

City of Muscatine

ITEM NUMBER 2025-0032

DATE: 2/6/2025

AGENDA ITEM SUMMARY

STAFF

Brian Stineman, Public Works Director

SUBJECT

Request to Approve Addendum Number 1 to Work Order Number 6 of the Professional Services Contract for the Muscatine Airport.

EXECUTIVE SUMMARY

Request to Approve Addendum Number 1 to Work Order Number 6 of the Professional Services Contract for the Muscatine Airport

STAFF RECOMMENDATION

Approve the request

BACKGROUND/DISCUSSION

This addendum is in regard to assisting the City of Muscatine with design and bidding services associated with expanding design services and rebidding a snow removal equipment project for the Muscatine Municipal Airport.

Bolton & Menk completed design and bidding services previously for snow removal equipment to be supplied for use with an existing older tractor; however, no bids were received from prospective bidders of the specified equipment as they were not interested or comfortable bidding the project as a prime bidder, and therefore elected not to bid. After further coordination with the FAA and the City of Muscatine, it has been agreed to pursue the project with bidding document changes to include a new carrier vehicle in addition to the previously specified items, to encourage additional bidderst. The City of Muscatine is not eligible to receive FAA funding for previous design services performed by Bolton & Menk unless the project can receive bid(s) and apply for a grant application. Due to this ruling, additional work is required to change the bidding documents and provide bidding services to now include a carrier vehicle and supporting attachments compatible with the carrier vehicle.

The equipment to be bid, and the work to design, specify and bid the equipment is eligible for 90% cost share with the Federal Government.

The cost for the above-described services is as follows: Task 1A. Additional Design and Bidding Services \$19,600.00 (Lump Sum) Task 1B. SAE ARP Specifications \$ 3,400.00 (Cost Plus, Not-To Exceed)

TOTAL AUTHORIZED FEE \$23,000.00

Estimated Federal Share (90%) \$ 20,700.00 Estimated Local Share (10%) \$ 2,300.00

This work will be completed using the standard hourly rates per the original agreement.

Please see the attached proposal from Bolton & Menk for more information

CITY FINANCIAL IMPACT

There is a 90% cost share for this project from the FAA. The city portion of the project is planned to be funded from future bond proceeds.

ATTACHMENTS

1. 2025-0032 Addendum to work Order 6 for Muscatine Airport



Real People. Real Solutions.

401 1st Street SE Suite 201 Cedar Rapids, IA 52401

Phone: (319) 362-3219 Bolton-Menk.com

ADDENDUM NO. 1 TO WORK ORDER NO. 6 TO THE PROFESSIONAL SERVICES CONTRACT

REVISIONS TO: ACQUIRE SNOW REMOVAL EQUIPMENT MUSCATINE MUNICIPAL AIRPORT MUSCATINE, IOWA

This Addendum shall become a part of the original Agreement as described in Work Order No. 6, dated February 6, 2023. This addendum is in regard to assisting the City of Muscatine with design and bidding services associated with expanding design services and rebidding a snow removal equipment project for the Muscatine Municipal Airport.

WHEREAS, Bolton & Menk, Inc. has an existing master Agreement with the City of Muscatine dated January 19, 2023; and

WHEREAS, Bolton & Menk completed design and bidding services previously for snow removal equipment to be supplied for use with an existing older tractor; and

WHEREAS, no bids were previously received from prospective bidders of the specified equipment as they were not interested or comfortable bidding the project as a prime bidder, and therefore elected not to bid; and

WHEREAS, after further coordination with the FAA and the City of Muscatine it has been agreed to pursue the project with bidding document changes and bid to include a new carrier vehicle in addition to the previously specified items, to encourage additional bidders to bid the project; and

WHEREAS, the City of Muscatine is not eligible to receive FAA funding for previous design services performed by Bolton & Menk unless the project can receive bid(s) and apply for a grant application; and

WHEREAS, additional work is required to change the bidding documents and provide bidding services to now include a carrier vehicle and supporting attachments compatible with bid carrier vehicle.

THEREFORE, BE IT MUTUALLY AGREED, that Bolton & Menk is authorized to complete the additional work described above and in Exhibit I.

I.A. SCOPE OF WORK

Work that will be completed for ADDITIONAL WORK is as illustrated on the attached Exhibit I, Project Fee Estimate. Tasks and subtasks will be as described in Work Order No. 6 and reference is made herein for each particular task that applies to this addendum.

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I.B. CONSIDERATION

The cost for the above-described services is as follows:

Task 1A. Additional Design and Bidding Services \$19,600.00 (Lump Sum)

Task 1B. SAE ARP Specifications \$ 3,400.00 (Cost Plus, Not-To Exceed)

TOTAL AUTHORIZED FEE \$23,000.00

Estimated Federal Share (90%) \$ 20,700.00

Estimated Local Share (10%) \$ 2,300.00

This work will be completed using the standard hourly rates per the original agreement.

I.C. SCHEDULE

The consulting services authorized under I.A. will be performed under the following schedule as authorized by the CLIENT as the BASIC SERVICES.

TASK	SERVICE DESCRIPTION	DATE
1A	Additional Design and Bidding Services	January 2025 – April 2025
1B	SAE ARP Specifications	February 2025 – April 2025

I.D. AUTHORIZATION

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to the Agreement to be executed in their behalf.

City of Muscatine

Bolton & Menk, Inc.

By:

Brad Bark

Mayor

Date Feb 7, 2025 Joseph P. Roenfeldt, P.E.

