



October 18, 2023

submitted via email to: jason.anderson@ci.marshall.mn.us

Mr. Jason Anderson, PE
Director of Public Works/City Engineer
City of Marshall, Minnesota
344 West Main Street
Marshall, MN 56258

Re: Proposal for Architectural and Engineering Services
Marshall SRE Facility Design – Bidding Phase at Southwest Minnesota Regional Airport
SP No.A4201-105 | FAA AIP No.3-27-0056-019-2022
TKDA Project No.18338.002

Dear Mr. Anderson:

In response to your request, we propose to provide Architectural and Engineering Services in connection with the SRE Facility Design – Bidding Phase at the Southwest Minnesota Regional Airport in Marshall, Minnesota, hereinafter called the Project. Our services will be provided in the manner described in this Proposal subject to the terms and conditions of our “Professional Services Agreement” effective March 10, 2020, which are incorporated herein by reference (the “Agreement”). Hereinafter, the City of Marshall is referred to as the OWNER.

I. PROJECT DESCRIPTION

The SRE Facility Design – Bidding Phase Project at MML consists of the following items to be accomplished under one future construction contract. The Project will be funded through Federal (FAA), State (MnDOT Aeronautics) and Local funding sources. This Project was previously designed, and construction documents and specifications were issued for bidding on March 1, 2023. This project phase provides revisions to those documents and addenda previously issued, and includes major items of work for rebidding as follows:

- Confirmation of previously designed program recommendations:
 - 7,400 SF freestanding SRE building, with consideration for a future Air Rescue Fire Fighting (ARFF) facility addition.
 - Three (3) vehicle fleet bays
 - Open office space
 - Combined conference and breakroom
 - Restrooms
 - Utility rooms
- Preparation of final Plans and Specifications
- Bidding Assistance

II. SERVICES TO BE PROVIDED BY TKDA

TKDA proposes to provide the following Architecture, Landscape Architecture, Civil, Electrical, Mechanical and Structural Engineering services:

A. PART A - PROJECT FORMULATION

1. *Project Scope and Schedule*
Develop preliminary project scope and schedule for consideration by the OWNER.
2. *Project Specific CIP Updates*
Assist OWNER with Project-specific Capital Improvement Program (CIP) updates. Provide CIP information to MnDOT Aeronautics and the FAA.
3. *Project Funding Coordination*
Coordinate with the OWNER, MnDOT Aeronautics, and the FAA regarding the eligible Project scope, cost, and schedule resulting from the preliminary design.
4. *Grant Initiation Request*
Prepare and submit to MnDOT Aeronautics and the FAA, the FAA AIP Grant Pre-Application Package in accordance with FAA Airports District Office requirements.

B. PART B – BIDDING PHASE SERVICES

1. *Agency Coordination*
Coordinate with MnDOT Aeronautics and the FAA regarding the approval of the Project final design elements. Conduct up to two (2) meetings with the FAA and MnDOT to discuss project elements and schedule.
 2. *Final Engineering*
Final Engineering efforts will reflect agreed upon value engineering strategies and bid alternates that meet owner expectations.
 3. *Final Design & Construction Documents*
Final Design deliverables shall include fully biddable project plan set that reflects agreed upon value engineering strategies and bid alternates that meet OWNER expectations.
 4. *Final Code Analysis*
Complete Final Code Analysis to verify compliance as a result of the value engineering process.
 5. *Final Specifications*
TKDA discipline leads will be responsible for developing the required specifications to be delivered in a specification book format as part of the final signed document.
 6. *Final QA/QC*
Provide Quality Assurance and Quality Control review for final construction plans and specifications.
 7. *Construction Cost Estimate – Final Design*
Construction Cost Estimate to be provided by contracted subconsultant.
Prepare final opinion of construction costs and develop project bid schedule.
 8. *Reproduce Final Bidding Documents*
Prepare signed final document package for both permitting and bidding as required.
Reproduce the final plans and specifications for bidding purposes. Provide two paper copies and an electronic copy to the OWNER.
 9. *Bid Advertisement*
Coordinate with the OWNER to prepare Advertisement of Bids and place in the appropriate legal publication(s). Upload plans and specifications to QuestCDN for Contractor's to obtain bidding documents.
 10. *Bidding Assistance*
Assist in securing bids, tabulation, and analysis of bid results, then forward the results to MnDOT and FAA for their use in preparing state and federal funding documents.
 11. *Prepare Recommendation of Award*
Perform compliance review of prime Contractor, subcontractors, and DBE subcontractors in accordance with bidding documents and prepare recommendations for award of up to one construction contract.
- C. PART C–CONSTRUCTION PHASE SERVICES None. Construction Phase Services will be provided under a separate authorization.
- D. PART D–CLOSEOUT PHASE SERVICES None. Closeout Phase Services, including the preparation and submittal of the FAA Grant Closeout Report, will be provided under a separate authorization.

