

# THE CITY OF



# OWATONNA

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**DATE:** May 29, 2020  
**TO:** Honorable Mayor and City Council Members, City Administrator  
**FROM:** Dave Beaver, Airport Manager  
**RE:** Work Order No. 9 with Bolton & Menk

**Purpose:**

To approve Work Order No. 9 with Bolton & Menk Inc. for professional engineering services for the airport T-hangar site, foundation, and building project.

**Background:**

The project identified in the 2020 CIP provides for professional design and engineering services for the anticipated ten unit T-Hangar. The airport currently has three ten unit T-Hangar buildings with all units currently being rented. The development is identified on the approved airport Master Plan and accommodates existing and projected growth.

The project will occur in two phases. Phase 1 will include the full design for the building along with apron and taxilane. Phase 2 will be the construction phase for the T-Hangar, concrete footings, and floor as well as bituminous apron and taxilane.

The scope of services provided in this Work Order is for all project phases and includes design, preparation of plans and specifications, preparation of bid documents, bid administration, construction engineering, FAA coordination and documentation, and project close out services for the T-hangar project. It is anticipated that construction phase will begin in calendar year 2021.

The Airport Commission has reviewed Work Order No. 9 and approved a motion in support of the recommendation to approve.

**Budget Impact:**

There is no projected local cost for this work. The CIP provides for 5% local funding; however, due to CARES Act legislation, both the state and local five percent funding is now anticipated to be covered by 100% FAA funding participation. The engineering services proposed under Work Order No. 9 shall be provided on an actual cost basis but not to exceed \$245,900.00 for all phases of the project. This is within 1% of an Independent Fee Estimate (IFE) that was performed for this project as required by the FAA. All project costs are contingent upon securing federal grant funding participation.

**Recommendation:**

Staff recommends approval of Work Order No. 9 contingent upon securing FAA grant funding participation.

**WORK ORDER #9  
TO  
PROFESSIONAL SERVICES CONTRACT  
(DESIGN, BIDDING, GRANT ADMINISTRATION  
AND CONSTRUCTION ENGINEERING SERVICES)**

**10 UNIT T-HANGAR SITE, FOUNDATION AND BUILDING**

**OWATONA DEGNER REGIONAL AIRPORT  
OWATONNA, MINNESOTA**

**BETWEEN:** The City of Owatonna,  
A Minnesota municipal corporation **(CLIENT)**

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

**EFFECTIVE DATE:** May \_\_, 2020

**RECITALS**

1. City owns and operates the Owatonna Degner Regional Airport located near Owatonna, Minnesota.
2. This is Work Order #9 to the Professional Services Contract, between City and Bolton & Menk, Inc. The Professional Services Contract effective October 2016 is referred to herein as the “Master Agreement”.

**AGREEMENT**

**DESCRIPTION**

The CONSULTANT agrees to provide Design Bidding, and Grant Administration Services for the site, foundation and new 10 unit T-Hangar at the Owatonna Degner Regional Airport (herein referred to as the **Project**).

## **I.A. BASIC SERVICES**

### **PROJECT UNDERSTANDING**

This project consists of the design of a 10 unit T-hangar, concrete footings and floor, site preparation, bituminous apron and taxilane. This project will occur in two phases. Phase 1 will include the full design services for the 10 unit T-Hangar along with apron and taxilane. Phase 2 will be the construction phase services for the 10 unit T-Hangar steel building, concrete footings and floor and bituminous apron and taxilane.

### **BASIC SERVICES**

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

#### **1. DESIGN & BID ADMINISTRATION**

##### **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. Meetings with the Sponsor shall also determine the need for topographical surveying and pavement/geotechnical testing. It is anticipated that there will be a maximum of 3 meetings with the Sponsor and/or the FAA, to review pavement eligibility and project limits.

##### **1.2. Project Meetings and Coordination with Sponsor, State, FAA, etc. Consultant shall coordinate with the subconsultants, sponsor, State, FAA and other applicable agencies to complete the work elements in Phase 1.**

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

1.2.3. This task includes one progress meeting per week will be held, one-hour in duration, with all design team members through the duration of the design phase.