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Aviation Project Manager

Attest: Cinda

Cinda Hilger (Feb 12, 2025 09:20 CST

Cinda Hilger

Date

City Clerk

Feb 12, 2025



	Exhibit I - Project Fee Es	timate						PROJEC	T FEE ESTIMATE
CLI	ENT: Muscatine Municipal Airport							DATE:	12/17/2024
	IECT: Acquire Snow Removal Equipment						P	REPARED BY:	JR/RR
	- 1 - 4			Estimated I	Person Hours	Required			
Task	Task Description	Sr. Eng.	Proj. Man.	Design Eng.		Surveyor	Planner	Admin.	Totals
		SI. Elig.	Pioj. Iviali.	Design Eng.	Elig. Tech.	Julveyor	Fidililei	Aumin.	Totals
	Design & Bid Administration			•	•		0		
	Project Scoping	0	0	0	0	0	0	0	0
	Project Meetings and Coordination	0	0	0	0	0	0	0	0
	Topographical Survey (Not Required for this Project)								
1.4	Geotechnical Investigation (Not Required for this Project)								
1.5	Project Layout Sheet (Not Required for this Project)								
1.6	FAA Design Report and Form 5100 (Not Required for this Project)								
1.7	Construction Safety and Phasing Plan (CSPP) (Not Required for this Project)								
1.8	Modification of Airport Design Standards	0	0	0	0	0	0	0	0
	Prepare Preliminary Plans, Specifications, Cost Estimate, and Project. Budget	2	16	0	0	0	0	12	30
	Prepare Final Plans, Specifications, Cost Estimate, and Project. Budget	1	6	0	0	0	0	8	15
		1	0	U	U	U	U		13
	Prepare Disadvantaged Business Plan (DBE) (Not Required for this Project)	_	_	-		_	_		
	Prepare Advertisement for Bids and Bid Docs	0	2	0	0	0	0	8	10
	Respond to Bidders Questions	0	12	0	0	0	0	16	28
1.14	Prepare and Distribute Addendums	0	2	0	0	0	0	4	6
1.15	Bid Opening	0	6	0	0	0	0	2	8
1.16	Bid Review and Bid Tabulation	0	2	0	0	0	0	8	10
1.17	Prepare Recommendation for Award	0	2	0	0	0	0	6	8
	Prepare Grant Application	0	0	0	0	0	0	0	0
	Environmental Review, CATEX (Not Required for this Project)			-	-	-			-
1.13	Total Person Hours	3	48	0	0	0	0	64	115
-									
-	Total Direct Labor Cost	\$216.00	\$2,784.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,240.00	\$5,240.00
<u> </u>	Overhead	\$487.51	\$6,283.49	\$0.00	\$0.00	\$0.00	\$0.00	\$5,055.68	\$11,826.68
	Subtotal Labor Cost								\$17,066.68
	Fixed Fee x Subtotal Labor Cost								\$2,560.00
	Total Task 1A (Fixed Lump Sum)								\$19,626.68
	Direct Expenses								
	Total Expenses Task 1A								\$0.00
	Subtotal Task 1A								\$19,626.68
	Subtotal lask IA								
							ROUND	D TASK 1A:	\$19,600.00
				Estimated F	Person Hours	Required			
Task	Task Description	Sr. Eng.	Proj. Man.	Design Eng.	Eng. Tech.	Surveyor	Planner	Admin.	Totals
1B	SAE ARP SPECIFICATIONS			<u> </u>	, i	-			
	Not used	0	0	0	0	0	0	0	0
	Total Person Hours	0	0	0	0	0	0	0	0
			1						
	Total Direct Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Overhead	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal Labor Cost								\$0.00
	Fixed Fee x Subtotal Labor Cost								\$0.00
	Total Task 2 (Cost Plus a Fixed Fee, NTE)								\$0.00
	Direct Expenses								
		SAE ARP Spec	ifications For A	All Planholders					\$3,400.00
	Total Expenses Task 1B								\$3,400.00
	Subtotal Task 1B					\$3,400.00			
	Subtotal fusik 15						DOLLA	DED TASK 2:	\$3,400.00
							ROUN	DED TASK 2:	\$3,400.00
		ı							
					Person Hours				_
Task	Task Description	Sr. Eng.	Proj. Man.	Design Eng.	Eng. Tech.	Surveyor	Planner	Admin.	Totals
	Construction Administration								
2.1	Pre-Construction Meeting (Not Required for this Project)								
2.2	Initial Construction Layout (Not Required for this Project)								
2.3	Prepare Construction Management Plan (CMP) (Not Required for this Project)								
2.4	Prepare Contract Manuals	0	0	0	0	0	0	0	0
	Construction Management Services	0	0	0	0	0	0	0	0
	Resident Project Representative (RPR) (Not Required for this Project)							J	<u> </u>
2.0									
I —	Number of Days								
<u> </u>	Hours Per Day								
	Total Hours								0
	Final Inspection and Documentation	0	0	0	0	0	0	0	0
2.8	Update Airport Layout Plan (Not Required for this Project)								
2.90	Project Closeout	0	0	0	0	0	0	0	0
	Total Person Hours	0	0	0	0	0	0	0	0
	Total Direct Labor Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Overhead		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	Subtotal Labor Cost		70.00	70.00	70.00	70.00	70.00	, J. J. J	\$0.00
I									
Fixed Fee x Subtotal Labor Cost									\$0.00
	Total Task 2 (Cost Plus a Fixed Fee, NTE)								\$0.00
Direct Expenses									
Electrical Engineering Architecture									\$0.00
									\$0.00
Geotechnical Investigation								\$0.00	
								\$0.00	
	Total Expenses Task 2								
	<u> </u>								¢n nn
	Subtotal Task 2						25	ED TAGE	\$0.00
	<u> </u>						ROUNI	DED TASK 2:	\$0.00 \$0.00
	<u> </u>								\$0.00
	<u> </u>					T		DED TASK 2:	\$0.00