



# City of Muscatine

ITEM NUMBER 2023-0044

## AGENDA ITEM SUMMARY

DATE: 2/2/2023

### **STAFF**

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Jodi Royal-Goodwin, Community Development Director

### **SUBJECT**

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Request to approve Work Order #6 in the amount of \$41,800 for the Professional Services Contract with Bolton & Menk to Acquire Snow Removal Equipment for the Muscatine Municipal Airport

### **EXECUTIVE SUMMARY**

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Presented for City Council's consideration is a request to approve Work Order #6 for the Professional Services Contract for \$41,800 with Bolton & Menk to Acquire Snow Removal Equipment for the Muscatine Municipal Airport as required by the Federal Aviation Administration.

### **STAFF RECOMMENDATION**

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Staff recommends Council approve the Work Order.

### **BACKGROUND/DISCUSSION**

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Each year an Airport Improvement Plan (AIP) is submitted to the Federal Aviation Administration (FAA) identifying proposed capital improvement projects at the airport over a 5 year period. The AIP submitted in November 2021 identified the purchase of snow removal equipment, including a box plow, snow blower and broom, as the highest ranked project. In September 2022, the City received a "go letter" from the FAA indicating an intent to fund the project up to 90% of the projects costs not to exceed \$202,500.

The FAA requires a consultant procured with the past five years for the design, specification and management of all funded projects. The City maintains a Master Agreement with for such services, which had expired before the FAA notice was received. Following the required procurement process, Council approve the Master Agreement for Professional Services, Airport Planning, Engineering and Construction Services for the Muscatine Municipal Airport at their January 19 meeting. The Master Agreement does not incur fees or assign responsibilities for specific projects.

This work order provides a scope of work to implement the grant to acquire Snow Removal

Equipment, including development of the equipment specifications, managing the bidding process, and compliance with all federal regulations for a fee of \$41,800, which is included in the total project estimate of \$225,000. FAA grants require a 10% cost share or \$22,500. Proposed project schedule:

• February 24, 2023	90% specifications to FAA
• March 10, 2023	Approval of Specifications
• March 31, 2023	Release Request for Bids
• April 2023	Formal Grant Application
• Summer 2023	Grant Agreement Received
• Winter 2024	Receive SRE Equipment Delivery

#### **CITY FINANCIAL IMPACT**

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This action has no financial impact to the City's general fund, the required match will be provided under a bond issue.

#### **ATTACHMENTS**

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1. MUT WO #6-SRE 1-23-24



Real People. Real Solutions.

**WORK ORDER #6**

**TO**

**PROFESSIONAL SERVICES CONTRACT**

**ACQUIRE SNOW REMOVAL EQUIPMENT**

**MUSCATINE MUNICIPAL AIRPORT**

**MUSCATINE, IOWA**

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

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

**EFFECTIVE DATE:** February \_\_\_\_\_, 2023

**RECITALS**

1. City of Muscatine owns and operates the Muscatine Municipal Airport located near Muscatine, Iowa.
2. This is Work Order #6 to the Professional Services Contract, between City of Muscatine and Bolton & Menk, Inc. The Professional Services Contract effective January 19, 2023, is referred to herein as the **“Master Agreement”**.

**AGREEMENT**

**DESCRIPTION**

The CONSULTANT agrees to provide assistance for the Aquire Snow Removal Equipment project at the Muscatine Municipal Airport (herein referred to as the **Project**).

**PROJECT UNDERSTANDING**

This project will provide the services to acquire a new snow blower, snow sweeper, and box plow for an existing carrier vehicle. Acquiring new snow removal equipment will allow the city to properly clear the Runway, Taxiway, and Apron pavement following snow events.

**I.A. BASIC SERVICES**

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

**1. DESIGN & BIDDING SERVICES****1.1. Project Scoping**

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters and shall meet with FAA if needed and other concerned agencies and parties on matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

**1.2. Project Meetings and Coordination with Sponsor, FAA, etc.** Consultant shall coordinate with the subconsultants, sponsor, FAA and other applicable agencies to complete the work.

1.2.1. The task includes one meeting at the Airport, attended by the Project Manager. The Consultant will prepare for and conduct up to two (2) meeting at the Airport Sponsor to present the findings of the design phase and any alternatives and recommendations for the project. The result of the meeting(s) will be an agreed upon project design parameters to proceed forward with final construction documents.

