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August 19, 2020

James Mason
Airport Manager
Bay City Regional Airport
3598 North FM 2540
Bay City, TX 77414

Work Order 5 – Construction Phase and Closeout Services for New Row E at Bay City Regional Airport

Transmitted via email to jmason@cityofbaycity.org on 8/19/2020

Dear James.

This proposal includes scope of work for **Work Order 5**, for professional services associated with the construction of New Row E.

1. **Scope of Services**

- a. Project Initiation.
 - i. Project Kickoff meetings (2) with contractor and stakeholders.
- b. Shop Drawing Reviews.
- c. Site Visits to the Airport to observe and document progress of construction.
- d. Furnishing onsite Resident Project Representative (RPR) to:
 - i. Serve as the Engineer's liaison with the contractor superintendent and assist the superintendent in understanding the intent of the Contract Documents.
 - ii. Conduct on-site observations of the work in progress to assist the Engineer in determining if the work is proceeding on schedule and in accordance with the Contract Documents and whether completed work will conform to same.
 - iii. Advise Contractor whenever the RPR believes that any work is unsatisfactory, faulty or defective or does not conform to the Contract Documents, or does not meet the requirements of any inspections, tests or approval required to be made or that has been damaged prior to final acceptance.
 - iv. Advise the Contractor and Engineer when the RPR rejects or requires special testing, inspection, or observation of covered material.
 - v. Verify that tests, equipment and systems startups and operating/maintenance procedures are conducted as required by the Contract Documents and in the presence of the required personnel, and that the Contractor maintains adequate records thereof.
 - vi. observe, record (in the Daily Diary) and report to the Engineer appropriate details relative to the test procedures and startups.
 - vii. Accompany visitors representing public and other agencies having jurisdiction over the Project, record the outcome of these inspections.
 - viii. Review all storm water prevention measures, at least weekly and after each rain event as to their function and adequacy.

- ix. Consider and evaluate Contractor's suggestions for modifications in Drawings or Specifications and report them with recommendations to the Engineer.
 - x. Review and approve Contractor pay requests based on actual installed quantities in accordance with Contract Documents and based on the weekly completed Bid Items report.
 - xi. Perform preliminary walkthrough with Contractor for incomplete items of work and verify completion prior to final construction inspection. Participate in final (or partial if applicable) construction inspection in accordance with the general provisions of the project specifications, in the company of the Engineer, Airport, Contractor and other interested parties.
- e. Furnishing Materials Testing (Acceptance Testing) to:
- i. Conduct testing of the installed materials as required by the specifications and immediately report any failed test(s).
 - ii. Prepare a summary document itemizing the results of the tests over the course of the project. The report highlights those tests that failed or did not meet the applicable test standard and the actions(s) taken. The report is to also include any reasons for accepting any out of tolerance material(s).
- f. Review monthly construction contract pay applications from Contractor before forwarding to City staff for payment.
- g. Conduct a final inspection of the completed project to identify any corrections that need to be addressed by the Contractor prior to final acceptance.
- h. Prepare a letter of acceptance that releases the contractor from the project and establishes the warranty period for the project.
- i. Review final construction contract pay application from Contractor before forwarding to City staff for payment.
- j. During closeout, assemble Operations and Maintenance (O&M) Manual and as-built drawings and turn over to the Airport.

2. Items Provided by the Airport or Others

- a. Access to the airport property.
- b. Access for visiting Team members and RPR to Terminal Facilities and internet access as needed.

3. Fee

City will pay Professional a total fee of \$140,300.00 to conduct the scope of services listed above. The attached fee breakdown in **Exhibit A** shows anticipated level of effort for each portion of the work scoped.

4. Items not Included in this Scope

- a. Inspections or certifications for Texas Windstorm Insurance Program.
- b. Inspections or certifications under Texas Accessibility Code for Americans with Disabilities Act.

5. Proposed Schedule

This fee is based on carrying out the scope of services in a reasonable schedule, without overtime or other cost implications typical of a short schedule. Professional will complete the work following contractor's timing but anticipated to be within 18 weeks after Notice to Proceed.

