

**MEMORANDUM**

**To:** Mayor and City Council Members

**Cc:** Gregg Mandsager, City Administrator

**From:** Steven Boka, Director of Community Development

**Date:** January 31, 2012

**Re:** Agreement for Engineering Services - Obstruction Removal Project

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**INTRODUCTION:** The City of Muscatine continues to utilize Anderson-Bogert Engineers & Surveyors, Inc, for design and consulting services for projects at the Muscatine Municipal Airport. The next improvement scheduled for the airport involves the removal of sight obstructions to airport landing surfaces.

**BACKGROUND:** The Airport Advisory Commission and the City Council have approved a 5-year CIP for the airport that includes this project. The project will consist of the elimination of trees and growth on a 26 acre strip of real estate purchased by the city several years ago. The trees and other vegetation have now reached a growth where removal is the best long term solution to protecting aircraft safety now and in the future. In addition, there are 5 other smaller vegetative areas that have been identified and will be included in the project scope, if warranted. Additional information regarding the scope of engineering services expected under this Agreement may be referred to Exhibit A attached hereto.

**RECOMMENDATION/RATIONALE:** The cost for the project is provided through 85% state, 15% local cost share. This item has been discussed with the City Council and is included in the FY 11/12 budget. It is recommended that the City Council approve the Agreement for Engineering Services related to the Obstruction Removal Project at the Muscatine Municipal Airport with Anderson-Bogert Engineers and Surveyors, Inc. as attached hereto.

**BACKUP INFORMATION:**

1. Agreement for Professional Services

**EXHIBIT A**  
**SCOPE OF SERVICES**  
**MASTER AGREEMENT FOR ENGINEERING SERVICES**  
**MUSCATINE MUNICIPAL AIRPORT**  
**FFY 2012 through FFY 2016**

This Task Order pertains to an AGREEMENT by and between the City of Muscatine (SPONSOR) and Anderson-Bogert Engineers & Surveyors, Inc. (CONSULTANT) dated December 15, 2011. CONSULTANT shall perform Services on the PROJECT described below as provided herein and provided in the original referenced AGREEMENT. This Task Order shall not be binding until it has been properly executed by both parties. Upon execution, this Task Order shall supplement the AGREEMENT as it pertains to the Project described below.

**TASK ORDER NUMBER: 2**

**PROJECT NAME: OBSTRUCTION REMOVAL**

**ARTICLE I. SCOPE**

**NARRATIVE** - In 2005, when the building restriction line was moved out as a result of the new Instrument Landing System (ILS), the City purchased a 26 acre strip of land between Runway 24 and Highway 61 from the Iowa Department of Transportation; this land was identified in the purchase agreement as Parcels M, N, O, and P. Many trees existed on this land prior to the City purchasing it. Now it appears that some of these trees may have grown tall enough to become obstructions to Part 77 imaginary surfaces or could become obstructions in the future; therefore, they need to be removed for safety reasons. It is the intent of this project to remove all of the trees within this 26 acre area and convert the area to an agricultural use, so that the area can be easily maintained free of trees. In addition to the primary 26 acre area described above, approximately five smaller vegetated areas will also be analyzed and included in the project scope, if warranted.

The CONSULTANT shall provide the required professional services to:

- Identify trees that are or could become obstructions within the areas described in the above narrative.
- Prepare bid documents for the removal of these trees.
- Observe construction and administer the construction contract for the tree removal.

These tasks are described in more detail below.

**A. DESIGN PHASE**

**Preliminary**

1. Conferences with the SPONSOR and FAA, discussion of scheduling, and development of a concept to establish project goals/scope.

2. Coordinate with City GIS department to obtain most recent aerial photography and associated mapping; using this information, create base mapping of the existing conditions.
3. Prepare engineer's report to include design methodology and recommendations, preliminary plan quantities, engineer's cost opinion, project budget, and a construction phasing/staging plan to minimize interference with airport operations. The CONSULTANT shall advise the SPONSOR as to options available for reducing construction costs to stay within the budget, if it appears likely that bid prices will exceed the budget.
4. Prepare preliminary plans for review and approval by the SPONSOR.

Final

1. Incorporate/respond to preliminary design comments and prepare construction plans for clearing and grubbing for bidding as listed below.
  - Title sheet
  - Project location map and tabulation of quantities
  - Safety and staging plan
  - Overall plan
  - Removal plans
  - Removal details
  - Erosion control/pollution prevention plan
2. Develop the safety plan in accordance with AC 150/5370-2, Operational Safety on Airports during Construction.
3. Prepare project manual for the project including contract documents and specifications. Develop technical specifications using Advisory Circular 150/5370-10, Standards for Specifying Construction of Airports.
4. Calculate final plan quantities; prepare final engineer's opinion of probable construction cost and compare to project budget.
5. Submit 95% plans and specifications for review and approval by the SPONSOR and by the FAA. Incorporate resulting final design review comments into the bid documents.
6. Prepare NPDES storm water discharge permit application and accompanying newspaper publication article.