1.2.2. Coordination with FAA, Local agencies, subconsultants, etc. The Consultant shall coordinate the project parameters and criteria with the project stakeholders including the FAA, Sponsor, and Project Manager.

**1.3. Topographical Surveying (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 Pavement 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**

As needed, the Consultant will prepare a Request for Modification of Federal Construction Standards if found to be necessary for the project. The Mod to Standards will discuss modifications required under the Bid Packages. The Mod to Standards will be submitted to the Sponsor for acceptance. This document will be forwarded to the FAA for approval along with final plans, contract documents, specifications and the Pavement Design Report (if required).

### 1.9. Prepare Preliminary Specifications and Cost Estimate

#### 1.9.1. Prepare Preliminary Specifications

The Consultant will assemble the technical specifications necessary for the intended work. SAE ARP specifications will be utilized as the standard specifications for the project. Additional specifications will be prepared to address work items or materials that are not covered by the FAA specifications.

#### 1.9.2. Prepare preliminary technical specifications

This work includes the preparation of SAE ARP standard specifications and supplemental specifications, necessary to establish the requirements of the project and to modify, where appropriate, SAE ARP standard specifications.

#### 1.9.3. Prepare preliminary contract documents

The Consultant will prepare the preliminary contract documents including invitation for bids, instruction to bidders, proposal, equal employment opportunity clauses, construction contract agreement, performance bond, payment bond, Federal Requirements, Preliminary Bid Schedule, and general provisions. Preparation will include establishing the location for the bid opening, dates for advertisement, and description of the work schedule. Preliminary contract documents will be prepared as early as possible during the design phase and submitted to the Owner for review by the Owner. Also review and incorporate the Sponsor's general provisions and contract clauses, as required.

#### 1.9.4. Prepare preliminary special provisions

The Consultant will prepare Special Provisions to address, or expand on, conditions that require additional clarification.

#### 1.9.5. 30% Review Set (**Not Required for this Project**)

#### 1.9.6. 90% Review Set

Following the completion of the preliminary plans and specifications, the Engineer will submit a set of 90% drawings and specifications to the Sponsor for their review. The project will be reviewed with the FAA to obtain their concurrence with the preliminary design.

#### 1.9.7. Prepare Preliminary Cost Estimate

Calculate estimated preliminary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices. Consultant will then use recent bid prices and industry standards to prepare preliminary cost estimate.

### 1.10. Prepare Final Plans and Specifications and Cost Estimate

#### 1.10.1. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the Sponsor's review of the 90% submittal.

#### 1.10.2. Prepare Final Cost Estimate

Using the final quantities calculated following the completion of the plans and specifications, the Consultant will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers, and other databases available.

#### 1.11. Prepare Disadvantaged Business Plan (DBE) **(Not Required for this Project)**

#### 1.12. Prepare Advertisement for Bids and Bid Documents

1.12.1. Consultant shall prepare, reproduce and distribute a total of 3 sets of bidding documents for the project. Consultant will submit a copy to the Sponsor for distribution to the local and selected publications of the pending project. The Sponsor shall pay for the associated cost of advertising. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The consultant will also keep a current list of plan holders and distribute this to interested parties upon request. This task includes coordination required to facilitate these requests.

1.12.2. The consultant will purchase for the FAA, City of Muscatine, themselves, each bidder, and each supplier a set of the appropriate SAE ARP specifications for the project.

#### 1.13. Respond to Bidders Questions

During the bidding process, the Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

#### 1.14. Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the FAA. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and the Consultant shall be reimbursed for this effort as an amendment to this contract.

#### 1.15. Bid Opening

The Consultant will not attend the bid opening.

#### 1.16. Bid Review and Bid Tabulation

Consultant shall advise city as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. The Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. The Consultant will then provide recommendations to the Sponsor as to the name of the Apparent Low Bidder.

#### 1.17. Prepare Recommendation for Award

The Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made the Consultant will distribute the bid tabulations on request of the Sponsor.

#### 1.18. Prepare Grant Application

The Application may be prepared after the project design has been completed and the bids accepted or the FAA may require the Application to be completed early during the design phase. Preparation of the Application will include the following:

- SF-424
- Prepare FAA Form 5100-100 including Program Narrative, discussing the Purpose and Need of the Work and the Method of Accomplishment
- Sponsor Certification (total of six)

The Consultant will submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, the Sponsor will forward the signed Application to the FAA for further processing.