##### **1.3. Topographical Surveying**

1.3.1. Coordination to collect existing data and locate utilities. This task includes data

collection, as-built plan set review, and research of available existing survey information in order to gather information on existing topography and utilities. This also includes coordination for field utility locates with the Sponsor, FAA, and Mn/DOT.

- 1.3.2. Survey control. Survey control will be established and used for design surveys. The Consultant will provide a drawing showing the location of the existing or established control for the project and perform necessary bench loop and traverse procedures to verify accuracy of vertical and horizontal control points. If applicable, the Consultant will establish runway end coordinates and centerline alignments and tie these into the project survey control. One trip will be required for a two-person survey crew to establish survey control for the project.
- 1.3.3. Field work. Survey work will include all utilities; pavement center, edges, and intermediate shots; ground shots; lights; signs; drainage structures; and electrical duct markers and hand holes. It is anticipated that the field work will require five trips to the airport by a two-person survey crew.
- 1.3.4. Convert survey data for design software. This work includes analyzing the topographical surveying data and preparing the data for use with computer modeling. Included are the following separate tasks:
  - Establish design coordinate plan with Sponsor/State to be used for CADD drawings
  - Input raw survey data into the computer program in order to sort data into company standard layers for efficient analyzing
  - Verify survey data from previous project with latest field survey
  - Sort all data points by layers and description for computer modeling
  - Verify surveyor horizontal and vertical control
  - Prepare digital terrain model (DTM) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences and other miscellaneous entities
  - Generate three-dimensional contour model from the DTM.
  - Prepare and process data for pavement profiles, grading and/or paving cross sections, and drainage features

#### 1.4. Aeronautical Survey (not needed for this project)

#### 1.5. Geotechnical Investigation

- 1.5.1. Coordination to schedule geotechnical work. This task includes data collection and review of available geotechnical records in order to gather information on existing soil conditions and past geotechnical or pavement test results. Coordination will be

done with the geotechnical subconsultant to schedule work and establish any work constraint parameters.

- 1.5.2. Establish project testing requirements. The Consultant shall determine the type and frequency of geotechnical testing required for the project. The testing shall consider such items as pavement type, design methodology, type of wheel loading, and weight of design aircraft. Determine soil boring locations and frequency of testing. Develop a project sketch showing location and coordinates of borings. Determine soil sampling locations and types of soils testing required.
- 1.5.3. Field work. Field work will be performed by a qualified geotechnical subconsultant. The geotechnical investigation will include: Eight (8) soil borings to a depth of 15 feet at the building, one (1) subgrade standard proctors, one (1) California Bearing Ratio test.
- 1.5.4. Analyze data. After receiving the testing report from the geotechnical firm, the Consultant will analyze the data and any existing geotechnical data received from Sponsor, consisting of the following tasks:
  - Review geotechnical recommendations
  - Determine appropriate data for pavement design.
  - Input data for computer modeling with topographical survey data
  - Prepare pavement data and soil information for incorporation on plan sheets
  - Evaluate existing pavement sections for potential recycling and reuse

#### 1.6. Project Layout Sheet

Consultant shall complete a project layout sheet that will depict the proposed improvements. Part of the preliminary phase includes reviewing options for the hangar building. This is needed to establish the pavement area and dimensions. This work will include review up to two hangar options. Each option will include 10 units and corresponding pavement layout out and eligibility review. Architectural review of permit requirements is included. Utilities to the future building will also be reviewed including electrical and natural gas for possible heated units.

#### 1.7. FAA Pavement Design Report and Form 5100 (Not required for this project)

#### 1.8. Construction Safety and Phasing Plan (CSPP)

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

#### 1.9. 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).

#### 1.10. Prepare Preliminary Plans, Specifications and Cost Estimate

Preliminary plans will be prepared for the Project. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project: Taxiway B Crack Repair. The following list of drawings will be used as a guideline. Additional drawings may be added during the design phase, if required.

