

**CITY OF MARSHALL  
AGENDA ITEM REPORT**

<b>Presenter:</b>	Jason Anderson
<b>Meeting Date:</b>	Tuesday, October 24, 2023
<b>Category:</b>	NEW BUSINESS
<b>Type:</b>	ACTION
<b>Subject:</b>	Project AP-003: Airport Snow Removal Equipment (SRE) Building - Consider Architectural and Engineering Services Agreement with TKDA for Bidding Phase Services
<b>Background Information:</b>	<p>The City has been working with TKDA to construct a new snow removal equipment (SRE) and maintenance equipment building at the Southwest Minnesota Regional Airport since early 2021. The existing buildings do not adequately accommodate all of the airport maintenance storage and workspace needs. The new facility is planned to be constructed in Airpark East, the east building area of the airport. This facility is identified in the Airport Master Plan and this project has been identified on the airport capital improvement plan (CIP) since 2011.</p> <p>At the October 10, 2023 City Council meeting, the Council authorized City staff to submit a grant initiation request to FAA to notify the State and Federal aviation offices of the City's intent to utilize federal funds for the SRE project.</p> <p>Attached for Council review is a Architectural and Engineering Services Agreement with TKDA for Bidding Phase Services.</p> <p>By authorizing this contract, City staff will be able to work with TKDA engineering staff to update the plans and specifications for the SRE project. The plan changes will be influenced by area contractor input and input from Airport Commission and City staff. This contract will cover all expenses necessary to re-design, bid, and award a contract.</p> <p><u>Current, proposed project timeline:</u></p> <ul style="list-style-type: none"> <li>i. Contractor forum &amp; outreach – Nov. 2023</li> <li>ii. Advertise for bids – Dec. 2023</li> <li>iii. Bid opening – Jan. 2023</li> <li>iv. Contract award –Feb. 2024</li> <li>v. Material order – Mar. 2024</li> <li>vi. Grant applications – Mar. 2024</li> <li>vii. Notice to proceed (site work) – June 2024</li> <li>viii. Notice to proceed (building) – Sept. 2024</li> <li>ix. Construction completion – July 2025</li> </ul>
<b>Fiscal Impact:</b>	TKDA to provide these services for a lump sum amount of \$39,170.
<b>Alternative/ Variations:</b>	No alternative actions recommended.
<b>Recommendations:</b>	that the City Council authorize execution of the attached Architectural and Engineering Services Agreement with TKDA for Bidding Phase Services for a lump sum amount of \$39,170.