



City of Muscatine

ITEM NUMBER 2025-0032

AGENDA ITEM SUMMARY

DATE: 2/6/2025

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 bidders. 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.

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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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