#### 1.19. Environmental Review, CATEX (**Not Required for this Project**)

## 2. **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

The Consultant is required to check that the construction contracts are in order, Contractor has provided proof of insurance, the bonds have been completed, and the Owner, Contractor and applicable Agencies has been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Contract Documents will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor.

## 2.5. Construction Management Services

The Consultant will provide Construction Administration Services the scope of which is based on the following:

- Provide interpretation of plans and specifications as requested.
- Review shop drawings and certificates submitted by contractors for compliance with design concepts, as required by the applicable sections of the technical specifications.
- Prepare, review, and process Change Orders to include a cost estimate, cost/price analysis, record of negotiations, review and evaluation of "Contractor's Request for Extension of Contract Time" and make recommendations regarding approval to the Client. Notify the Contractor that no work can start until approved by the Client.

## 2.6. Resident Project Representative (RPR) (Not Required for this Project)

### 2.7. Final Inspection and Documentation

#### 2.7.1. Final Inspection

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, FAA representatives to determine whether the project has reached substantial completion and the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient.

#### 2.7.2. Final Punch List

The Consultant will prepare a punch list correspondence including the deficient items and will forward this correspondence to the Contractor requiring correction of the items and request a schedule for completion. The Consultant will send a copy to the Sponsor and include a copy in the Grant Closeout Report.

#### 2.7.3. Final Construction Certifications

Once all the punch list items have been completed to the satisfaction of the Sponsor and FAA, the Consultant will prepare a Certification of Construction Acceptance for the project. This certification will also be included in the Grant Closeout Report. Assemble documentation for the project closeout report once the project is complete.

The project team will not assemble equipment manuals. This will be done by the contractor for the project.

## 2.8. Update Airport Layout Plan (Not Required for this Project)

## 2.9. Project Closeout

Prepare the closeout documentation in accordance with the AIP Sponsor Guide Section 1600. The CONSULTANT may prepare the closeout document within 90 days of final payment to the contractor. Closeout documentation shall include, but may not be limited to, the following:

- a. Sponsor Cover Letter
- b. Closeout Narrative
  - o Work Accomplished
  - o Project Cost and Funding Sources
  - o Project Team
  - o Project Milestones
  - o Equipment Photos
  - o Final Inspection and Punch List
  - o Contract time and Liquidated Damages
- c. Final SF-271 Form, Outlay Report and Request for Reimbursement for Construction Projects
- d. Final SF-425 Form, Federal Financial Report
- e. Final Invoice Summary

This work includes preparation of the documentation, coordination with the Airport and FAA for review, and preparation of final documents for Airport approval. The CLIENT will furnish copies of all administrative costs, as well as paperwork related to previous grant reimbursement (drawdown) requests.

## I.B. ADDITIONAL SERVICES

Consulting services performed other than those authorized under Section I.A. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Additions to the project outside of this scope.
2. Hosting a pre-bid meeting.
3. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
4. Attendance of additional meetings beyond those identified in the above scope.
5. All other services not specifically identified in Section I.A.

**I.C. CONSIDERATION**

The services described above in Section I.A. BASIC SERVICES shall be provided as follows:

TASK 1A – DESIGN AND BID ADMINISTRATION SERVICES	\$ 27,900.00 (lump sum)
TASK 1B – SAE ARP SPECIFICATIONS	\$ 4,000.00 (cost plus not to exceed)
<u>TASK 2 – CONTRACT ADMINISTRATION</u>	<u>\$ 9,900.00 (lump sum)</u>
<b>TOTAL AUTHORIZED FEE</b>	<b>\$41,800.00</b>

Funding Layout:

Estimated Federal AIP Share (90%)	\$ 37,620.00
Estimated Local Share (10%)	\$ 4,180.00

Progress payments shall be made in accordance with the fee schedule attached and Section 3 of the Master Agreement.

**I.D. SCHEDULE**

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.

<b>TASK</b>	<b>SERVICE DESCRIPTION</b>	<b>DATE</b>
1A	DESIGN AND BIDDING ADMINISTRATION	February – March 2023
1B	SAE ARP SPECIFICATIONS	February – March 2023
2	CONTRACT ADMINISTRATION	June 2023 – February 2024

**I.E. AUTHORIZATION****City of Muscatine**

By: BB  
Bradley Bark (Feb 6, 2023 16:44 CST)

Feb 6, 2023

Brad Bark

Date

Mayor

**Bolton & Menk, Inc.**

By: RAR  
Ronald A. Roetzel, P.E. (Feb 24, 2023 10:23 CST)

1/24/2023

Ronald A. Roetzel, P.E.