##### General:

- G-001 Cover Sheet, Sheet Index & Symbols
- G-002 Legend & Abbreviations
- G-003 General Notes
- G-021 Project Layout Plan
- G-041 Survey Control Plan
- ~~G-061 Project Quantity Tables~~
- G-081 Construction Operations & Phasing Plan

##### Geotechnical:

- B-051 Plan & Log of Soil Borings

##### Civil:

##### **General**

- C-001 Civil Legend
- C-021 Erosion Control Plans
- C-031 Erosion Control Details
- C-041 Storm Water Management Plans
- ~~C-051 Demolition Plans~~
- ~~C-061 Demolition Details~~
- C-081 Geometrics
- C-091 Existing Contours

##### **Site**

- C-101 Grading & Drainage Plans
- ~~C-141 Taxiway Intersection Details~~
- C-201 Plan & Profiles
- C-301 Typical Sections
- C-311 Paving Details
- ~~C-321 Jointing Plans~~

- ~~—C-341 Jointing Details~~
- ~~—C-361 Pavement Grooving Plan~~

**Utility**

- C-401 Plan & Profiles
- C-501 Details

**Storm Sewer**

- C-441 Plan & Profiles
- C-451 Drainage Details
- C-461 Inlet Layout Plan

**Marking**

- C-651 Marking Plans
- C-671 Marking Details
- C-681 Signing Plans
- C-691 Signing Details

**X-Sections**

- C-901 Cross Sections

**Electrical:**

- ~~E-101 Electrical Removals Plan~~
- E-201 Electrical Layout Plan
- E-301 Existing Signage Plan
- E-311 Proposed Signage Plan
- E-321 Sign Legend
- E-401 Electrical Vault Layout
- E-501 Wiring Diagrams
- E-601 Electrical Details
- E-701 NAVAIDS Details

**Architectural:**

- A-101 Building Floor Plan
- A-102 Building Elevations
- E-101 Electrical Wiring Layout
- E-102 Electrical Symbols, Light Fixture and Panelboard Schedule
- S-101 Footing and Foundation Plan
- S-102 Footing and Foundation Details

1.10.1. Prepare Preliminary Specifications

1.10.2. The Consultant will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by the FAA specifications.

1.10.3. Prepare preliminary technical specifications

1.10.4. This work includes the preparation of standard and supplemental specifications, necessary to establish the construction requirements of the project. Standard specifications will be assembled and reviewed for relevancy to the project. In addition, supplement specifications will be included, where deemed necessary.

1.10.5. 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, State Requirements, Federal Requirements, Preliminary Bid Schedule, Wage Rates, 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.

1.10.6. Prepare preliminary special provisions

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

1.10.7. 90% Review Set

Following the completion of the preliminary plans and specifications, the Engineer will submit a set of 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.

1.10.8. 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 a preliminary cost estimate.

1.11. Prepare Final Plans and Specifications and Cost Estimate

1.11.1. 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.

1.11.2. 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.

1.12. Prepare Construction Management Plan (Not required for this project)

1.13. Prepare Disadvantaged Business Plan (DBE)

DBE Plan Update: This is applicable for project(s) that fall within a grant year which in



Airport uses at least \$250,000 in Federal funds for services that can be completed by Disadvantaged Business Enterprise (DBE) firms. Total DBE eligible costs (prime contracts) estimated to be completed is expected to exceed \$250,000 with this project, thus an updated DBE program is required.

The CONSULTANT will update the Disadvantaged Business Enterprise (DBE) program in accordance with 49 CFR Part 26 Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs. Specific tasks will include:

- The CONSULTANT will review the methodology for evaluating the availability of DBE businesses to provide services and products for airport projects for the next three (3) Federal fiscal years.
- The CONSULTANT will review the airport's service area by analyzing the utilization of DBE businesses on previous airport projects.
- The CONSULTANT will prepare a legal advertisement describing the revised DBE utilization goal and methodology.
- The CONSULTANT will deliver the advertisement to the CLIENT to publish in one (1) newspaper as a public notice to provide a public comment period.
- The CONSULTANT will submit the DBE program to the FAA Office of Civil Rights for review and comments.

