CITY OF COFFEYVILLE
BOARD OF COMMISSIONERS AGENDA ITEM

MEETING DATE	12/27/2016	
RESOLUTION OR ORDINANCE NUMBER	R-16-153 and R-16-154	
AGENDA TITLE	Task Authorization No. 1 Burns & McDonnell Airport Taxiway Overlay and execution of FAA grant application.	
REQUESTING DEPARTMENT	Engineering	
PRESENTER	Thomas Osborn – Superintendent of Engineering	
FISCAL INFORMATION	**Cost as recommended:**	$115,716.00 (90/10 FAA Grant)
	Budget Line Item:	N/A
	Balance Available	N/A
	New Appropriation Required:	[X] Yes [] No
PURPOSE	Approve Authorization No.1 for the design of the Airport Taxiway overlay project by Burns & McDonnell and execution of the application for federal assistance.	
BACKGROUND	The FAA has approved funding of the Airport Capital Improvement Project for overlay of the taxiway connecting runway 17-34 to runway 4-22. This authorization is for the design of this project. The design engineering is a participating item for the FAA thus the city cost is $11,571.60. In order to receive reimbursement by way of the entitlement funds the city will also need to execute an application with the FAA for federal assistance and sponsor certifications. This authorization also includes creating a Disadvantaged Business Enterprise (DBE) program to meet FAA guidelines, as well as core samples to determine the pavement classification number (PCN) values of the runways. PCN values are the ratings for pavement strength of the runways.	

SPECIAL NOTES	
ANALYSIS	
PUBLIC INFORMATION PROCESS	
BOARD OR COMMISSION RECOMMENDATION	
STAFF RECOMMENDATION	Staff recommends approval of authorization No.1 for the taxiway overlay project and execution of the application for federal assistance.
REFERENCE DOCUMENTS ATTACHED	RES- Authorization No1 Taxiway overlay.doc; Authorization No. 1.pdf; Composite Grant App SF424_5100.pdf; CFV Grant 19 - Plans Specs-provisional_Jan2016.pdf; CFV Grant 19 - Final Project-provisional-Jan2016.pdf; CFV Grant 19 - Equip Constr-provisional_Jan2016.pdf; CFV Grant 19 - Drug Free-provisional-Jan2016.pdf, CFV Grant 19 - Consultant-provisional_Jan2016.pdf; CFV Grant 19 - Conflict of Interest Certification-Provisional_Jan2016.pdf

RESOLUTION NO. R-16-153

A RESOLUTION TO AUTHORIZE THE EXECUTION OF BURNS & MCDONNELL AUTHORIZATION NO.1 FOR THE ENGINEERING DESIGN OF TAXIWAY 22 OVERLAY.

BE IT RESOLVED by the Board of Commissioners of the City of Coffeyville, Kansas that the Mayor and City Clerk be and are hereby authorized and directed to execute Authorization No.1 under the Airport Master Services agreement with Burns & McDonnell for the engineering design on the taxiway 22 overlay (AIP Project No. 3-20-0011-19) in the not-to-exceed amount of $115,716.00 with FAA to reimburse the city for 90% of the design amount for a final City share of $11,571.60.

ADOPTED THIS 27TH DAY OF DECEMBER 2016.

_____
Christopher V. Williams, Mayor

ATTEST:

_____
Cindy Price, City Clerk

APPROVED AS TO FORM AND LEGALITY:

_____
Paul Kritz, City Attorney

AUTHORIZATION NO. 1
FOR PROFESSIONAL ENGINEERING SERVICES
OVERLAY OF TAXIWAY TO RUNWAY 22 FROM RUNWAY 17-35
AT COFFEYVILLE MUNICIPAL AIRPORT
AIP Project No. 3-20-0011-19

In accordance with SECTION 1 – AUTHORIZATION OF SERVICES of the Agreement for Professional Engineering Services (the "AGREEMENT") dated December 13, 2016, by and between THE CITY OF COFFEYVILLE (SPONSOR) and BURNS & McDONNELL ENGINEERING COMPANY, INC. (CONSULTANT), the following Airport Improvement Project ("AIP") authorization is hereby given and mutually agreed upon:

A. PROJECT NAME AND DESCRIPTION OF IMPROVEMENTS:

1. **Project Name**: Overlay of Taxiway to Runway 22 from Runway 17-35 - Design

2. **Description of Improvements**: Provide professional engineering services for the design of the overlay of the aforementioned Taxiway approximately (3,300' x 35') at the Coffeyville Municipal Airport as shown on Exhibit 1. Additional improvements include new pavement markings.

