

COUNCIL DECISION REQUEST

SUBJECT: Authorization for Services Agreement No. 4 with Z&H Engineering – Bravo Taxiway Relocation

MEETING DATE: 6/22/06

CSP ITEM: Yes No KRA # 10, Objective 1

ITEM NO.:

TENTATIVE SCHEDULE: N/A

SUBMITTED BY: Ted Anderson *Ted*
Airport Manager

AMOUNT BUDGETED: \$590,000

SUBMITTAL TO AGENDA:

EXPENDITURE REQUIRED: \$59,045

APPROVED BY TOWN MANAGER: *[Signature]*

CONT. FUNDING REQUIRED: None

EXHIBITS: A – Authorization for Services Agreement; B – Map with Project Location; C – Minutes of August 10, 2004 Airport Advisory Committee Meeting

RECOMMENDED MOTION

“I move to approve the Authorization for Services Agreement Number 4 with Z&H Engineering, Inc. for the Bravo Taxiway Relocation.”

SUMMARY OF THE BASIS FOR RECOMMENDED MOTION:

There is usually a several year lag from when a project is submitted to the FAA and we are notified to start the grant process. This project was authorized by the Town Council on August 10, 2004 to be submitted to the FAA.

The Town has a five-year General Airport Technical Services Contract for airport related projects with Z & H Engineering that was approved by the Council in 2003. The contract requires that a separate agreement be made for each project. This approach helps in managing costs associated with each project. This is an authorization for services no. 4 agreement with Z & H Engineering for design and bidding services for the bravo taxiway relocation project. The aggregate limit of the agreement is \$59,045. The funds for this agreement are prorated with the FAA paying 95.0%, ADOT paying 2.5% and the Town paying 2.5% or \$14,750 of the \$590,000 project.

This is a time critical project because of the later than usual notice from FAA. There are only two months available to design, bid and have a bid opening of projects costs for FAA to consider by August 25, 2006. We will probably be one of the few rural airports to have a grant awarded this summer. Staff recommends approval of this agreement.

PROS:

1. Moving the existing taxiway and airplane access gate from inside the runway's object free area (OFA) to outside the OFA. This is an FAA safety/design standard concern.
2. The relocated taxiway and gate will eliminate a bottleneck at the departure end of Runway 6. There will an adequate area to run up aircraft prior to a Runway 6 departure.
3. Liability issues should be reduced. I recall one claim of about \$3,800. An aircraft coming into the airport stopped in the gate opening due to activity inside the airport. The aircraft was pinched in the gate opening.

CONS:

1. A section of the taxiway may be closed for several weeks during construction.

PUBLIC INPUT (if any): The public input received at the August 10, 2004 Airport Advisory Committee Meeting.

BOARD/COMMITTEE/COMMISSION ACTIONS/RECOMMENDATIONS (if any) (give dates and attach minutes): The Airport Advisory Committee recommended approval of the Five-Year ACIP update with a 5-0 vote at its August 10, 2004 meeting. A copy of the minutes is attached.

JUN 22 2006 *I.4*

**AUTHORIZATION FOR SERVICES NO. 4
PAYSON MUNICIPAL AIRPORT
BRAVO TAXIWAY RELOCATION PROJECT**

**GENERAL AIRPORT TECHNICAL SERVICES CONTRACT (Contract No. 02035)
BETWEEN
TOWN OF PAYSON & Z & H ENGINEERING, INC.**

ARTICLE I AGREEMENT

In accordance with the General Airport Technical Services Contract, dated the 18th day of June, 2002, the Consultant will perform the Scope of Services detailed in Exhibit A for the purpose of developing plans, specifications, contract bidding documents and performing bidding services in conjunction with the following improvements at the Payson Municipal Airport:

Bravo Taxiway Relocation

ARTICLE II COMPENSATION AND PAYMENT

For the performance of the services identified in EXHIBIT A (Tasks 1.0-15.0), CONSULTANT shall be paid a **not to exceed fee of \$59,045** by the TOWN, in accordance with the schedule outlined in EXHIBIT B.

