



CITY OF LE SUEUR
REQUEST FOR COUNCIL ACTION

TO: Mayor and City Council

FROM: Jasper Kruggel, City Administrator

SUBJECT: Le Sueur Airport East Taxilane Construction Proposal for Professional Services

DATE: For the City Council Meeting of Monday, January 14, 2018

PURPOSE/ACTION REQUESTED

Consider approval of a contract with Bolton and Menk to provide design engineering and construction management for the Le Sueur Airport Taxilane Construction Project.

SUMMARY

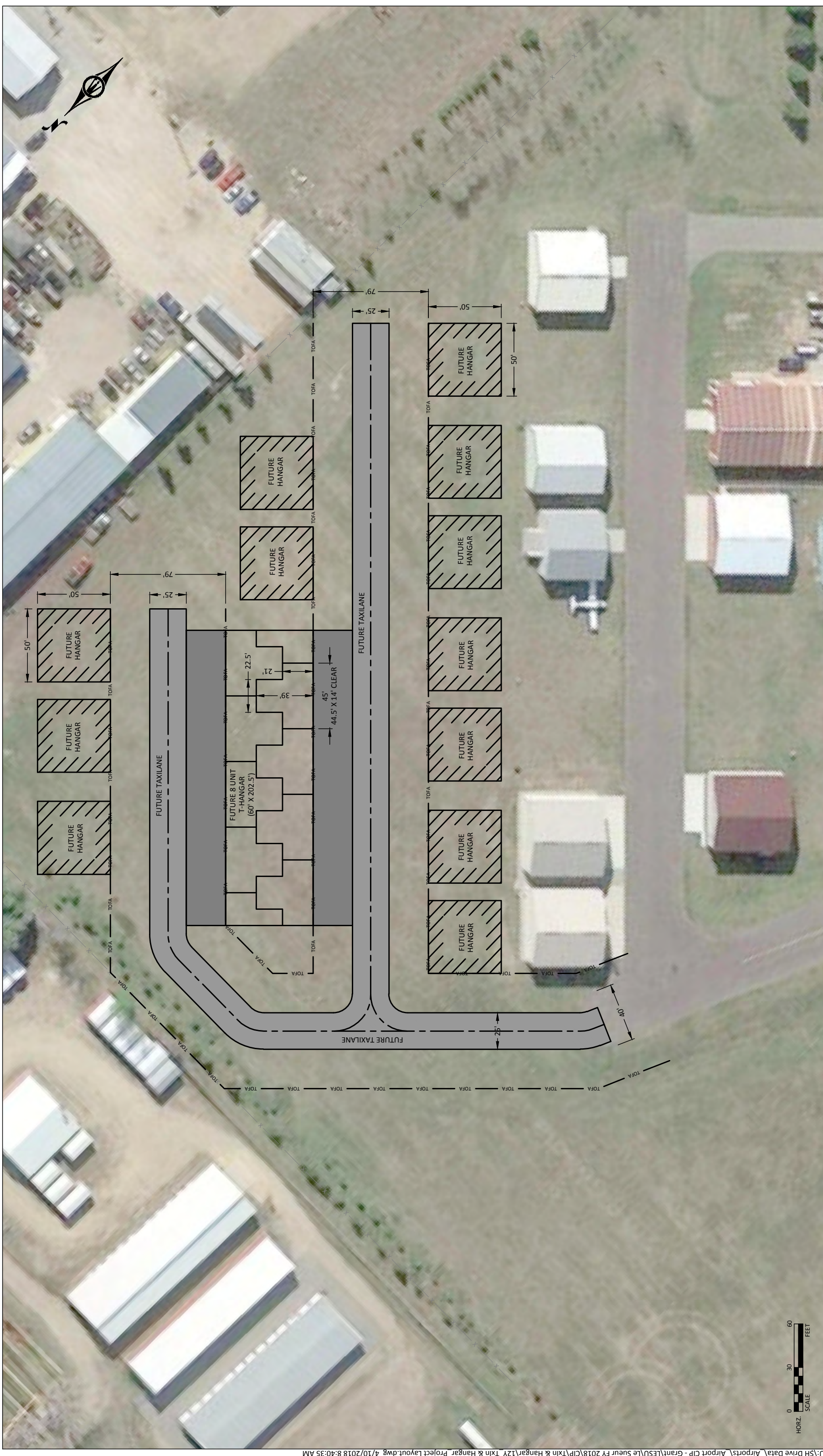
Staff has been working with Bolton and Menk regarding Le Sueur Airport projects for some time. In 2019 there is a taxilane extension project that will extend the existing taxilanes allowing for additional hangars to be built in the future. This project is in line with the long-term Capital Improvement Plan for the Le Sueur Airport and is funded using FAA (90%), MnDOT (5%), and City of Le Sueur (5%) funds.

