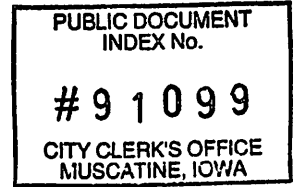


Donelson, Fran

From: Boka, Steve
Sent: Thursday, December 10, 2009 10:17 AM
To: Mandsager, Gregg
Cc: Donelson, Fran
Subject: Agenda item for 12.17.09
Attachments: professionalservagrCO#5(tractor).doc; Agreeemt Chg Ord 5.pdf



Attached hereto please find a cover memo and a change order for professional services related to the purchase of snow removal equipment at the airport.

Gregg, last year the city acquired a new truck and plow for snow removal at the airport utilizing funding from the FAA. However, our airport is eligible for **two** pieces of equipment used for snow removal. This new purchase would be for a **tractor** that would also be utilized for mowing over 240 acres at the airport. Since the city is not eligible to purchase a mower for the airport with FAA funds, but we are permitted to purchase another piece of equipment for snow removal purposes, we have discussed (and received permission) to acquire a snow removal tractor that can also be used for mowing. We will therefore be referring to this purchase as "snow removal tractor" throughout the acquisition process.

Please place this item on the agenda for City Council consideration during their December 17th meeting.

MEMO

TO: Gregg Mandsager, City Administrator

FROM: Steven Boka, Director of Planning, Zoning & Building Safety

SUBJECT: Change Order No. 5 – Professional Services Agreement

DATE: December 10, 2009

Attached hereto is a proposed Change Order No. 5 for the professional services agreement with Anderson-Bogert Engineers and Surveyors, Inc., for the construction of the parallel taxiway to the cross wind runway at the Muscatine Municipal Airport. If approved, the change order will permit the city to utilize our existing engineer to prepare and assist the city in the purchase of new snow removal equipment (tractor) for the airport. The tractor will also replace a 1969 tractor used for mowing that is outdated and often out of service for repair.

This change order will result in an increase of \$11,250.00 to the professional services agreement. It has been reviewed by the FAA and they concur with the change. As a result, the City will be responsible for \$562.50 with the balance being the responsibility of the FAA as a part of the overall project cost.

Please place the professional services agreement Change Order No. 5 on the City Council agenda for consideration during their December 17th meeting.

William W. Bogert, P.E.
Jeffrey C. Morrow, P.E.
Jayne C. DeCoste, P.E.
Todd J. Happel, P.E.
Matthew P. Shock, P.E.
Timothy P. Mroch, P.E.
Jon W. Janda, P.E., P.L.S.

Anderson-Bogert Engineers & Surveyors, Inc.

4001 River Ridge Dr. N.E.
Cedar Rapids, IA 52402-7544

Jon H. Bogert, P.E.
Terry F. Chew, P.E.
Jason J. Vavra, P.E.
Neil J. Shatek, P.E.
Leo D. Wooder, P.L.S.
R. Rodney Klien, P.L.S.

LETTER OF TRANSMITTAL

ATTN: Steve Boka
COMPANY: City of Muscatine
ADDRESS: 215 Sycamore St
Muscatine IA 52761

DATE: 12-08-09
PROJECT #: 209138

RE: Acquire Snow Removal Equipment
Muscatine Municipal Airport

WE ARE SENDING YOU: ATTACHED
 UNDER SEPARATE COVER

COPIES	DATE	DESCRIPTION
2	12-17-09	EXECUTED Agreement Change Order No. 5
1		FAA AIP Sponsor Certification

THESE ARE TRANSMITTED:

FOR APPROVAL
 FOR YOUR USE
 FOR YOUR FILES
 FOR REVIEW & COMMENT
 APPROVED AS NOTED
 AS REQUESTED

REMARKS:

1. Please arrange for sponsor signatures on both agreement originals; then return one executed agreement to our office.
2. Please sign the enclosed Sponsor Certification.
3. Please mail a copy of the executed agreement along with the signed Sponsor Certification to: Federal Aviation Administration, % Georganna Blakesley, Airports Program Specialist, Airports Division ACE-600, Rm 335, 901 Locust, Kansas City, MO, 64106-2325.

Thank you.

COPY TO: File _____

SIGNED: 
Jayne C. DeCoste, P.E.

AGREEMENT CHANGE ORDER NUMBER 5

To Agreement for Engineering Services
Parallel Taxiway to Runway 12/30
Muscatine Municipal Airport

City of Muscatine, Iowa
215 Sycamore Street
Muscatine, IA 52761

Sponsor

12/17/09

Change Order Date

ANDERSON-BOGERT
Engineers & Surveyors, Inc.
4001 River Ridge Drive NE
Cedar Rapids, IA 52402

Consultant

2/14/07

Date of Agreement

DESCRIPTION OF CHANGES

*INCREASE
In Contract Price*

Engineering/Administrative Services for Snow
Removal Equipment Procurement
(See "Attachment A" Scope of Services)

\$11,250

JUSTIFICATION:

As a part of this project, the City of Muscatine went through a formal solicitation for engineering services; the request for qualifications was not only for the taxiway project but also for other projects in the airport five year C.I.P., including snow removal equipment procurement.

The amount of the Agreement will be increased by the sum of: Eleven thousand two hundred fifty dollars (\$11,250).

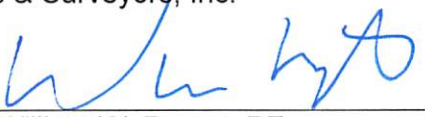
The agreement total including this and previous Change Orders will be: Two hundred forty-one thousand nine hundred eighty-two dollars and sixty four cents (\$241,982.64).

This document will become a supplement to the Agreement and all provisions will apply hereto.

FOR THE CONSULTANT

ANDERSON-BOGERT
Engineers & Surveyors, Inc.

By:



William W. Bogert, PE
President

Attest:



FOR THE SPONSOR

CITY OF MUSCATINE

By:



Attest:



Agreement Change Order Number 5
 To Agreement for Engineering Services
 Parallel Taxiway to Runway 12/30
 Muscatine Municipal Airport
 Attachment "A"

Scope of Services/Cost Summary – Snow Removal Equipment Procurement

1. Prepare specification package to include the following sections:	\$1,770
a. Invitation for bids	
b. Instruction to bidders	
c. General terms and conditions	
d. Supplemental provisions	
e. Technical specifications	
f. Proposal form	
g. Contractor agreement	
h. Performance bond form	
i. Required federal clauses	
j. Bid protest procedures	
2. Prepare technical specifications per FAA Advisory Circular AC 150/5220-20 to specifically include :	\$2,500
a. Description of area to be plowed and how fast it has to be plowed	
b. Required horsepower and other performance requirements of vehicle	
c. Required compatibility with existing plow blade	
3. Prepare engineering report and cost opinion	\$620
4. Complete general administrative tasks including:	
a. Coordination with sponsor, airport personnel, and FAA	\$990
b. Filling out application for federal assistance	\$410
c. Coordination/inclusion of DBE requirements, if necessary	\$210
d. Bid period assistance	\$3,500
e. Limited assistance to/coordination with City Attorney on bid protests*	\$360
f. Closeout paperwork	\$890
5. Adhere to the following schedule:	
a. 95% Plans & Specifications Completed by March, 15, 2010	
b. Bids Opened By May 1, 2010	

*City or City Attorney shall handle major actions relating to bid protests