III. ADDITIONAL SERVICES

If the need for Additional Services is determined, and the fee is agreeable and the OWNER authorizes such services in writing, TKDA shall furnish or obtain from others services of the types listed below. These Additional Services shall be compensated for on an Hourly Rate basis as defined in our Agreement, a part hereof, and such compensation shall be over and above any maximum amounts set forth in this Authorization.

- A. Registered land or right-of-way surveys, legal descriptions, or related services.
- B. Preparation of DBE Program (beyond Contract-specific goals).
- C. Any trips by TKDA staff to Marshall, Minnesota in excess of those indicated in PART A or B.
- D. Environmental services including, but not limited to, wetland delineation and site remediation.
- E. Procurement of snow removal or other maintenance equipment.
- F. Design of ARFF Facility or other building additions.



G. Foundation design in excess of standard spread concrete foundations. Design of deep foundations, pilings, or structural floor slab systems are not included and will be considered cause for additional scope and compensation.

IV. OWNER RESPONSIBILITIES

These responsibilities shall be as set forth in the Agreement and as further described or clarified herein below:

- A. Provide TKDA with access to the Project site as required to perform services listed in SECTION II.
- B. Provide reviews of materials furnished by TKDA in a reasonable and prompt manner so the Project schedule can be maintained.
- C. Provide TKDA with access to information related to OWNER’s snow removal and maintenance equipment.

V. PERIOD OF SERVICE

SECTION II services shall be completed within 3 months from date of Authorization. Period of service is subject to change based on actual organization review timeframes, Project funding availability, and as directed by the OWNER.

VI. COMPENSATION

Compensation to TKDA for services provided as described shall be in the lump sum amount of **\$39,170**, as summarized below:

Section II.A: Project Formulation (Lump Sum)	\$4,000.00
Section II.B: Bidding Phase Services (Lump Sum)	\$32,700.00
Total Lump Sum Labor Cost	\$36,700.00
Estimated Expenses (Miscellaneous & Consultants)	\$2,470.00
Total Lump Sum Amount	\$39,170.00

Payment shall be made in accordance with Article 4 of our Agreement.

The level of effort required to accomplish SECTION II services can be affected by factors which are beyond our control. Therefore, if it appears at any time charges for services rendered under SECTION II will exceed the above, we agree we will not perform services or incur costs which will result in billings in excess of such amount until we have been advised by you additional funds are available and our work can proceed.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK



VII. CONTRACTUAL INTENT

We thank you for the opportunity to submit this Proposal. We agree this letter will constitute an authorization under our Professional Services Agreement upon signature by an authorized official of the City of Marshall and the return of a signed copy to us. This Proposal will be open for acceptance for 60 days, unless provisions herein are changed by us in writing prior to that time. Please feel free to contact Andrew Gardner, Project Manager, directly at 651.726.7960 or andrew.gardner@tkda.com if you have any questions.

Sincerely,



Andrew Gardner, AIA, LEED AP, NCARB
Project Manager, Architect



DJ Heinle, AIA, CID, NCARB
Vice President, Architecture Division

Attachments:

EXHIBIT A-Project Fee Estimate

c: John Peterson, PE-TKDA
Dan Sherer, PE-TKDA
John Ahern, PE-TKDA

ACCEPTED FOR CITY OF MARSHALL, MINNESOTA

By: _____
(Signature) Printed Name/Title Date

OWNER DESIGNATED REPRESENTATIVE:

Name/Title Phone Email