The CONSULTANT will complete one (1) annual report to FAA Office of Civil Rights as required to report actual DBE accomplishments on the project.

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

Consultant shall prepare, reproduce and distribute a total of 10 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.

#### 1.15. 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.

#### 1.16. 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.

#### 1.17. Bid Opening

The Consultant will attend the bid opening.

#### 1.18. Bid Review and Bid Tabulation

Consultant shall advise Board 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.

#### 1.19. 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.

#### 1.20. 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:

- Prepare Federal Grant Preapplication Checklist
- Prepare FAA Form 5100-100 including Program Narrative, discussing the Purpose and Need of the Work and the Method of Accomplishment
- Prepare Project Schedule
- Prepare Project Costs Estimate and Funding Summary
- Prepare Exhibit
- Prepare Certification for Economic Necessity for Routine Pavement Maintenance Projects (Appendix A)
- Obtain photographs of project site to be submitted with application.

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.

#### 1.21. Environmental Review, CATEX

CONSULTANT will prepare a proposed actions graphic and Categorical Exclusion (CATEX) Checklist Form based upon FAA Orders 1050.1E and 5050.4B for the Project. CATEX Long Form (PPM 5050.20 Appendix C) will be prepared along with supporting research, analysis and documentation as required by the Federal Aviation Administration (FAA) for proposed Federal action. The following environmental impact categories will be

evaluated during development of the CATEX:

Environmental Resource Area Review for Potential Effects and Impact:

- |   |  |
|---|--|
| a. Air Quality                            | m. Floodplains   |
| b. Archaeological                         | n. Hazardous Materials   |
| c. Biotic Communities                     | o. Historic  |
| d. Coastal Resources                      | p. Light Emissions   |
| e. Compatible Land Use                    | q. Natural Resources   |
| f. Construction Impacts                   | r. Noise Levels  |
| g. Endangered Species                     | s. Parks, Public Lands,<br>Refuges and Recreational<br>Resources |
| h. Energy Supply and Natural<br>Resources | t. Surface Transportation  |
| i. Environmental Justice                  | u. Water Quality   |
| j. Essential Fish Habitat                 | v. Wetlands  |
| k. Farmland                               | w. Wild and Scenic Rivers  |
| l. Migratory Bird Treaty Act              |  |

Other Required Environmental Considerations:

- |                         |                         |
|-------------------------|-------------------------|
| a. Connected Actions    | f. Community Disruption |
| b. Cumulative Actions   | g. Relocation Housing   |
| c. Cumulative Impacts   | h. Social Impact        |
| d. Environmental Laws   | i. Similar Actions      |
| e. Highly Controversial |                         |

Completion of the CATEX research, analysis, and documentation outlined in this agreement does not guarantee FAA environmental approval of the proposed project. Any additional environmental work requested (i.e. additional field reviews, consultation, preparation of EA) will be considered additional work beyond the scope of this agreement.

## **2. CONSTRUCTION ADMINISTRATION**

### 2.1. Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Engineer will establish this meeting to review Local, State, Federal Aviation Administration (FAA) and project specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the Sponsor/Owner, Mn/DOT (if available), Subconsultants, FAA ADO (if available), Contractor, Subcontractors and utility

companies. This task will include:

- Scheduling the meeting, sending invitations, providing meeting materials and pre-meeting exhibit and material preparation.
- Obtain and review the project construction schedules from the contractor or contractors prior to presentation at the preconstruction meeting. The Owner should be provided copies of all construction schedules.
- Prior to preconstruction meeting, furnish the name of the Project Engineer with qualifications for approval by the Owner. Project Engineer means Engineer as defined in Section 10 (Section 10-18) of the General Provisions of the construction documents.
- Preside at the preconstruction meeting, prepare a detailed record of the meeting and submit to the Owner and all participants.
- Provide Contractor with a list of required submittals to be provided by Contractor and discussed at the meeting.
- Provide Contractor with additional copies of Construction Documents and digital data (Project Drawings) as requested.