The proposal for services consists of two tasks. Task 1 is design and engineering and has a proposal of \$27,331.00 and Task 2 is for construction administration and has a proposal of \$21,654.00

Silas Parmer and Cory Beinfang from Bolton and Menk will be present to answer questions related to the project.

PURPOSE/ACTION REQUESTED

Staff is recommending approval of Task 1 and Task 2 totaling \$48,958.00. Funding for this operation will use our FAA fund balance, MnDOT 5% contribution, and City of Le Sueur 5% contribution (\$2,447.90).





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December 31, 2018

Mr. Jasper Kruggel
City Administrator
City of Le Sueur
203 South 2nd Street
Le Sueur, MN 56058

RE: Le Sueur Municipal Airport (12Y)
East Taxilanes Construction
Proposal for Professional Services

Dear Mr. Kruggel,

Bolton & Menk is pleased to submit our proposal for Professional Services for East Taxilanes Construction project at the Le Sueur Municipal Airport.

We understand that the City of Le Sueur has a growing need for hangar space and desires to construct two new taxilanes northeast of Taxilane B for future hangar development. Additional hangar space will allow for more based aircraft and increased revenue for the Airport.

This proposal includes Design, Bid, and Construction Administration services. Task 1 will involve design and bid administration. Task 2 will involve Construction administration services.

SCOPE OF SERVICES:

TASK 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 affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, FAA, MN/DOT, subconsultants, and other applicable agencies to complete the work elements in Task 1.

1.2 Environmental Documentation

Consultant will complete a Categorical Exclusion (CATEX) document for the project. Consultant will conduct a site visit and contact various local, state, and federal agencies which may have jurisdiction in the proposed development. The format for this document will follow the procedures set forth in Federal Aviation Administration (FAA) Order 5050B. Copies of the final

document will be distributed to the FAA for review and finding. If there are any impacts which require extensive research, the additional work shall be done under a separate Task Order.

1.3 Topographical Survey

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Le Sueur County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots, ground shots, lights, signs, drainage structures, and buildings. It is anticipated survey field work will require one trip to the airport. Consultant shall convert the survey data in CAD format for use in design. This will require one field visit by the survey crew.

1.4 Geotechnical Investigation

Consultant shall determine the type and frequency of geotechnical testing required for the project. Field work will be performed by a qualified geotechnical subconsultant. The geotechnical investigation will include five (5) soil borings at a depth of 10 feet.

1.5 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.

1.6 Prepare Preliminary Plans, Specifications, and Cost Estimate

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

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 FAA specifications.

Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare a preliminary construction cost estimate.

1.7 Prepare Final Plans, Specifications, and Cost Estimate

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor for review. One (1) telecom design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

1.8 Prepare Disadvantaged Business Plan (DBE)

Since the project is anticipated to use federal grant funds in excess of \$250,000, the annual Disadvantaged Business Enterprise goals will be updated to reflect the current project. This task includes research of the current state highway certified DBE listings and area contractors to

determine the availability of potential DBE contractors, preparation of preliminary construction estimates, and identification of potential DBE work items. The DBE goal work sheets will be finalized for Sponsor submittal to the FAA Civil Rights Office.

1.9 Prepare Advertisement for Bids

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

1.10 Furnish Bid Documents

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

1.11 Respond to Bidders Questions

During the bidding process, 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.

1.12 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 State. 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 Consultant shall be reimbursed for this effort as an amendment to this contract.

1.13 Pre-Bid and Bid Opening

No pre-bid meeting will be scheduled for this project.

Consultant shall attend the bid opening and process the bidding proposals.

1.14 Bid Review and Bid Tabulation

Consultant shall advise the Sponsor 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. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

1.15 Prepare Recommendation for Award

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, 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 Consultant will distribute the bid tabulations on request of the Sponsor.

1.16 Prepare Grant Application

Consultant shall prepare the Federal Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

TASK 2 CONSTRUCTION ADMINISTRATION:

2.1 Pre-Construction Meeting

Consultant will arrange for and conduct the pre-construction meeting. The Project Manager and the Resident Project Representative 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 Aeronautics (if available), Subconsultants, FAA DMA-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. Copies of all construction schedules will be provided to the Sponsor.
- Prior to preconstruction meeting, furnish the name of the Project Engineer with qualifications for approval by the Sponsor. 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 Sponsor 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 and survey control. This will require one field visit by the survey crew.