B. DESCRIPTION OF SERVICES TO BE PERFORMED:

CONSULTANT has developed the following scope of engineering services for the aforementioned project. The Scope of Services is defined as follows:

1. **Preliminary Design Phase:** This phase includes activities for defining the scope of the aforementioned project and establishing preliminary requirements. The elements of work for this task include:

   a. Perform onsite visual observations to determine the extent of the Taxiway to be overlaid. Attendees for the CONSULTANT include the Project Manager and Project Engineer.
   b. Review existing data and prepare updates to Airport Capital Improvement Plan (ACIP).
   c. Prepare Scope of Work (SOW) for Topographical Surveying Services.
   d. Prepare SOW for boring locations and Geotechnical Services.
   e. Prepare Engineering Scope of Services and Fee Estimate.
   f. Develop a preliminary cost estimate and submit to the SPONSOR for budgeting purposes.
   g. Develop a preliminary schedule for construction and submit to the SPONSOR for review.
   h. Prepare preliminary site plans for development of construction safety plan and coordination with the FAA.
   i. Prepare a preliminary design report per FAA Central Region AIP Guide Section 920.
   j. Perform an internal Quality Review by the CONSULTANT'S independent staff.
   k. Submit for Review, the preliminary design report to the SPONSOR and FAA.

l. The CONSULTANT will attend and conduct a preliminary design meeting at FAA offices in Kansas City, MO.

2. **Design Phase:** This phase will include the activities required to develop the project design documents showing the character and scope of work to be performed by contractors on the project. The specific tasks that will be performed in this phase are:
   a. Prepare construction Bid Documents. The drawing list may include the following:
      i. Cover Sheet
      ii. Index, Legend, and Abbreviations
      iii. Summary of Quantities
      iv. Access and Safety Plan with Notes
      v. Overall Phasing Plan
      vi. Survey Plan & Existing Conditions
      vii. Asphalt Milling Plan
      viii. Overall Site Plan
      ix. Plan & Profile Sheets
      x. Cross Section Sheets
      xi. Erosion Control Plans with Details
      xii. Typical Pavement Sections
      xiii. Pavement Marking Plans with Details
      xiv. Miscellaneous Details
   b. Prepare KDHE Land Disturbance Permit and Stormwater Pollution Prevention Plan (SWPPP).
   c. Prepare project technical specifications.
   d. Prepare Standard FAA and SPONSOR front-end documents outlining bid procedures and process.
   e. Revise the preliminary cost estimate for the final engineer's estimate of probable cost.
   f. Revise the preliminary construction schedule.
   g. Prepare the final design report following FAA Central Region AIP Guide Section 920.
   h. Prepare and submit the final Construction Safety and Phasing Plan (CSPP).
   i. Perform an internal Quality Review by the designer of the project.
   j. Perform an internal Quality Review by the CONSULTANT'S internal review team.
   k. Perform an internal Constructability Review by Senior Level review team.
   l. Revise drawings and specifications per internal Quality Review comments.
   m. Submit an electronic copy of the drawings and project manual to the FAA and two hard copies of the drawings and project manual to the SPONSOR for 100% review.
   n. Meet with SPONSOR via teleconference for an interim review of the project status.
   o. Revise contract documents per final review comments.
   p. Submit Final contract documents to SPONSOR for bidding.

q. Provide an electronic copy of the project manual and construction drawings to SPONSOR for the purpose of filing and use for distribution to contractors.
r. Prepare a Disadvantaged Business Enterprise (DBE) Program per FAA Central Region AIP Sponsor Guide Section 200.
s. Develop a PCN value for Runway 17-35 and Runway 4-22 in accordance with Advisory Circular 150/5335-5C.
t. Prepare and Submit FAA Forms 7460-1. Anticipate submittals for construction work areas, staging areas, haul routes and construction phasing scenarios.

3. **Bidding & Construction Award Phase:** This phase will include basic services to assist the SPONSOR with bidding of the contract documents and reviewing and award of the bid, including the following activities:

   a. Assist SPONSOR with advertising of the project.
   b. Attend and conduct a prebid meeting with the SPONSOR. Attendees for the CONSULTANT will include one representative.
   c. Prepare any addenda for the project.
   d. Respond to questions during the bidding phase.
   e. CONSULTANT shall tabulate bids, analyze and provide recommendations to the SPONSOR.
   f. CONSULTANT will attend the bid opening.
   g. Assist SPONSOR with preparing contract documents.
   h. Assist SPONSOR with preparing grant application documents.