## 2.2. Initial Construction Layout

The Consultant will perform initial survey work to establish construction limits, survey control, locations of barricades or construction signs. The construction control/verification survey subtask will include a survey crew to establish construction field control for the project. This will include establishment of horizontal and vertical control and construction staking as per the Project Manual.

## 2.3. Prepare Construction Management Plan (QAMP) [Only needed if the paving costs for the project is greater than \$250,000] (Not required for this project)

## 2.4. Prepare Contract Manuals

The Consultant is required to check that the construction contracts are in order, verify Contractor has met DBE goals (or made valid good faith effort), 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. Clerical will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

## 2.5. Construction Management Services

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

- The Consultant and Client agree that construction engineering services furnished shall be to the extent necessary to determine compliance with plans and specifications,

including necessary general supervision of Resident Project Representative Services authorized by the Client.

- The Consultant and Client agree that the Construction Engineering Services provided by the Consultant may actually be required to continue and exceed beyond the construction time element stated in the Client's agreement with the construction Contractor. When the extent of these construction services beyond the control of the Consultant occurs, the Client agrees that Consultant will be reimbursed for additional Construction Engineering Services in excess of the specified construction time period at a mutually acceptable fee negotiated at the time all the pertinent circumstances are known.
- Nothing herein shall be construed as imposing upon the Consultant's responsibility for the construction means, methods, techniques, sequences, safety programs, and procedures used by contractors.
- The Consultant agrees that Resident Project Representative services furnished under this Contract shall be to observe the work and to determine compliance with the plans and specifications, including representing the Client in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the Client on and around areas of construction.
- When the Consultant is on the site, documentation will be maintained regarding construction progress and delays, quantities and percentages of work, tests performed, observations made and work accepted, problems encountered and instructions given to contractors, field changes and adjustments approved, and other records required or otherwise necessary to maintain a record of the work.

The Consultant agrees to provide Construction Administration Services that include the following:

- 2.5.1. Check and monitor construction activities and certify that all project work completed under observation of the Resident Project Representative is in substantial compliance with the plans, specifications and contract documents including any modifications by Change Order or otherwise, that all required tests were performed, and that such work is recommended for acceptance.
- 2.5.2. Provide interpretation of plans and specifications as requested.
- 2.5.3. Supervise and coordinate Subconsultant contracts for field observation and testing.
- 2.5.4. Review shop drawings and certificates submitted by contractors for compliance with design concepts, as required by the applicable sections of the technical specifications.
- 2.5.5. Review all periodic and final pay requests and explanation of variation between Contract and final quantities prepared by Resident Project Representative. Coordinate Contractor approval and signature and submit to Client for approval.
- 2.5.6. Review weekly Construction Progress and Inspection Reports (FAA Form 5370-1) as prepared by Resident Project Representative and submit to Owner and applicable Agencies.
- 2.5.7. Prepare, review and process Field Orders, 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.

- 2.5.8. Coordinate and meet with the Client for consultation and advice during construction to include conducting construction progress meetings. Coordinate with Owner’s Representative including:
- Review and evaluate “Contractor’s Request for Extension of Contract Time” and submit recommendations to the Client.
  - Meet with the Client for consultation and advice during construction.
- 2.5.9. Coordinate on-site inspections of construction as requested. Make recommendations for acceptance or modification of work
- 2.5.10. Monitor that all testing required by the specifications is performed. Review and approve all materials reports prepared by the Resident Project Representative and/or Subconsultants.
- 2.5.11. Maintain record drawings from redline or working drawings prepared by Resident Project Representative as accumulated during the course of construction to show “Record Drawing” conditions.
- 2.5.12. Retain and review payroll reports of each contractor and subcontractor and monitor Contractor’s compliance with paying employees as per established State Prevailing Wages and/or Federal Davis Bacon requirements.
- 2.5.13. Monitor Contractor’s compliance with Disadvantaged Business Enterprise (DBE) program (i.e. determine that the firms on the job are as stated in the plan. Determine that the volume of work and equipment used complies with the plan.) Report deviations to the Sponsor.
- 2.6. Resident Project Representative (RPR)

