

RESOLUTION 2021 - 21

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF SUNNYSIDE, WASHINGTON, APPROVE THIS
RESOLUTION AND AUTHORIZE THE CITY MANAGER TO
EXECUTE A CONTRACT WITH CENTURY WEST ENGINEERING
TO UPDATE THE AIRPORT MASTER PLAN**

WHEREAS, the City of Sunnyside operates and maintains the Sunnyside Municipal Airport; and

WHEREAS, on December 29, 2020, the city was directed by the FAA to update the Sunnyside Municipal Airport Master Plan. The master plan is a planning document used by city staff and the FAA to identify and determine future capital improvements that coincide with future growth and development of the airport; and

WHEREAS, the City solicited Statements of Qualifications for Planning Services and selected Century West Engineering to conduct the Airport Master Plan update; and

WHEREAS, the city applied for and secured a grant with the FAA that will pay 100% of the cost; and

WHEREAS, the cost to conduct an update of our current airport master plan using Century West Engineering is \$401,375.00; and

WHEREAS, the City Council finds and determines that approving this resolution and authorizing the City Manager to execute a contract with Century West Engineering to conduct an update of our Airport Master Plan is in the best interest of the 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 City Council of the City of Sunnyside hereby approves this resolution and authorizes the City Manager to execute a contract with Century West Engineering to update the Airport Master Plan in the amount of \$401,375.00, the Record of Negotiations is attached hereto as Exhibits "A", and act on behalf of the City of Sunnyside and to take all actions reasonable and necessary to administer these funds with full contractual authority.

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

PASSED this 28th day of June, 2021.


FRANCISCO GUERRERO, MAYOR

ATTEST:


JACQUELINE RENTERIA, CITY CLERK



EXHIBIT A
PUBLIC WORKS DEPARTMENT

818 E. Edison Avenue, Sunnyside, Washington
Phone (509) 837-5206 Fax (509) 836-6383
www.sunnyside-wa.gov

June 16, 2021

Federal Aviation Administration
Seattle Airports District Office
2200 S. 216th Street
Des Moines, WA 98198

Attn: Agnes Fisher, Planner

Re: City of Sunnyside – Sunnyside Municipal Airport
Record of Negotiations UPDATE, Architectural and Engineering Services

The Record of Negotiations was originally submitted to the Federal Aviation Administration (FAA) for concurrence on May 21, 2021. Since submission, several meetings and discussions followed which have reduced the scope of work. This Record of Negotiations has been updated to seek concurrence of the revised scope of work and fee estimate.

Date: May 21, 2021 and June 16, 2021
Job Title: Airport Layout Plan Update and Narrative Report
Location: City of Sunnyside – Sunnyside Municipal Airport
818 East Edison Avenue
Sunnyside, WA 98948
A.I.P. Grant: 3-53-0074-010

1. The consulting firm CenturyWest Engineering (CenturyWest) was selected on April 7, 2021, from those consultants who submitted Statements of Qualifications for Planning Services.
2. The Sponsor originally received the scope of work on April 20, 2021, and provided comments to CenturyWest on April 22, 2021.
3. A revised scope of work was resubmitted to the Sponsor and provided to the FAA for review on April 28, 2021. FAA provided comments on April 29, 2021. On May 4, 2021, a meeting between FAA, CenturyWest and HLA staff occurred to review FAA's comments.
4. The revised scope of work was resubmitted to the Sponsor and FAA on May 10, 2021, for review and approval. FAA approval was obtained on May 13, 2021.
5. On May 13, 2021, the FAA requested the Sponsor perform a cost of reasonableness based on price/cost analysis in accordance with AC 150/5100-14.

EXHIBIT A

6. The Sponsor Initiated an Independent Fee Estimate (IFE) with Mead and Hunt on April 27, 2021, and the IFE was received by the City on May 21, 2021.

7. On May 21, 2021, the Sponsor performed a reasonableness of cost review based on AC 150/2100-14. The Sponsor found when comparing the Independent Fee Estimate prepared by Mead and Hunt, to the fee provided by CenturyWest the fees were within 2.9%. The fees compared are as follows:

Scope of Work Fee Estimate CenturyWest:	\$477,166.00
Scope of Work Fee Estimate Mead and Hunt:	\$463,322.00

8. The original fee proposal was considered reasonable by the Sponsor. The Scope of Work, IFE, and consultant fee proposal were attached with the original Record of Negotiation and were submitted to the ADO for a reasonableness of cost determination.

9. The negotiations were conducted in good faith to ensure the fees are fair and reasonable. The procedures outlined in AC 150/5100-14 have been followed.

10. Following submission of the original Record of Negotiations, a meeting was requested by the FAA and was held on May 26, 2021. In attendance were Ben Mello (FAA), Agnes Fisher (FAA), and Stephanie Ray (HLA). During the meeting the scope of work and fee estimate were reviewed in respect to the project goals identified during the Joint Planning Conference in Jan-Feb of 2021. The differences between a Master Plan Update and an Airport Layout Plan Update, and discussion on opportunities to reduce scope of work elements was the focus of the meeting. A follow up meeting was scheduled to include City Staff.

11. The follow up meeting occurred on June 1, 2021, and included Ben Mello (FAA), Agnes Fisher (FAA), Shane Fisher (City of Sunnyside), and Stephanie Ray (HLA). The City's goals for the planning document were reviewed along with the differences between a Master Plan Update and an Airport Layout Plan. It was decided a reduced scope of work would suffice.

A revised scope of work and fee estimate was received from CenturyWest on June 4, 2021. The City reviewed the new fee and scope of work changes and compared the changes to the previous scope and fee. The reductions made and consequent equitable changes appear consistent with previous discussions. When comparing the scope of work and fee reduction to the original IFE and removing the same level of effort from the IFE, the fee is within 10-percent. An internal review by the sponsor (City) was determined to be appropriate in lieu of seeking an additional IFE from Mead & Hunt.

Revised Scope of Work Fee Estimate:	\$401,375.00
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The fee contains a decision task, which may be removed depending on subsequent work to be completed during the planning process.

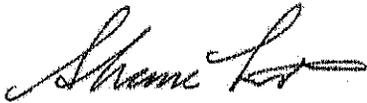
EXHIBIT A

12. A follow up meeting occurred with Shane Fisher (City of Sunnyside), Samantha Peterson (CenturyWest), Matt Rogers (Century West), and Stephanie Ray (HLA) on June 7, 2021, to review the changes to the scope of work and fee estimate. The City reviewed the changes and directed Century West to send the revisions to the FAA for approval.

13. The revised scope of work and fee estimate were submitted to Agnes Fisher (FAA) on June 7, 2021, and approval was received on June 8, 2021.

We want to thank the FAA for their continued dedication to the Sunnyside Municipal Airport. If any questions should arise regarding the Record of Negotiation please feel free to contact me.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Shane Fisher", with a long horizontal flourish extending to the right.

Shane Fisher
Director of Public Works