The Consultant shall not proceed with the services of work until written authorization in the form of a Notice to Proceed is received from the TOWN.

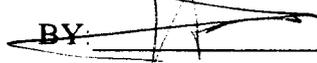
ARTICLE III TIME OF PERFORMANCE

The services of the CONSULTANT described in EXHIBIT A (Tasks 1.0-13.0) are to commence on written notice to proceed and shall be completed within six (6) weeks from the date of notice, excluding time required for reviews by the TOWN, the FAA and the Arizona Department of Transportation, Aeronautics Division. Tasks 14.0-15.0 shall be completed in accordance with the bidding schedule.

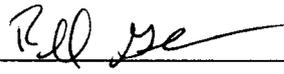
Binding Upon Successors: This Agreement shall be binding upon the undersigned parties, their successors, partners, assigns, and legal representatives.

IN WITNESS WHEREOF, the parties hereto have entered into this AGREEMENT effective as of the day and year first hereinabove written.

Z & H ENGINEERING, INC.
A PROFESSIONAL COMPANY

BY:  _____

ITS: V.P. _____

ATTEST:  _____

TOWN OF PAYSON
A MUNICIPAL CORPORATION

BY: _____

ITS: _____

APPROVED TO AS FORM: _____

ITS: _____

EXHIBIT A SCOPE OF WORK

Consultant will provide the following engineering services for the design and bidding services associated with relocating Bravo Taxiway out of the runway object free area.

Specific improvements to be designed include the following:

Bravo Taxiway will be relocated outside the runway object free area by shifting its alignment approximately 50 feet to the south. The existing automated aircraft gate and associated fencing will also be relocated outside the object free area. New solar powered taxiway edge lights will be placed along the relocated Bravo Taxiway as well as all along Taxiway A and all connector taxiways. The improvements will include grading, paving, drainage improvements, paintstriping, taxiway edge lights, and fencing and gate improvements.

I. DESIGN SERVICES

1.0 Design Scope Meeting

- 1.1 Key members of the design team will meet with members of the Town and the Airport staff to introduce the team members and discuss project objectives of each individual, the detailed scope, approach, schedules, quality control, management and administrative procedures.
- 1.2 Key members of the design team will attend a field review of the project at the airport with the Town and airport representatives.

2.0 Data Collection

Collect existing data, records, mapping and information from the TOWN, ADOT Aeronautics Division, utility companies, and other agencies, including but not limited to: project mapping, survey notes for horizontal and vertical control, as-built plans, drainage reports, existing utility information, master plans, and geotechnical/pavement reports.

3.0 Design Field Surveys

Conduct a field topographic survey to verify field topography in the project area including around existing Bravo Taxiway. Establish survey control for use during construction. The topography will include the location of existing striping, existing fencing, gates, lighting, fuel tanks, culverts, pavement, utilities, trees and other physical features. Vertical elevations for cross-sections every 560 feet within the project area, every 25 feet on pavement surfaces, and at all pipe inverts, ditch flow lines and grade breaks will be taken. Existing pavement grades at match points will be taken.

4.0 Topographic Base Maps

Prepare AutoCAD DWG format base sheets for the project areas with existing physical features, tree locations, contours (1 foot contour interval) and/or existing spot elevations. Plot the location of underground utilities.

5.0 Drainage Study

- 5.1 Hydrologic Analysis – Delineate drainage areas for contributions to the airport drainage system. Utilizing the City and FAA design procedures, calculate the runoff volumes for various frequency storms including 5, 10, 25 and 100 year events for the individual basins within the project area. Calculate pre and post development flows.
- 5.2 Existing System Evaluation – Evaluate the existing storm drain and open channel system carrying capacity. Identify any deficiencies in the existing system for the present conditions and with the proposed improvements.
- 5.3 Drainage Facility Design – Size and locate pipes, channels, drainage structures and detention facilities to carry the design flows.
- 5.4 Drainage Report – Prepare a report containing the design parameters, the hydrological and hydraulic analyses and the design recommendations.

