

RESOLUTION 2013 - 96



**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SUNNYSIDE, WASHINGTON, APPROVING
AGREEMENT FOR PROFESSIONAL ENGINEERING
SERVICES WITH REID MIDDLETON
(AWOS-Supplement No. 3)**

WHEREAS, the City of Sunnyside City Council has previously authorized Reid Middleton to perform engineering services for the design and construction of an Automated Weather Observation System (AWOS) III at the Sunnyside Municipal Airport through adoption of Resolution 2011-50; and

WHEREAS, the City Council finds and determines that the proposed scope of work in Supplemental #3, Construction Administration and Radio Frequencies, in the amount of \$29,354.00, which will be performed by Reid Middleton as approved in Resolution 2011-50 and should be approved; and

WHEREAS, the City Council finds and determines that such approval is in the best interests of residents of the City of Sunnyside and will promote the general health, safety and welfare.

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF SUNNYSIDE, WASHINGTON, as follows:

SECTION 1. That the agreement for professional engineering and consulting services for the Sunnyside Municipal Airport Automated Weather Observation System (AWOS) III Construction Administration and Radio Frequencies with Reid Middleton in the amount of \$29,354.00, which agreement is attached hereto as Exhibit "A" and incorporated herein by this reference, is hereby approved; and the City Manager is hereby authorized to execute and administer such agreement for and on behalf of the City of Sunnyside.

SECTION 2. This Resolution shall be effective upon passage, approval and signatures hereon in accordance with law.

PASSED this 9th day of December, 2013.



JAMES A. RESTUCCI, MAYOR

ATTEST:



DELILAH SAENZ, CMC, CITY CLERK

APPROVED AS TO FORM:



KERR LAW GROUP, LLP
Attorneys for the City of Sunnyside

Exhibit "A"
Engineering Scope of Services

**CITY OF SUNNYSIDE
SUNNYSIDE MUNICIPAL AIRPORT
AWOS Construction Administration
and Radio Frequency Supplement**

A. PROJECT UNDERSTANDING

This project consists of acquisition and installation of a proposed AWOS III-P unit for the Sunnyside Municipal Airport. Supplement No. 1 provided for a site selection study for the purpose of recommending an acceptable site to install the AWOS III-P unit. The recommended site was approved by the FAA. A 7460 form was completed, submitted, and approved by the FAA. Supplement No. 2 provided for a design to be assembled, a construction management plan for installation and commissioning of the AWOS III-P unit and coordination for a maintenance plan to be put in place and approved by the FAA. Supplement No. 3 will provide additional services related to bid and award of the AWOS contract, additional construction assistance and additional radio frequency coordination. The schedule has been extended by several months. It was anticipated that the AWOS construction would be complete in early summer 2013. We are now hopeful the AWOS will be installed and commissioned by the end of 2013.

B. SCOPE OF SERVICES

1. **CONSTRUCTION ADMINISTRATION** – As described in the previous supplement, construction phase engineering will be provided on a time-plus-expense compensation basis at standard billing rates to match the level of effort needed on the project.

The level of effort needed will depend on factors that cannot be fully defined at the outset of the project such as the length and intensity of the contractor's construction schedule, the quality of the construction work produced, field conditions encountered on the site, and weather conditions which can influence schedule and quality. It is assumed for the purpose of establishing this supplemental construction phase engineering budget that the construction work will be completed by the end of 2013.

- a. Administration and Construction Management - Consultant will manage and coordinate staff and subconsultants' team members for the duration of

the construction project. Consultant will keep the City and FAA apprised of progress and issues arising that require City decision and direction. Additional time has been required to maintain coordination during the extra time taken for AWOS installation and commissioning. For budgeting purposes the fee estimate assumes additional off-site coordination by Reid Middleton of seven months at four hours per week for 30 weeks. Compensation is requested for the additional effort required.