2.3 Prepare Contract Manual

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 Sponsor, Contractor and applicable Agencies have been provided with adequate copies of the executed Contract Manual to include the Agreement and all addenda.

The Plans will be updated to include all addenda items issued during bidding as necessary and adequate copies provided to the Contractor. Consultant will prepare the quantity sheets, field book, testing sheets, construction report format, etc. for use by the RPR.

2.4 Construction Management

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

- The Consultant and Sponsor 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 Sponsor 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 Sponsor in coordination of construction activities among contractors and between contractors and utilities, and to accommodate the reasonable requirements of the Sponsor 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:

- 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.
- Provide interpretation of plans and specifications as requested.

- Supervise and coordinate Subconsultant contracts for field observation and testing.
- Review shop drawings and certificates submitted by contractors for compliance with design concepts, as required by the applicable sections of the technical specifications
- Review all periodic and final pay requests and explanation of variations between.
- Contract and final quantities prepared by Resident Project Representative. Coordinate Contractor approval and signature and submit to Sponsor for approval.
- Review weekly Construction Progress and Inspection Reports (FAA Form 5370-1) as prepared by Resident Project Representative and submit to Sponsor and applicable Agencies.
- 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 Sponsor. Notify the Contractor that no work can start until approved by the Sponsor.
- Coordinate and meet with the Sponsor 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 Sponsor.
 - Meet with the Sponsor for consultation and advice during construction.
 - Coordinate on-site inspections of construction as requested. Make recommendations for acceptance or modification of work.
 - 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.
 - 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.
 - 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.
 - Monitor Contractor’s compliance with Disadvantage 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.

2.5 Resident Project Representative Services

The Sponsor 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 Sponsor 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 **25 Working Days**. This will involve one (1) trip by the Project Manager and fifteen (15) trips by the RPR.

Resident Project Representative Services shall be completed in accordance with the following:

- Coordinate with the Testing Subconsultant to perform acceptance tests required to be provided by the Client in the construction Contract Documents.
- 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 Sponsor in the event that the Contractor elects to continue the use of questioned equipment and methods.
- 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.
- Evaluate and discuss potential Field Orders and Change Orders with the Contractor as necessary.
- Evaluate possible material substitutions as requested by the Contractor.
- Prepare, process and distribute to Project Engineer weekly Construction Progress and Inspection Reports (FAA Form 5370-1).
- Measure and compute as-built quantities of all materials incorporated in the work and items of work completed, and maintain an item record account.
- Prepare periodic Pay Requests for review by the Project Engineer and Contractor.
- 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).
- Attend and participate in construction progress meetings.
- Coordinate the necessary construction staking/layout schedule as needed by the Contractor.
- Perform other services as reasonably required by the Client and as outlined in the Contract Documents.

2.6 Final Inspection and Documentation

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.

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.

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.

2.7 As-Built Plans

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 Sponsor with two (2) sets of reproducible "Record Drawings" in both digital and hardcopy format.

2.8 Project Closeout

Consultant shall prepare the FAA Project Financial Closeout Forms and Report and submit to the Sponsor for submittal at the conclusion of the project.

CONSIDERATION:

The services described above in this proposal shall be completed on an LUMP SUM basis as follows:

TASK 1	DESIGN AND BID ADMINISTRATION	\$ 27,331.00
TASK 2	CONSTRUCTION ADMINISTRATION	\$ 21,654.00
TOTAL WORK ORDER		\$ 48,985.00

SCHEDULE:

We anticipate the work can be performed according to the following schedule.

- Design: January – April, 2019
- Bid Letting: May, 2019
- Construction: September-November, 2019 (Contingent upon Federal Grant)
- Project Closeout: March, 2020

Bolton & Menk, Inc. puts a high priority on ensuring that our company's efforts are consistent with our clients' needs. If you find this proposal acceptable, please return a signed and dated copy our proposal.

Sincerely,

Bolton & Menk, Inc.



Silas Parmar, P.E.
Aviation Project Manager



Cory Bienfang, P.E.
City Engineer

Authorization and acceptance of this letter proposal.

City of Le Sueur, Minnesota

By: _____
Mr. Gregg Hagg
Mayor

Date

Attest: _____
Mr. Jasper Kruggel
City Administrator

Date