James Mason
Bay City Regional Airport
August 19, 2020
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6. Acceptance

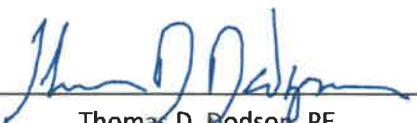
In accordance with the Standard Professional Services Agreement executed on December 19, 2018, this **Work Order 5** is accepted and hereby issued a Notice to Proceed unless specifically noted otherwise in the signatures below:

ACCEPTED on this the 20 day of August, 2020.

CITY:
BAY CITY, TEXAS

PROFESSIONAL:
Civil PEs, LLC

By: 
Robert K. Nelson,
Mayor

By: 
Thomas D. Dodson, PE,
President



Fee Proposal

Bay City Regional Airport

Construction Services for New Row E

Summary by Phase	Manhours	Total Fee
--	0	\$0
Construction Phase	236	\$131,200
Closeout Phase	42	\$9,100
--	0	\$0
Total	278	\$140,300



Fee Proposal

Bay City Regional Airport

Construction Services for New Row E
Construction Phase

12 weeks

Task	Sr Proj Mgr	Proj Eng 2	Proj Eng 1	Des 2	Des 1	Admin
Billing Rate	\$ 248	\$ 149	\$ 106	\$ 84	\$ 65	\$ 80
Project Initiation and Subcontracting						
Preconstruction Conference	8		2			2
Stakeholder Meeting (CSPP)	8		2			
Shop Drawing Reviews (and coordination with Subconsultants)						
	2	24				6
Coordination with Contractor and RPR		18	18			
Site Visits (Bi-weekly = 12)						
	24		72			
Coordination with Airport		12				
Change Order Preparation / Supplemental Agreement Documentation	1	8				2
Pay Application Reviews (3)						
	1		2			3
Punch List Site Visit and List Preparation						
Final Inspection Site Visit	8		8			
Final Acceptance Letter Preparation	1	2				2
Subtotal Hours	65	60	96	0	0	15



Fee Proposal

Bay City Regional Airport

Construction Services for New Row E

Construction Phase

Total Civil PEs Labor \$ 36,436

Subconsultants at markup

Kirk Airport Solutions at 15% \$ 5,320
Ferguson Consulting - Electrical at 15% \$ 8,050
Henderson+Rogers - Structural at 15% \$ 8,280
Terracon - Matt Testing at 15% \$ 11,500
Arceneaux, Wilson, and Cole - RPR at 5.26% \$ 60,000

Expenses

Travel (Mileage) \$ 1,440
Printing \$ 100
Miscellaneous \$ 74

Total Fee for Construction Phase \$ 131,200



Fee Proposal

Bay City Regional Airport

Construction Services for New Row E

Closeout Phase

4 weeks

Task	Sr Proj Mgr	Proj Eng 2	Proj Eng 1	Des 2	Des 1	Admin
1. Calendar Analysis / LD Calculations	\$ 248	\$ 149	\$ 106	\$ 84	\$ 65	\$ 80
2.a Final Pay Request Review and Agent Coordination	0.5	2				1
2.b Coordination with Contractor for Affidavits of Bills Paid	0.5	1				2
3. Coordination and Preparation of Quality Assurance Report			1			2
4.a Coordination on Contractor's As-built Drawings	0.5	1				
4.b Record Drawing Preparation	1	3	8			
5.a Update of CADD Files	0.5		2			
5.b Distribution of CAD Files to Agent		1				1
6. Distribution of Submittals, Warranties, and Listing of maintenance suppliers		1				2
7. Verification Survey Coordination (see 3. in CPS)						
11. 1-year Warranty Inspection	8					
Subtotal Hours	11	12	10	0	1	8



Fee Proposal

Bay City Regional Airport

Construction Services for New Row E

Closeout Phase

Total Civil PEs Labor

\$ 6,281

Subconsultants at markup

Kirk Airport Solutions at 15%

\$ 1,035

Ferguson Consulting - Electrical at 15%

\$ 580

Henderson+Rogers - Structural at 15%

\$ 920

Expenses

Travel (Mileage)

\$ 100

Printing

\$ 100

Miscellaneous

\$ 84

Total Fee for Closeout Phase

\$ 9,100