- b. Bid Assistance - the Consultant will assist the City in soliciting, responding to questions, and evaluating construction bids.
 - (1) Bidding Questions - the Consultant assisted the City in responding to contractor questions and interpretations of contract documents during bidding. There were a significant number of questions during the bidding period regarding coordination with the farmer to whom the land was leased and working around the irrigation of the field through which the access road was constructed. Additional time was required to deal with these questions beyond the original anticipated scoped budget.
 - (2) Addendum Preparation - the Consultant assisted the City, as requested, in preparing any required addenda to the contract bid documents. Preparation of one addendum was originally budgeted for this task. The Consultant provided a total of three addenda to the City for distribution. Additional two addenda were required to change the bid opening and to add provisions to the contract clarifying working in the field that is leased out for farming and working around the irrigation of the field. There was significant effort involved in this addenda preparation. Additional compensation is requested to cover costs associated with these two addenda.
 - (3) Bid Opening- the Consultant attended and participated in the bid opening. Attendance at the bid opening was not included in the original contract. Additional compensation is requested to cover costs associated with attending the bid opening.
 - (4) FAA Grant Application - the original scope did not include preparing a grant application for construction. An assumption was included in the original contract that only one grant application would be required. Two grant applications were prepared.

EXHIBIT "A"

Additional compensation is requested to cover costs associated with preparing a second grant application.

- c. Construction Assistance - the Consultant will provide construction assistance during the period of construction. The original budget was developed based on a maximum construction duration of four weeks. The construction contract is expected to continue for an additional seven months.
- (1) Construction Coordination (Management) - the Consultant will manage and coordinate the activities for construction of the project. Activities include management, preparation of progress documentation, plan interpretation, construction submittals, preparation and/or review of change orders, and assistance with and review of progress estimates. The Consultant will coordinate with City staff and the FAA to facilitate project progress. Additional compensation is requested to cover the additional time required for AWOS installation and commissioning. This supplement assumes that an additional seven months (or 30 weeks) will be required, assuming the AWOS is installed and commissioned by the end of 2013. For budgeting purposes, the fee estimate assumes additional off-site coordination by Reid Middleton of 30 weeks at one hour per week. Compensation is requested for the additional effort required.
 - (2) Coordination with Contractor, Onsite Field Engineering (Construction Observation) - Consultant provided two on-site field checks during the civil construction portion of the project. One site visit was included in the original contract. A second site visit was made during construction.
 - (3) Progress Estimate Review - Consultant will review contractor monthly pay requests, prepare monthly contractor progress estimates, and prepare and submit consultant services progress reports and invoices. One additional progress estimate is anticipated due to time extension on the project.
 - (4) Interpretations, Field Directives and Construction Submittals - Consultant will provide technical assistance to clarify and interpret the contract documents when requested by the City or Contractor. Consultant will review and respond to requests of information (RFIs) and prepare construction change directives (CCDs).

Consultant will accept, log, review, and distribute the contractor's submittals, including shop drawings for compliance with the project plans and specifications. Additional coordination and responses to the contractor were necessary due to the extension of project time.

- (5) Prepare/Review Change Orders - Consultant will coordinate with the City and the FAA regarding issues requiring change orders (CO) and, when requested by the City, prepare or assist in preparation of CO documents and necessary revisions to the drawings and specifications. This item is included based on the probability that a second change order may be required.
 - (6) Consultant will provide a weekly payroll record review to assist in assurance that correct pay rates are being utilized by the contractor. Additional payroll review has been required due to the time extension on the project.
 - (7) Consultant will maintain a log of observations for each site visit and prepare weekly FAA reports on construction progress. Additional FAA reports will be needed during the additional second phase of work.
- d. Contract Document Project Closeout - Consultant will prepare project closeout report documentation for City and FAA approval per FAA requirements including the following:
- (1) Record Drawing preparation
 - (2) Final project report
 - (3) Payroll record review

2. ADDITIONAL RADIO FREQUENCY COORDINATION

- a. Preparation of applications for UHF and VHF frequencies and coordination with the FAA were not included as work items in the original design / construction scope of work. Radio frequency applications and coordination was required to obtain both VHF and UHF frequencies.