The Client as part of this agreement authorizes Resident Engineering Services and the Consultant agrees to provide a Resident Project Representative, materials acceptance testing, and staking services in the execution of the Construction Engineering Services for the project work. The Client and Consultant agree that the Consultant may employ the Resident Project Representative on other work during periods of temporary job shutdown when such services are not required by this project. Normally, the Resident Project Representative will give intermittent part-time service on this project when construction is in progress to include temporary interruptions due to weather or mechanical failure.

For this Project **Part-Time** Resident Project Representative services will be provided. It is anticipated the Project will be completed within **50 Working Days**. This will include four (4) field visits by the Project Manager.

Resident Project Representative Services shall be completed in accordance with the attached Exhibit I-1, and shall include, but are not limited to, the following:

- 2.6.1. Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.
  - 2.6.2. Coordinate with Contractor regarding schedule, work progress, quality of work, and notify contractor of equipment and methods which do not comply with the Contract requirements. The Resident Project Representative shall notify the Client in the event that the Contractor elects to continue the use of questioned equipment and methods. Conduct wage rate interviews and provide to Project Engineer.
  - 2.6.3. Maintain daily records of the Contractor's progress and activities during the course of construction, to include progress of all work. These records document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the Contractor, weather, equipment use, labor requirements, safety problems, and changes required.
  - 2.6.4. Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
  - 2.6.5. Evaluate possible material substitutions as requested by the Contractor.
  - 2.6.6. Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
  - 2.6.7. Measure and compute as-built quantities of all materials incorporated in the work and items of work completed and maintain an item record account.
  - 2.6.8. Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
  - 2.6.9. Monitor the contractor's compliance with airport operations to include coordination with airport manager, hangar owners and airport users and with the Construction Safety Phasing Plan (CSPP).
  - 2.6.10. Attend and participate in construction progress meetings.
  - 2.6.11. Coordinate the necessary construction staking/layout schedule as needed by the Contractor.
  - 2.6.12. Perform other services as reasonably required by the Client and as outlined in the Contract Documents.
- 2.7. Final Inspection and Documentation
- 2.7.1. Final Inspection

The Consultant will schedule and conduct a final inspection with the Sponsor, Contractor, State and 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
- 2.7.4. Once all of the punch list items have been completed to the satisfaction of the Sponsor, State 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. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for closeout.
- 2.8. As-Built Plans and Equipment Manuals and Materials Book
  - 2.8.1. The project team will collaboratively assemble a set of as-built plans for the project. The as-built plans will include field constructed conditions included as part of this Project including any field surveying required to compute final quantities and the drawings will become record information. The Consultant shall provide Owner with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.
  - 2.8.2. The project team will collaboratively assemble equipment manuals and materials book for the Project. The materials book will include an accounting for all quality acceptance testing performed as part of this project. This will include a summary of passing tests as well as failing tests and corrective measures taken to in order to achieve satisfactory results. Two copies of these documents will be distributed to Owner.
- 2.9. Prepare Construction Management Report (Not required for this project)
- 2.10. Update Airport Layout Plan

CONSULTANT shall update the Airport Layout Plan (ALP) to depict as-built conditions as a result of the project. These will include updating sheets as required to reflect the work completed on the reconfigured taxiways/taxilanes. The CLIENT will then submit a PDF copy to FAA for review and comment. CONSULTANT will address the comments received from the FAA one time and print four (4) hard copies of the ALP will be produced for CLIENT and FAA signature.
- 2.11. 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. Final Project Cost Summary
  - c. Final SF-271 Form, Outlay Report and Request for Reimbursement for Construction Projects
  - d. Final SF-425 Form, Federal Financial Report
  - e. Final Construction Report