6.0 Geotechnical Investigation/Pavement Design

- 6.1 Coordinate access to the airport property with Airport officials and have areas Blue Staked for utility clearances.
- 6.2 Soils Investigation – Take 2 soil borings to a 10 ft. depth below finished grade line or auger refusal in the following locations:

Log the borings with visual examination by a qualified soils engineer.
- 6.3 Lab Analysis – Perform laboratory testing for gradation, plasticity index, maximum density, and California Bearing Ratio on the boring's samples.
- 6.4 Pavement Alternates/Costs – Perform pavement design analyses in accordance with FAA AC 150/5320-6C for existing subgrade and the design aircraft for the taxiway. Develop pavement alternatives. Develop cost estimates for all alternates and prepare a report with the results of the field investigation and laboratory testing as well as the design and construction alternates and recommendations. Include recommendations for materials specifications.

7.0 Design Concepts

- 7.1 Prepare a design concept for the taxiway. Assess drainage alternatives, paving alternatives, construction sequencing, construction scheduling, and budget. Prepare a phasing plan based on the established design objectives.
- 7.2 Summarize the results in a design concept report that will include the proposed layouts, a conceptual cost estimate, the pavement design report and the drainage study. Submit to the Town, FAA and ADOT for review and comment.

8.0 Preliminary Construction Plan Preparation

- 8.1 Prepare AutoCAD DWG format base sheets for the project at a scale of 1"=30'. Plot the location of underground utilities and contour lines.
- 8.2 Perform the necessary engineering design to develop construction plans in AutoCAD format for the Bravo Taxiway. Plans will show all necessary geometrics and ties, paintstriping and construction details.
- 8.3 Preliminary Drainage Plan – Prepare a plan showing the layout, size, slope, location and carrying capacity of all proposed drainage structures.
- 8.4 Preliminary Grading Plan – In conjunction with the drainage plan, the vertical alignment and typical section, prepare a grading plan showing existing and proposed contours in the area of work. Existing cross-sections will be plotted at maximum intervals of 50 feet and the proposed grading templates superimposed on them.
- 8.5 Draft a set of preliminary construction plans to include:
 - A. A cover sheet showing the project title and approvals.
 - B. A second sheet with location and vicinity maps, legend, general notes and quantities.
 - C. A typical section sheet.
 - D. Detail sheets.
 - E. Plan sheets showing the geometry, grading and paintstriping for the taxiway.
 - F. Plan and profile sheets showing the existing and proposed ground lines for cross-sections.

All plans will be submitted to the TOWN, the FAA and the ADOT Aeronautics Division for approvals.

9.0 Construction Specification Preparation

Prepare a set of applicable contract documents and specifications in accordance with FAA Advisory Circular 150/5370-10B, Standards for Specifying Construction of Airports, to include any necessary special provisions for conditions and materials unique to this project.

10.0 Quantities & Cost Estimates

Prepare detailed cost estimates of all line items for the project. Provide an Engineer's Estimate for comparison during the bidding phases.

11.0 Engineer's Report

Prepare an Engineer's Report including the basis for the design, all design and quantity calculations, variances from the FAA standards, and the Engineer's Estimate. Prepare FAA required certifications. All design shall be completed in accordance with the latest FAA Advisory Circulars and design standards.

Contract documents, construction specifications and the Engineer's Report will be submitted to the TOWN, the FAA and ADOT Aeronautics Division for approvals.

12.0 Final Contract Documents

Compile the specifications in a contract document book along with a bid schedule, bidding instructions, bonds, contract information, general conditions and special Town bidding requirements. Submit final plans, contract documents and estimates to the Town, FAA and ADOT for review and comment. Upon receipt of final review comments from the TOWN, FAA and ADOT, the comments will be addressed and any changes will be incorporated into the final plans, specifications, contract documents and cost estimates, as necessary. The TOWN shall have the final authority for approving and determining the final form of such plans, specifications and contract documents.