C. ASSUMPTIONS

The scope of services and estimated fees are based on the following assumptions:

1. Only two grant applications will be submitted for this project.
2. If assumed review times are exceeded, the Consultant will be eligible for additional compensation.
3. Additional services not included in the scope of services and fee estimate and requested by the City will be included in a subsequent engineering supplement. Additional services necessary and/or unforeseen circumstances needed to support construction operations will be discussed with the City and with approval will be included in a subsequent engineering supplement.
4. Revisions to the Airport Layout Plan (ALP) are limited to the addition of the improvements constructed under this project.
5. Construction engineering wage rates are based on rates in effect July 1, 2013. Weekly construction meetings will not be required for this project.
6. Construction surveying is to be provided by the Contractor.
7. Utility location will be taken from drawings furnished by the City and from information provided by "Dial-A-Dig." The Contractor shall ultimately be made responsible for utility location.
8. Contaminated soil investigation, handling, and disposal are not included.
9. Project design does not include replacement or renovation of other existing electrical system features.
10. The electrical subconsultant (Dinter) will attend the onsite commissioning inspection and prepare notes on behalf of Reid Middleton. Reid Middleton will not attend the on-site commissioning inspection.

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EXHIBIT "A"

PROJECT: Sunnyside Municipal Airport - AWOS System
 CLIENT: City of Sunnyside
 JOB NUMBER: 232011.014
 DATE: 11/12/13

PROJECT TASK	Principal	Principal	Sr	Project	Designer	Tech	Designer	Proj	CADD	TOTAL	PROJECT
	\$230	\$195	\$180	\$150	\$115	Writer II	I	Admin	Operato		
	KA	RJ	RH	MC/KK	WB/VC	VF	MH	KB	GM	HRS	COST
3. CONSTRUCTION ADMIN											
a Admin & Construction Management (add 7 mo	0	0	0	20	0	0	0	10	0	30	\$4,000
b Bid Assistance											
(1) Bidders Questions	0	0	0	0	0	2.5	0	0	0	2.5	\$288
(2) Addenda (3 total)	0	0	0	8	18	15.5	0	0	14	55.5	\$6,663
(3) Prepare for & Attend Bid Opening	0	0	0	10	0	0	0	0	0	10	\$1,500
(4) FAA Grant Application	0	0	0	3	0	0	0	0	0	3	\$450
c Construction Assistance											
(1) Construction Coordination (8 weeks)	0	0	0	30	0	0	0	0	0	30	\$4,500
(2) Coordination with Contractor, Onsite Field Observation (1 trip)	0	0	0	12	0	0	0	0	0	12	\$1,800
(3) Progress Estimate Review & Prep (2)	0	0	0	8	0	0	0	0	0	8	\$1,200
(4) Respond to RFIs and CCDs	0	0	0	2	6	0	0	0	0	8	\$990
(5) Prepare/Review Change Orders (Assume 1)	0	0	0	6	2	0	0	0	0	8	\$1,130
(6) Weekly Payroll Record Review	0	0	0	0	30	0	0	0	0	30	\$3,450
(7) Weekly FAA Reports	0	0	0	2	0	0	0	0	0	2	\$300
Subtotal - Labor	0	0	0	101	56	18	0	10	14	199	\$26,270
EXPENSES:											
Mileage	2	Trips @	400	Miles @	\$0.555						\$444
Processing Fee - Percentage of Expenses			10%								\$0
Subtotal - Expenses											\$444
SUBCONSULTANTS:											
Dinter (Radio Frequency Applications & Coordination)											\$2,400
Handling Fee - Percentage of Subconsultants			10%								\$240
Subtotal - Subconsultants											\$2,640
Total Construction Fees						Estimated T&E Fee					29,354



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June 21, 2013

Reid Middleton
10804 E 33rd Ave.
Spokane Valley, 99206

Attn: Karla Kendall, P.E.

Re: Sunnyside Municipal Airport
Additional Scope for the AWOS Addition.