f. Record Drawings

Assemble documentation for the project closeout report once the project is complete. This will include gathering all construction documentation, supplemental agreements (if applicable), weekly reports, pay requests, testing result summaries, final certification documentation, and change orders in preparation for grant closeout. The closeout report elements include a project summary, final certifications, summary of grant payments, and outlay report. This work includes preparation of the report, coordination with the Airport, State, 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. Any construction surveying required for the Project.
3. Additional geotechnical investigation required for the Project.
4. Hosting a pre-bid meeting.
5. Update Airfield Signage Plans.
6. Additional Field Investigation required beyond those specified.
7. Completion of additional special studies not identified in Section I.A..
8. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
9. Attendance of additional meetings beyond those identified in the above scope.
10. 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 1 – DESIGN SERVICES	\$130,200.00 (lump sum)
TASK 2 – CONSTRUCTION ENGINEERING	\$115,700.00 (hourly not to exceed)
<b>TOTAL AUTHORIZED FEE</b>	<b>\$245,900.00</b>

Funding Layout:

Estimated Federal Share (100%)	\$245,900.00
Estimated MnDOT Share (0%)	\$ 0.00 (2020 CARES ACT)
Estimated Local Share (0%)	\$ 0.00 (2020 CARES ACT)

Progress payments shall be made in accordance with the fee schedule attached and Section III 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>
1	DESIGN AND BIDDING	January – September 2020
2	CONSTRUCTION	April – September 2021

**I.E. AUTHORIZATION**

**City of Owatonna**

**Bolton & Menk, Inc.**

By: \_\_\_\_\_  
Date

By:  5/14/2020  
Ronald A. Roetzel, P.E. Date  
Aviation Services Manager

Attest: \_\_\_\_\_  
\_\_\_\_\_

**Attachments:**

- Exhibit I – Project Fee Breakdown
- Exhibit II – Bolton & Menk 2020 Fee Schedule