13.0 Coordination/Meetings/QC

Attend up to three project review meetings with the TOWN, FAA and ADOT personnel as required. Coordinate the work of team members. Maintain a quality control program and coordinate agency approvals for the project. Prepare grant reimbursement requests. Assist the TOWN in the development of the 2007 capital improvement program update.

II. BIDDING SERVICES

14.0 Bid Advertisement

10.1 Advertise for Bid – Print construction plans and specifications and distribute them to plan services and the TOWN. Answer questions of bidders and prepare any required addenda.

10.2 Pre-Bid Conference – Conduct a pre-bid conference with prospective bidders to formally address questions on the project, discuss federal contract requirements, and instruct bidders on the proper procedures for filling out Non-segregated Facilities, EEO, DBE, and other Federal forms.

10.3 Bid Opening – Assist the Town in the receipt of bids for the project.

15.0 Review & Contract Award

Assist the TOWN in the bid opening, tabulate bids, verify the bid proposals, make a recommendation to the TOWN for bid award and assist the TOWN in the processing of the construction contract, performance and payment bonds, insurance certifications, and FAA and ADOT Aeronautics Division contract approvals.

EXHIBIT B

FEE BREAKDOWN

I. DESIGN SERVICES

Task 1.0	Design Scope Meeting	\$2,095.00
Task 2.0	Data Collection	\$1,390.00
Task 3.0	Design Field Surveys	\$2,520.00
Task 4.0	Topographic Base Maps	\$1,940.00
Task 5.0	Drainage Study	\$2,300.00
Task 6.0	Geotechnical Investigation/Pavement Design	\$2,800.00
Task 7.0	Design Concepts	\$3,700.00
Task 8.0	Preliminary Construction Plan Preparation	\$18,065.00
Task 9.0	Construction Specification Preparation	\$3,515.00
Task 10.0	Quantities & Cost Estimates	\$2,300.00
Task 11.0	Final Engineer's Report	\$2,300.00
Task 12.0	Final Contract Documents	\$5,440.00
Task 13.0	Coordination/Meetings/QC	\$6,250.00

II. BIDDING SERVICES

Task 14.0	Bid Advertisement	\$1,815.00
Task 15.0	Bid Review & Contract Award	\$2,615.00