Dear Karla,

I would like to thank you for this opportunity to provide Dinter Engineering Company's design services to Reid Middleton and the City of Sunnyside on the AWOS project. We look forward to providing you with a quality design. The following is our proposed Scope of Work for the tasks as we understand them based on discussions with your Office. Attached to this letter is an estimate of man hours and expenses as backup for the proposed fee.

The project will consist of completing and submitting various documents and applications for the procurement of frequency licensing for the new AWOS system at the Sunnyside Municipal Airport. It is anticipated that applications and documentation will be required to be submitted to the FAA and to the FCC. Coordination with the agencies for requirements and with the manufacturer of the AWOS equipment will be required to complete the applications. We propose to provide the services for this scope of work at a Lump Sum fee of: \$2,400.00 (Two Thousand Four Hundred Dollars).

The anticipated tasks to accomplish this design are the following:

- Complete and submit required information to FAA for issuance of a VHF radio frequency license for the project.
- Complete and submit application with the FCC for the issuance of a UHF radio frequency license for the project communication components at the site and at City Hall.
- We will coordinate with the FAA, FCC and the Equipment Manufacturer to complete the applications and other required documents.

Excluded Items:

Reno
385 Gentry Way
Reno, NV 89507
Phone: 775 828 4044
Fax: 775 882 4858
Web: www.dinter.com

Coeur d'Alene
17942 W. Luce Dr.
Hauser, ID 83854
Phone: 208 457 2530

Phoenix
3770 North 7th St
Suite 150
Phoenix, AZ 85018
Phone: 480 489 7303
Fax: 602 489 7245

Reid Middleton
Sunnyside Municipal Airport
Additional Scope: AWOS Addition

2 of 2

June 21, 2013
Fee Proposal

- Our proposal assumes that Reid Middleton will provide contact information and support for our efforts, as well as oversight and comments prior to submission of applications.
- Our proposal assumes that Reid Middleton will assume the lead role after submission of applications and follow up with regard to status of licenses etc, and provide updates to the City during the licensing process.
- All application fees to the FAA and/or FCC are excluded and shall be the responsibility of the City of Sunnyside.

I hope that you will be satisfied with our proposal. We are ready to start on this project immediately. Please let me know if you need anything else from Dinter Engineering.

Sincerely,

Tim A Prockish, PE
Chief Electrical Engineer & Executive V.P.

Encl: Manpower and labor estimate spreadsheet.

cc: Keller Hackbusch, Ginny Ganthner, Rhonda Cerveri - Dinter Engineering Company.

EXHIBIT "A"
Additional Scope Sunnyside AWOS Man hour Breakdown



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Sunnyside Municipal Airport
Sunnyside, WA
Additional AWOS Scope

Fee Proposal Prepared by:
T. Prockish
6/21/2013

COST BREAKDOWN

Employee Classification	Summary of Hours	Hourly Rate By Classification	Cost
Design Services			
PRINCIPAL PROJECT MANAGER	2	\$145.00	\$290.00
SENIOR PROFESSIONAL ENGINEER	4	\$125.00	\$500.00
DESIGN ENGINEER	14	\$100.00	\$1,400.00
DESIGNER	0	\$80.00	\$0.00
CADD TECH	0	\$60.00	\$0.00
CLERICAL	4	\$50.00	\$200.00
Hours Subtotal (See Backup Sheet)	24		
Labor Cost Subtotal			\$2,390.00
ESTIMATED EXPENSES			
Expenses (See Backup Sheet)			\$0.00
TOTAL COST:			\$2,390.00
TOTAL PROJECT COST:			LUMP SUM \$2,400.00



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LABOR IN HOURS

EMPLOYEE CLASSIFICATION TASK DESCRIPTION	PRINCIPAL	SENIOR	DESIGN	CADD TECH	CLERICAL	TOTAL
	PROJECT MANAGER Hours	PROFESSIONAL ENGINEER Hours	ENGINEER Hours	Hours	Hours	HOURS
Design Services						
Project Management and QA/QC	2					2
FAA Documentation and Coordination		2	8		2	12
FCC Documentation		2	4		2	8
Manufacturer Coordination			2			2
TOTAL HOURS:	2	4	14	0	4	24