PROJECT FEE ESTIMATE

CLIENT: <i>Owatonna Dagner Regional Airport</i>								DATE:	5/8/2020
PROJECT: <i>10 Unit T-Hangar</i>								PREPARED BY:	RAR
Task	Task Description	Estimated Person Hours Required						Totals	
		Sr. Eng.	Design Eng.	Eng. Tech.	Surveyor	Planner	Admin.		
1	Design & Bid Administration								
1.1	Project Scoping	16	12	0	0	4	0	32	
1.2	Project Meetings and Coordination	16	16	0	0	8	0	40	
1.3	Topographical Survey	0	8	0	50	0	0	58	
1.4	<del>Aeronautical Survey</del>	0	0	0	0	0	0	0	
1.5	Geotechnical Investigation	0	8	0	0	0	0	8	
1.6	Project Layout Sheet	0	6	0	0	16	0	22	
1.7	<del>FAA Design Report and Form 5100</del>	0	0	0	0	0	0	0	
1.8	Construction Safety and Phasing Plan (CSPP)	0	6	0	0	8	0	14	
1.9	Modification of Airport Design Standards	4	4	0	0	0	0	8	
1.10	Prepare 30% and 90% Plans, Specs., and Cost Est.	40	140	0	0	0	20	200	
1.11	Prepare Final Plans, Specs., and Cost Est.	24	80	0	0	0	0	104	
1.12	<del>Prepare Construction Management Plan</del>	0	0	0	0	0	0	0	
1.13	Prepare Disadvantaged Business Plan (DBE)	8	0	0	0	0	20	28	
1.14	Prepare Advertisement for Bids and Bid Docs	2	0	0	0	0	4	6	
1.15	Respond to Bidders Questions	16	8	0	0	0	0	24	
1.16	Prepare and Distribute Addendums	16	8	0	0	0	0	24	
1.17	Bid Opening	8	4	0	0	0	0	12	
1.18	Bid Review and Bid Tabulation	2	0	0	0	0	6	8	
1.19	Prepare Recommendation for Award	2	0	0	0	0	2	4	
1.20	Prepare Grant Application	2	4	0	0	0	0	6	
1.21	Environmental Review, CATEX	4	8	0	0	16	0	28	
Total Person Hours		160	312	0	50	52	52	626	
Total Direct Labor Cost		\$9,600.00	\$10,920.00	\$0.00	\$1,900.00	\$2,080.00	\$1,300.00	\$25,800.00	
Overhead		\$19,274.88	\$21,925.18	\$0.00	\$3,814.82	\$4,176.22	\$2,610.14	\$51,801.24	
Subtotal Labor Cost								\$77,601.24	
Fixed Fee x Subtotal Labor Cost								\$11,640.19	
Total Task 1 (Fixed Lump Sum)								\$89,241.43	
Direct Expenses									
		Structural						\$12,000.00	
		Architecture & Electrical						\$23,000.00	
		Geotechnical Investigation						\$6,000.00	
Total Expenses Task 1								\$41,000.00	
Subtotal Task 1								\$130,241.43	
		ROUNDED TASK 1:						\$130,200.00	
Task	Task Description	Estimated Person Hours Required						Totals	
		Sr. Eng.	Design Eng.	Eng. Tech.	Surveyor	Planner	Admin.		
2	Construction Administration								
2.1	Pre-Construction Meeting	8	8	0	0	0	0	16	
2.2	Initial Construction Layout	0	0	0	4	0	0	4	
2.3	Prepare Construction Management Plan (QAMP)	0	0	0	0	0	0	0	
2.4	Prepare Contract Manuals	0	4	0	0	0	4	8	
2.5	Construction Management Services	40	0	0	0	0	0	40	
2.6	Resident Project Representative Services								
Number of Days		3	40	15	1	0	0		
Hours Per Day		8	8	8	8	8	8		
Total Hours		24	320	120	8	0	0	472	
2.7	Final Inspection and Documentation	8	8	0	0	0	0	16	
2.8	As-Built Plans	4	8	0	8	0	0	20	
2.9	<del>Prepare Construction Management Report</del>	0	0	0	0	0	0	0	
2.10	Update Airport Layout Plan	4	8	0	0	80	0	92	
2.11	Project Closeout	16	0	0	0	0	16	32	
Total Person Hours		104	356	120	20	80	20	700	
Total Direct Labor Cost		\$6,240.00	\$12,460.00	\$2,400.00	\$760.00	\$3,200.00	\$500.00	\$25,560.00	
Overhead		\$12,528.67	\$25,017.19	\$4,818.72	\$1,525.93	\$6,424.96	\$1,003.90	\$51,319.37	
Subtotal Labor Cost								\$76,879.37	
Fixed Fee x Subtotal Labor Cost								\$11,531.91	
Total Task 2 (Cost Plus a Fixed Fee, NTE)								\$88,411.27	
Direct Expenses									
		Structural						\$4,320.00	
		Architecture & Electrical						\$8,200.00	
		Geotechnical Investigation						\$14,800.00	
Total Expenses Task 2								\$27,320.00	
Subtotal Task 2								\$115,731.27	
		ROUNDED TASK 2:						\$115,700.00	
<b>TOTAL PROJECT FEE</b>								<b>\$245,900.00</b>	

# 2020 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2020. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Senior Principal	\$195-280/Hour
Principal Engineer/Surveyor/Planner/GIS/Landscape Architect	\$145-225
Senior Engineer/Surveyor/Planner/GIS/Landscape Architect	\$120-210
Project Manager (Inc. Survey, GIS, Landscape Architect)	\$115-200
Project Engineer/Surveyor/Planner/Landscape Architect	\$90-175
Design Engineer/Landscape Designer/Graduate Engineer/Surveyor	\$90-190
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$70-175
Senior Technician (Inc. Construction, GIS, Survey <sup>1</sup> )	\$90-180
Technician (Inc. Construction, GIS, Survey <sup>1</sup> )	\$60-155
Administrative/Corporate Specialists	\$55-135
Structural/Electrical/Mechanical/Architect	\$120-150
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

<sup>1</sup> No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.