4. **Construction Phase Services:** This work will be determined upon completion of the project design. Construction Phase Services are not provided in this Scope of Work.

C. METHOD OF COMPENSATION:

1. Compensation of the Scope of Work for items shall be made by Method A- Fixed Lump Sum Payment according to SECTION 6- COMPENSATION, paragraph 6.1.1, which outlines compensation on a fixed lump sum basis.

D. AMOUNT OF COMPENSATION:

1. CONSULTANT will perform the Scope of Services for items identified in B.l-3 of this Authorization No. 1, per the terms and conditions set forth in the Agreement, for a Lump Sum Amount of One hundred fifteen thousand, seven hundred and sixteen Dollars (**$ 115,716.00**).

E. ESTIMATED TIME OF COMPLETION:

1. The estimated time to complete the Scope of Services B.l-3 of this document is estimated at One Hundred Eighty (180) calendar days from the Notice to Proceed.

F. <u>ENGINEERS' NOTICE TO PROCEED DATE</u>:

1. CONSULTANT is prepared to commence work on this project immediately upon receiving a Notice to Proceed. The Notice to Proceed date for this project is _____.

It is further understood and agreed by the parties hereto that all of the terms and conditions of the AGREEMENT are hereby incorporated by reference as if set forth fully herein and are made a part of this Authorization.

IN WITNESS WHEREOF, the parties hereto have caused this Authorization to be executed in three (3) counterparts by their duly authorized representatives and made effective the day and year first written above.

----------oooOooo----------

CITY OF COFFEYVILLE, KANSAS

By_____
Christopher V. Williams
Mayor

BURNS & McDONNELL
ENGINEERING COMPANY, INC.

By 12-15-16
David G. Hadel, P.E.
Manager, Aviation Services

ATTEST:

By_____
City Clerk

END OF AUTHORIZATION NO. 1 FOR PROFESSIONAL ENGINEERING SERVICES

DERIVATION OF CONSULTANT PROJECT COSTS
SUMMARY OF COSTS
Overlay Taxiway A to RW 22 from RW 17-35
Coffeyville Municipal Airport
DESIGN SERVICES FOR OVERLAY TAXIWAY TO RW 22 FROM RW 17-35
BASIC AND SPECIAL SERVICES
November 1, 2016

1 **DIRECT SALARY COSTS:**

TITLE	HOURS	RATE/HOUR	COST ($) Office	Office-Field	Contract
Principal	9.00	$65.00	$585.00	$0.00	$0.00
Project Manager	71.00	$50.00	$3,550.00	$0.00	$0.00
Sr. Civil Eng.	137.00	$48.00	$6,576.00	$0.00	$0.00
Staff Civil Eng.	228.00	$36.00	$8,208.00	$0.00	$0.00
Assist. Civil Eng.	66.00	$30.00	$1,980.00	$0.00	$0.00
Environmental Specialist	2.00	$50.00	$100.00	$0.00	$0.00
Sr. Electrical Eng.	0.00	$52.00	$0.00	$0.00	$0.00
Staff Electrical Eng.	0.00	$40.00	$0.00	$0.00	$0.00
Sr. Tech.	73.00	$31.00	$2,263.00	$0.00	$0.00
Staff Tech.	108.00	$27.00	$2,916.00	$0.00	$0.00
Geotechnical Engineer	4.00	$52.00	$208.00	$0.00	$0.00
Clerical	40.00	$21.00	$840.00	$0.00	$0.00
	738.00				
Total Direct Salary Costs			$27,226.00	$0.00	$0.00

2 **LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:**

Percentage of Direct Salary Costs @	213.80% Office	$58,209.19		
Percentage of Direct Salary Costs @	213.80% Office-Field		$0.00	
Percentage of Direct Salary Costs @	99.03% Contract			$0.00

3 **SUBTOTAL:**

Items 1 and 2	$85,435.19	$0.00	$0.00

4 **PROFIT:**

10.00%	% of Item 3 Subtotal	$8,543.52	$0.00	$0.00
	Subtotal	$93,978.71	$0.00	$0.00

