Sponsor when appropriate~~
- Complete final project closeout as required by IDOT

2.5.3.1 Deliverables:

- ~~Change Orders~~
- ~~Final Inspection Report and Recommendation for Acceptance~~
- Project Grant Closeout

2.6 Task 6: Special Services

~~**2.6.1 Subtask 6.1: Construction Testing**~~ **N/A This Agreement**

~~**Description:** Provide the following services (through subcontract to a qualified firm):~~

- ~~Construction testing~~
  - ~~PCC Pavement~~
  - ~~Other items as necessary~~

3. Basis of Fee Assumptions

For this proposal assumptions were made as to the nature of how or why certain situations will be handled. These assumptions are as follows:

- Any changes to the scope of work that are not specifically included in this proposal will be considered additional work and a negotiated amendment to the agreement will be completed
- ROW and/or easements are not anticipated with project
- Off-site improvement design will not be required
- Deliverables provided by CLIENT are sufficient to be used for the basis for design

4. Items Provided By Client

The following items are to be provided by CLIENT:

- Geotechnical Analysis
- Existing mapping, reports, and other pertinent information

I.B. ADDITIONAL SERVICES

Consulting services performed other than those authorized under Section 1.A above shall be considered not part of the Basic Services or Construction Phase Services and may be authorized by the CLIENT as Additional Services. Additional Services consist of those services that are not generally considered to be Basic Services or Construction Phase Services; or exceed the requirements of the Basic Services or Construction Phase Services; or are not definable prior to the bidding of the project; or vary depending on the technique, procedures or schedule of the project contractor.

Additional services may include:

1. CONSTRUCTION STAKING. Perform construction staking and furnish necessary equipment and supplies to establish grade and line for the contractor's guidance in construction of the project and in accordance with the contract documents.
2. Additional geotechnical investigation required for the Project.
3. Additional field investigation required beyond those specified.
4. Completion of additional special studies not identified in Section I.A.
5. Attendance at additional meetings beyond those identified in the above scope.
6. Construction phase services including shop drawing review, periodic inspections, contractors pay estimates, final inspections and acceptance.
7. All other services not specifically identified in the Proposal or Sections I.A of this Exhibit 1.

8. Preliminary phase services includes planning layouts, alternative reviews and meetings with client, stakeholders and IDOT staff for planning purposes.

I.C. CONSIDERATION

The services described above in Sections I.A. BASIC SERVICES, under DESIGN AND BIDDING SERVICES and CONSTRUCTION PHASE SERVICES shall be provided as follows:

Task		Estimated Fee	Method of Compensation
Tasks 1 – 4	Design / Bidding	$ 29,000.00	Lump Sum
Tasks 5 and 6	Construction Phase	$ 2,000.00	Hourly Not-To-Exceed
TOTAL AUTHORIZED FEE		**$ 31,000.00**	

Progress payments shall be made in accordance with the Attached Fee Schedule (Exhibit I) and Section III of the Master Agreement.

I.D. SCHEDULE AND DELIVERABLES

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the CLIENT as the BASIC SERVICES proceed. See attached schedule for more details.

TASK	SERVICE DESCRIPTION	DATE
1 – 3	Design Phase	October, 2017 – May, 2018
4	Bid Phase	June, 2018
5 & 6	Construction Phase Services	July, 2018 – November, 2018

I.E. AUTHORIZATION

City of Muscatine, Iowa

By: _____ 5-21-18
Diana Broderson Date
Mayor

Attest: _____ 5/21/18
Greg Mandsager Date
City Administrator

Bolton & Menk, Inc.

By: _____ 4-24-2018
Ronald A. Roetzel, P.E. Date
Aviation Services Manager

Attachments:

Exhibit I – Bolton & Menk 2018 Fee Schedule

2018 SCHEDULE **OF FEES**

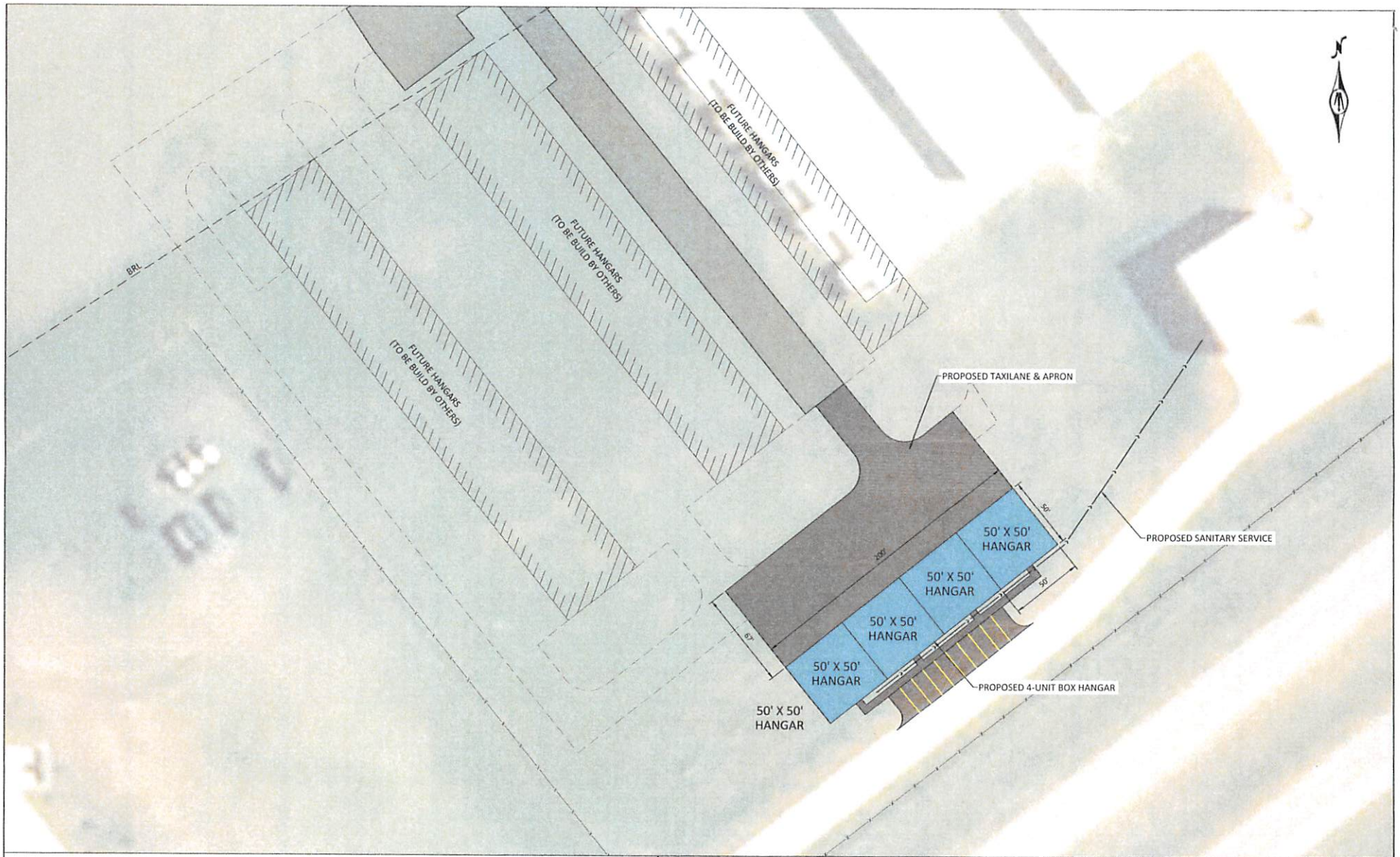
The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2018. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Sr. Principal Engineer/Surveyor	$150-250/Hour
Sr. Project Manager - Principal Engineer/Surveyor/GIS/LA	$128-195
Senior Transportation/Aviation Planner	$125-170
Project Manager (Inc. Landscape Architect and GIS)	$70-175
Project/Design Engineer/Planner/Landscape Architect	$65-190
Licensed Surveyor/Project Surveyor	$95-150
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	$59-156
Senior Technician (Inc. Survey[1])	$92-170
Technician (Inc. Survey[1])	$65-145
Administrative Assistant	$45-90
Structural/Electrical/Mechanical/Architect	$120-215
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

[1] No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.



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SCALE FEET

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CEDAR RAPIDS, IOWA 52404
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Email: CedarRapids@bolton-menk.com
www.bolton-menk.com

NO.	REVISION	DATE

DESIGNED DJM
DRAWN DJM
CHECKED CLB

MUSCATINE MUNICIPAL AIRPORT
HANGAR DEVELOPMENT - PHASE 2
HANGAR CONCEPT

SHEET 1 OF 1

MUSCATINE

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COMMUNITY DEVELOPMENT

Planning,
Zoning,
Building Safety,
Construction Inspection Services,
Public Health,
Housing Inspections,
Code Enforcement

MEMORANDUM

To: Mayor and City Council Members

Cc: Gregg Mandsager, City Administrator
Dave Gobin, Community Development Director

From: Adam Thompson, Community Development Coordinator

Date: May 15, 2018

Re: Engineering Services Agreement for Hangar Apron Design Phase II

INTRODUCTION: The City of Muscatine has selected Bolton & Menk for design and consultant services at the Muscatine Municipal Airport. The hangar apron design phase II project is being constructed on schedule with the 5 year CIP for the municipal airport.

BACKGROUND: Iowa DOT office of aviation has awarded a grant to the City of Muscatine to complete design and construction of the hangar apron phase II project. The City Council, Airport Advisory Commission and City Staff have included this project in the 5-year CIP for the airport. Bolton & Menk Inc. will provide the required professional service. Funding of this project is provided by 85% State funding and 15% local funding. Local funding for this project was included in the 2018 Bond Issue.

RECOMMENDATION/RATIONALE: The attached engineering services agreement has been reviewed and accepted by staff. The design agreement is in the amount not to exceed $31,000 for design, bid, and minimal construction oversight. It is recommended City Council approve the Agreement for Engineering Services for the T-hangar Design and Apron Expansion project with Bolton & Menk Inc. as attached hereto.

1. Agreement for Engineering Services