TOTAL (Not to Exceed) \$59,045.00

Z & H FEE SCHEDULE

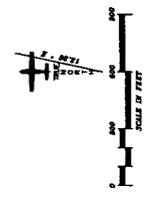
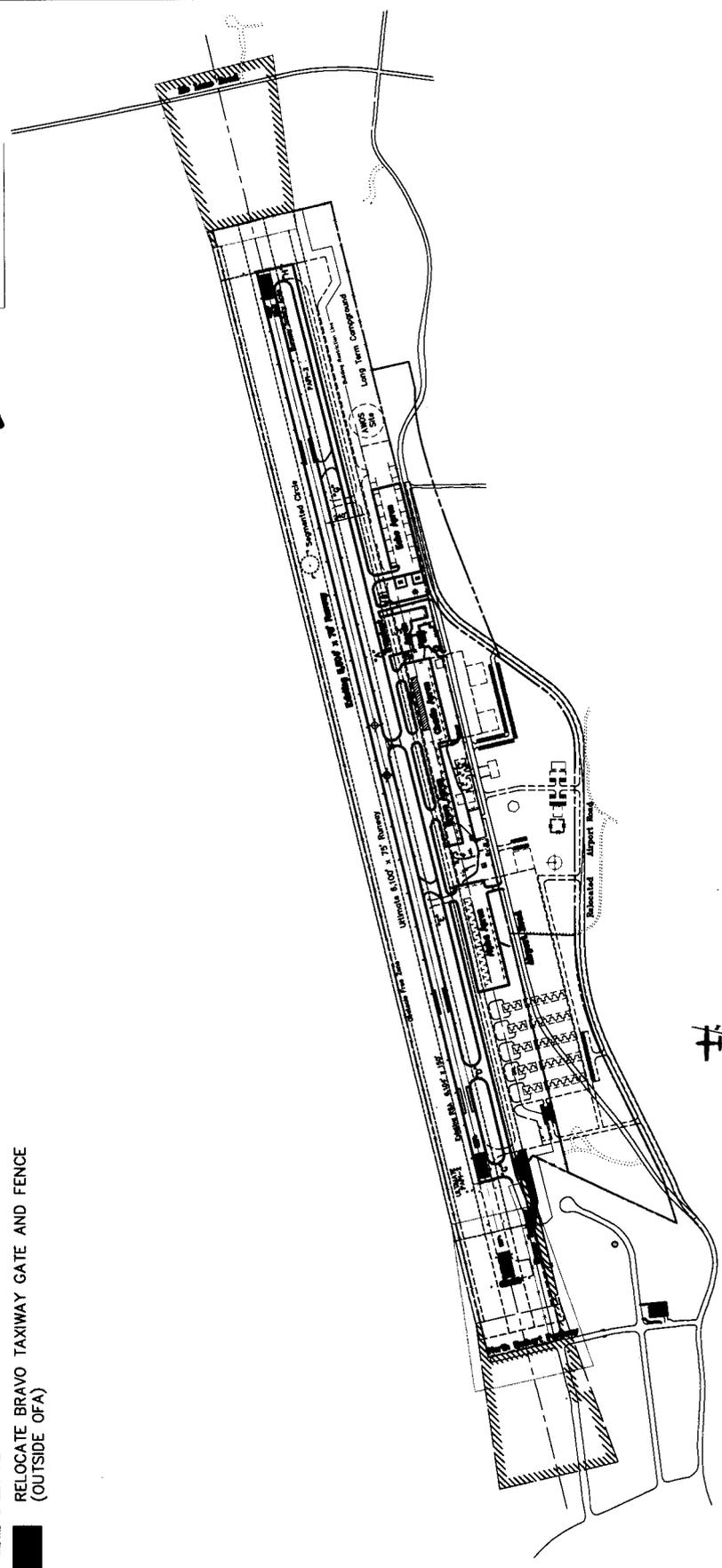
<u>Classification</u>	<u>Hourly Rate</u>
Principal Engineer	\$125.00
Senior Engineer	\$110.00
Project Manager	\$100.00
Project Engineer	\$70.00
Asst. Project Engineer/Designer	\$60.00
Resident Engineer	\$60.00
Land Surveyor	\$80.00
Clerical	\$35.00
CADD Technician	\$55.00
3-Man Survey Crew	\$125.00
2-Man Survey Crew	\$100.00
Per Diem (overnight)	\$85.00
Other Expenses	At Cost + 10%



PAYSON MUNICIPAL AIRPORT

LEGEND

RELOCATE BRAVO TAXIWAY GATE AND FENCE
(OUTSIDE OFA)