5 **OUT-OF-POCKET EXPENSES:**

a. Transportation (Office Staff)	915.00 Miles @	$0.540 / Miles	$494.10		
b. Transportation (Field Staff)	0.00 Miles @	$0.540 / Miles =		$0.00	
c. Expenses (meals) office (per day)	6.00 days @	$51.00 / day=	$306.00		
d. Expenses (lodging) office (per day)	0.00 days @	$89.00 / day=	$0.00		
e. Expenses field (meals) : per day	0.00 days @	$51.00 / day =		$0.00	
f. Expenses field (Lodging) : per day	0.00 days @	$89.00 / day =		$0.00	
g. Comp. hrs: (N/A)	73.00 Hours @	$0.00 / Hour =	$0.00		
h. Comp. hrs: (N/A)	665.00 Hours @	$0.00 / Hour =	$0.00		
i. Materials and Supplies		=	$1,987.19	$0.00	$0.00
Total Out-of-Pocket Expenses			$2,787.29	$0.00	$0.00

6 **SUBCONTRACT COSTS:**

a. Surveying: Ruggles & Bohm, P.A.	=	$0.00	$0.00	$9,000.00
b. Geotech: Terracon	=	$0.00	$0.00	$9,950.00
c. N/A:	=	$0.00	$0.00	$0.00
d. N/A:	=	$0.00	$0.00	$0.00
	Subtotal	$0.00	$0.00	$18,950.00