Date

Aviation Services Manager

Attest: CW  
Carol Webb (Feb 6, 2023 17:17 CST)

Feb 6, 2023

Carol Webb

Date

City Administrator

Attachments:

Exhibit I – Project Fee Breakdown



## PROJECT FEE ESTIMATE

CLIENT:	Muscatine Municipal Airport						DATE:	1/23/2023		
PROJECT:	Acquire Snow Removal Equipment						PREPARED BY:	JR/RR		
Task	Task Description		Estimated Person Hours Required							
Task	Task Description		Sr. Eng.	Proj. Man.	Design Eng.	Eng. Tech.	Surveyor	Planner	Admin.	Totals
1A	Design & Bid Administration									
1.1	Project Scoping		1	3	0	0	0	0	0	4
1.2	Project Meetings and Coordination		1	3	0	0	0	0	0	4
1.3	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	2	0	0	0	0	0	2
1.9	Prepare Preliminary Plans, Specifications, Cost Estimate, and Project. Budget		2	32	0	0	0	0	24	58
1.10	Prepare Final Plans, Specifications, Cost Estimate, and Project. Budget		1	16	0	0	0	0	12	29
1.11	Prepare Disadvantaged Business Plan (DBE) (Not Required for this Project)									
1.12	Prepare Advertisement for Bids and Bid Docs		0	2	0	0	0	0	8	10
1.13	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
1.18	Prepare Grant Application		1	4	4	0	0	0	4	13
1.19	Environmental Review, CATEX (Not Required for this Project)									
	Total Person Hours	6	86	4	0	0	0	84	180	
	Total Direct Labor Cost	\$378.00	\$4,558.00	\$124.00	\$0.00	\$0.00	\$0.00	\$2,520.00	\$7,580.00	
	Overhead	\$832.70	\$10,040.82	\$273.16	\$0.00	\$0.00	\$0.00	\$5,551.31	\$16,697.98	
	Subtotal Labor Cost								\$24,277.98	
	Fixed Fee x Subtotal Labor Cost								\$3,641.70	
	Total Task 1A (Fixed Lump Sum)								\$27,919.68	
	Direct Expenses									
	Total Expenses Task 1A								\$0.00	
	Subtotal Task 1A								\$27,919.68	
								ROUNDED TASK 1A:	\$27,900.00	
Task	Task Description		Estimated Person Hours Required						Totals	
Task	Task Description		Sr. Eng.	Proj. Man.	Design Eng.	Eng. Tech.	Surveyor	Planner	Admin.	Totals
1B	SAE ARP SPECIFICATIONS									
	Not used		0	0	0	0	0	0	0	0
	Total Person Hours	0	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	\$0.00
	Overhead	\$0.00	\$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									
	BMI - 1, 3 Prime Bidders with Each 3 Suppliers)									\$4,000.00
	Total Expenses Task 1B									\$4,000.00
	Subtotal Task 1B									\$4,000.00
									ROUNDED TASK 2:	\$4,000.00
Task	Task Description		Estimated Person Hours Required						Totals	
Task	Task Description		Sr. Eng.	Proj. Man.	Design Eng.	Eng. Tech.	Surveyor	Planner	Admin.	Totals
2	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	2	0	0	0	0	4	6
2.5	Construction Management Services		2	16	0	0	0	0	8	26
2.6	Resident Project Representative (RPR) (Not Required for this Project)									
	Number of Days									
	Hours Per Day									
	Total Hours									0
2.7	Final Inspection and Documentation		0	8	0	0	0	0	8	16
2.8	Update Airport Layout Plan (Not Required for this Project)									
2.90	Project Closeout		0	4	0	0	0	0	12	16
	Total Person Hours	2	30	0	0	0	0	0	32	64
	Total Direct Labor Cost	\$126.00	\$1,590.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$960.00	\$2,676.00
	Overhead	\$277.57	\$3,502.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,114.78	\$5,894.96
	Subtotal Labor Cost									\$8,570.96
	Fixed Fee x Subtotal Labor Cost									\$1,285.64
	Total Task 2 (Cost Plus a Fixed Fee, NTE)									\$9,856.60
	Direct Expenses									
	Total Expenses Task 2									\$0.00
	Subtotal Task 2									\$9,856.60
									ROUNDED TASK 2:	\$9,900.00
									TOTAL PROJECT FEE	\$41,800.00