AIRPORT CAPITAL IMPROVEMENT PROGRAM FY 2006

AIRPORT ADVISORY COMMITTEE
MEETING MINUTES – AUGUST 10, 2004

4

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| A | The duly posted Airport Advisory Committee meeting was called to order in the Police Department Training Room at approximately 4:06 p.m. by Dick Mumma, Chair. | Meeting Time & Place |
| B | ROLL CALL: Vice-Chair Beth Myers, Members Jonathan Barber, Dick Maloney, Dick Walker, and Gary Spragins. ABSENT: Member Larry Kennedy | Roll Call |
| C | STAFF PRESENT: Ted Anderson, Airport Manager. | Staff Attending |
| D | OTHERS PRESENT: Mayor Barbara Brewer (arrived 4:37 p.m.) Council Member Dick George Barriger and Gaye Stidham, Deputy Town Clerk. | Others Attending |
| E | Approval of Minutes from the Special Meeting of June 29, 2004 and the Regular Meeting of June 1, 2004. After discussion, Vice-Chair Myers moved, seconded by Dick Maloney, to approve the Minutes from the Special Meeting of June 29, 2004 with the addition of the Airport Committee as a responsible party for PAN-04002 and PAN-04009. Motion carried; 6 – 0. | Motion to Accept Minutes of June 29, 2004 Joint Meeting with Additions APPROVED; 6 - 0 |
| F | It was noted on the June 1, 2004 meeting minutes the Committee had voted to have the meetings at 3:00 p.m. and the current meeting was convened at 4:00 p.m. at the request of the Mayor. Member Barber would not be available after 5:15 p.m. Chair Mumma asked for an agenda item for the next meeting to discuss the meeting start time. It was also discussed to begin the next meeting at 3:00 p.m. It was noted by Vice-Chair Myers that there should have been an agenda setting meeting 2 weeks prior to this meeting and the agenda to the members at least a week in advance. Member Walker moved, seconded by Member Spragins to accept the Minutes of the Regular Meeting of June 1, 2004, as written. Motion carried; 6 – 0. | Motion to Accept Minutes of June 1, 2004, Regular Meeting as Written APPROVED; 6 - 0 |
| G | Call to the Public. Hilda Crawford spoke for Mayor Brewer and explained her absence from the beginning of the meeting. | Hilda Crawford |
| H | Discussion/Possible action on the Five-Year Capital Improvement Program. Ted Anderson reviewed the proposed Capital Improvement Plan with the Committee and answered their questions. | Five-Year Capital Improvement Program |
| I | Mayor Brewer arrived at 4:37 p.m. | Mayor Brewer Arrived |
| J | Paul Pitkin asked where the Bravo Taxiway gate would be relocated. Mr. Anderson explained the gate would be relocated to an area to the | Paul Pitkin
Bravo Taxiway Gate |

JUN 2 2 2006 _____

EXHIBIT "C"

West along the taxiway. Mr. Pitkin discussed the concerns about the gate opening correctly and being able to turn around if it does not open.

Relocation

A Mr. Anderson and the Committee discussed possible acquisition of 13 acres North East of the airport for lease to the Forest Service in the future for fire suppression efforts. Development monies were expected to come from ADOT and the FAA. The Forest Service was considering making this a year-around, training facility for helitack operations. There were questions concerning purchasing land strictly for Forest Service use. Mr. Anderson explained that the North East acreage had advantages for the Forest Service: to lease land rather than develop their own and this acreage being a further distance from housing.

Possible Land Acquisition
Forest Service Fire
Suppression Use

B Vice-Chair Myers asked Mr. Anderson to provide information concerning the current income derived from the Forest Service fire crews. Mr. Anderson stated he would provide the present rates, charges and adjustments from Forest Service use of the airport during this last fire season at the September or October meeting.

Rates and Charges of Forest
Service Fire Season Use of
Airport for Future Agenda

C Member Barber left the meeting at 5:35 p.m.

Jon Barber Left Meeting

D Member Walker moved, seconded by Member Spragins to accept the Airport Five-Year Capital Improvement Program as presented. Motion carried; 5 – 0.

Five-Year CIP
APPROVED, 5 – 0.

E Airport Manager Report. Mr. Anderson referred to the copy of the Executive Summary for the Willow Fire included in members' packets. He reported that reseedling had begun using barley and native grasses. The Forest Service complimented the community on supporting their efforts during the recent fire season.

Airport Manager Report
Willow Fire Report

ADJOURNMENT

E The meeting adjourned at approximately 5:55 p.m.

Adjournment

Approved:

David "Dick" Mumma, Chair

Date: _____

ATTEST:

Gaye Stidham, Deputy Town Clerk

Certification

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Surface Transportation Advisory Committee of the Town of Payson held on the 10th day of August, 2004. I further certify that the meeting was duly called and held and that a quorum was present.

DATED this ____ day of _____, 2004.

Gaye Stidham, Deputy Town Clerk

Affix Town Seal
gls