7 **MAXIMUM TOTAL FEE:**

Items 1, 2, 3, 4, 5 and 6	**$96,766.00**	**$0.00**	**$18,950.00**

TOTAL:	**EXHIBIT 1: SUMMARY**	**$115,716.00**

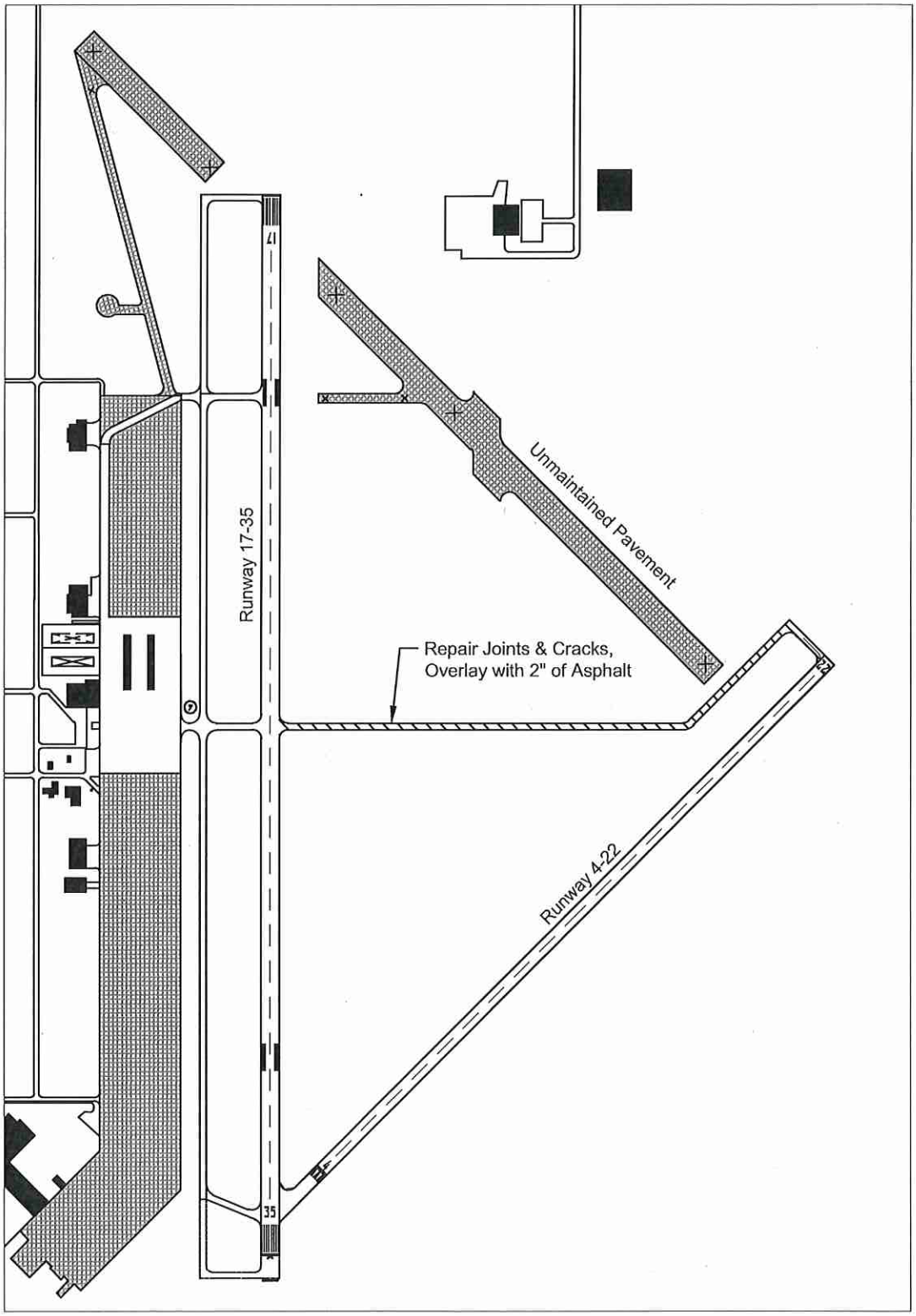
EXHIBIT 1: SUMMARY

DERIVATION OF CONSULTANT PROJECT COSTS
SUMMARY OF COSTS
Overlay Taxiway A to RW 22 from RW 17-35
Coffeyville Municipal Airport
DESIGN SERVICES FOR OVERLAY TAXIWAY TO RW 22 FROM RW 17-35
BASIC AND SPECIAL SERVICES
November 1, 2016

Classification:	Principal	Project Manager	Sr. Civil Eng.	Staff Civil Eng.	Assist. Civil Eng.	Environmental Specialist	Sr. Electrical Eng.	Staff Electrical Eng.	Sr. Tech.	Staff Tech.	Geotechnical Engineer	Clerical	Other Costs
Gross Hourly Rate:	$224.37	$172.59	$165.69	$124.26	$103.55	$172.59	$179.49	$138.07	$107.01	$93.20	$179.49	$72.49	
A. BASIC SERVICES													
1 **PRELIMINARY DESIGN**	4.00	22.00	27.00	60.00	16.00				18.00	41.00	4.00	2.00	(1, 2, 3, 4, 5)
Total = $26,005.15	$897.47	$3,796.98	$4,473.53	$7,455.89	$1,656.86				$1,926.10	$3,821.14	$717.97	$144.98	$1,114.22
2 **FINAL DESIGN**	4.00	25.00	80.00	148.00	46.00	2.00			47.00	67.00		32.00	(1, 2, 3, 4, 5)
Total = $56,294.46	$897.47	$4,314.75	$13,254.91	$18,391.19	$4,763.48	$345.18			$5,029.27	$6,244.31		$2,319.61	$734.29
3 **BIDDING**	1.00	24.00	30.00	20.00	4.00				8.00			6.00	(1, 2, 3, 4, 5)
Total = $14,466.38	$224.37	$4,142.16	$4,970.59	$2,485.30	$414.22				$856.05			$434.93	$938.78
4 **N/A**													(1, 2, 3, 4, 5)
Total =													
5 **N/A**													(1, 2, 3, 4, 5)
Total =													
PART A SUBTOTAL =	**$96,766.00**												
B. SPECIAL SERVICES													
1 **SURVEYING**													(1, 2, 3, 4, 5)
Total = $9,000.00													$9,000.00
2 **GEOTECHNICAL**													(1, 2, 3, 4, 5)
Total = $9,950.00													$9,950.00
3 **N/A**													(1, 2, 3, 4, 5)
Total =													
4 **N/A**													(1, 2, 3, 4, 5)
Total =													
5 **N/A**													(1, 2, 3, 4, 5)
Total =													
PART B SUBTOTAL =	**$18,950.00**												
GRAND TOTAL =	**$115,716.00**												

(1) Mileage, Motel and Meals
(2) Equipment, Materials and Supplies
(3) Computer Services
(4) Vendor Services
(5) Other (identify)

EXHIBIT 2: SUMMARY



N

N. T. S.

BURNS McDONNELL

COFFEYVILLE MUNICIPAL AIRPORT

OVERLAY TAXIWAY
TO RUNWAY 22 FROM
RUNWAY 17-35

COPYRIGHT © 2016 BURNS & McDONNELL ENGINEERING COMPANY, INC.

Z:\CLIENTS\ANF\COFFEYVILKS\CFV\95216_TAXILANE\DESIGN\CIVIL\SHEETS\EXHIBIT\ACIP JMM01.DWG 11/9/2016 10:26 AM BHEADY