## B. CONSTRUCTION PHASE

### Bidding

1. Issue copies of Plans, Specifications, and Contract Documents to bidders, contractors, FAA, SPONSOR, and other interested State and Federal agencies.
2. Assist in publicizing the proposed construction to secure competitive bids.
3. Field questions from contractors and suppliers.
4. Prepare and issue addenda, if required.
5. Assist the City with review of and tabulation of the bids and make recommendation for award of contract.
6. Provide FAA notification of the staging areas and haul routes by entering OEAAA cases for the four corners of each staging area and at least three points of the haul route into the FAA website. Coordinate with the contractor on the height of the most demanding piece of equipment that will be used on a regular basis.

### Construction Services

1. Conduct the pre-construction conference.
2. Provide limited on-site construction review and observation. General observation of the construction work shall include consulting and advisory services and necessary activities associated with changed field conditions. Construction review shall include professional observations of the work, to help assure substantial compliance with the plans, specifications, and contract documents.
3. If required, prepare change orders, supplemental agreements, and the accompanying FAA required independent cost analyses.
4. Review and approve partial and final estimates of work completed, as prepared and submitted by the Contractor.
5. Review Contractor payroll reports and compare to wage rate interview reports prepared by the SPONSOR.
6. Accompany SPONSOR and Contractor on final inspection.

### C. SPECIAL SERVICES

#### Special Services To Be Provided By The CONSULTANT Shall Include:

1. Prepare the FAA Grant Application.
2. Prepare all required FAA SPONSOR certification forms.
3. Provide information and prepare "record drawings" based upon our best recorded knowledge of the completed construction for the SPONSOR and FAA files.
4. Prepare required FAA report for closeout of project.

### D. ADDITIONAL ENGINEERING SERVICES

Should additional engineering services be required due to the scope of the project being changed, an amendment to this contract will be developed with the accompanying costs.

## ARTICLE II. COMPENSATION

The SPONSOR agrees to compensate the CONSULTANT for performing engineering services on a **FIXED LUMP SUM BASIS** as described below:

1.	Design Phase	
	a. Preliminary	.....\$3,839
	b. Final	.....\$2,366
2.	Construction Phase	
	a. Bidding	.....\$1,305
	b. Construction Services	.....\$1,056
3.	Special Services	.....\$1,277
		SUBTOTAL .....\$9,843

And the SPONSOR agrees to compensate the CONSULTANT for performing Construction Observation on a **COST-PLUS-FIXED FEE NOT TO EXCEED BASIS** as described below:

Construction Observation..... \$2,841

**TOTAL PROJECT COMPENSATION.....\$12,684**

Per the following Cost Summary and Work Plan.

**Cost Summary**

<b>1</b>	<b>Direct Salary Costs</b>			
	<u>Title</u>	<u>Hours</u>	<u>Rate/Hour</u>	<u>Cost</u>
	Project Manager/Engineer	69	\$40.50	\$2,794.50
	Engineer Tech III	28	\$28.60	\$800.80
	Word Processing/Acct	25	\$22.90	\$572.50
	Construction Observer	40	\$26.44	\$1,057.60
	<i>Total Direct Salary Costs</i>			<b>\$5,225.40</b>
<b>2</b>	<b>Labor &amp; General Administrative Overhead</b>			
	Percentage of Direct Salary Costs 105%			<b>\$5,486.67</b>
<b>3</b>	<b>Subtotal Items 1 &amp; 2</b>			<b>\$10,712.07</b>
<b>4</b>	<b>Fixed Fee @ 15%</b>			<b>\$1,606.81</b>
<b>5</b>	<b>Direct Non-Salary Expense</b>			
	Transportation			<b>\$348.00</b>
	Postage			<b>\$17.16</b>
	<i>Total Direct Non-Salary Costs</i>			<b>\$365.16</b>
<b>6</b>	<b>Grand Total (3+4+5)</b>			<b>\$12,684.04</b>

## Work Plan

Task	Project Engineer	CAD Tech III	Clerical	Construction Observer
	Hours	Hours	Hours	Hours
<b>Design Phase</b>				
Preliminary	31	19	7	
Final	13	9	5	
<b>Construction Phase</b>				
Bidding	9		13	
Construction Services	8			36
<b>Special Services</b>	8			4
<b>Totals</b>	<b>69</b>	<b>28</b>	<b>25</b>	<b>40</b>

## ARTICLE III. SCHEDULE

Date	Task/Activity Completed
2/17/12	research/data gathering
3/16/12	preliminary plans
4/13/12	95% plans & specifications
4/19/12	council pass resolution to set a public hearing date for 5/3/2012 for considering the plans and specifications and for establishing a bid date
4/27/12	final plans complete
5/3/12	Public hearing on plans and specifications/council establish bid date
5/4/12	Notice to bidders published
5/24/12	Open bids
6/7/12	Council approve low bidder (conditional to FAA concurrence)/execute grant offer
7/5/12	Council approve contract and bonds from contractor (conditional to FAA concurrence)

IN WITNESS WHEREOF, the SPONSOR and the CONSULTANT have executed this Task Order as of the date first written.

FOR THE CONSULTANT

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

FOR THE SPONSOR

CITY OF MUSCATINE

BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_