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**CONSTRUCTION-RELATED SERVICES (CRS)
RUNWAY, TAXIWAY AND APRON PAVEMENT REHABILITATION
OELWEIN MUNICIPAL AIRPORT
OELWEIN, IOWA
FAA AIP No. 3-19-0067-012**

I. Project Description - See Attached Exhibit A, Scope of Services.

II. Scope of Services - See Attached Exhibit A, Scope of Services.

III. Compensation

Compensation for services for this project shall be a cost-plus fixed fee in the amount of Fifty-Two Thousand Five Hundred Dollars (\$52,500.00). See attached Exhibit B, Consultant Cost Summary.


IV. General Conditions

Except as specifically amended by this Individual Project Agreement, Services shall be provided in accordance with the Consultant Services Agreement for the Oelwein Municipal Airport, entered between AECOM Technical Services, Inc. ("ATS"), and the City of Oelwein ("Client"), dated January 17, 2022.

APPROVED:
CITY OF OELWEIN, IOWA

By _____

APPROVED:
AECOM TECHNICAL SERVICES, INC.

By  _____
Douglas W. Schindel, P.E.
Associate Vice President

Date _____

Date April 20, 2022

EXHIBIT A

**SCOPE OF SERVICES
CONSTRUCTION-RELATED SERVICES (CRS)
RUNWAY, TAXIWAY AND APRON PAVEMENT REHABILITATION
OELWEIN MUNICIPAL AIRPORT
OELWEIN, IOWA
FAA AIP No. 3-19-0067-012**

I. Project Description

The project is described as pavement rehabilitation of Runway 13/31, connecting taxiway to the terminal apron and terminal apron concrete pavements at the Oelwein Municipal Airport, Oelwein, Iowa. The project includes rehabilitation of these pavements to include joint and crack sealing, spall repairs and partial or full concrete panel replacements of these concrete pavements.

It is anticipated that design and construction of this project will be funded in part with federal funds received through the above-referenced Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant.

II. Scope of Services

The work to be performed by ATS shall encompass and include detailed work, services, materials, equipment and supplies necessary to provide construction-phase services. The design phase has been completed and the project is currently in the bid phase. The construction-phase services shall be divided into the following tasks:

1. **Assemble for Construction Documents.** This task consists of assisting the Client in assembling the contract documents for execution by the Contractor and the Client.
2. **Issued for Construction Project Documents.** This task consists of preparing ten sets of plans and project manuals issued for construction.
 - a. FAA. One (1) electronic copy of the issued for construction set of plans and project manual. All plans will be half-size (11" x 17").
 - b. Client. Two (2) hard-bound copies of the issued for construction set of plans and project manual (office file, project engineer, project construction observer and project surveyor). All plans will be half-size (11" x 17").
 - c. ATS. Four (4) hard-bound copies of the issued for construction set of plans and project manual (office file, project engineer, project construction observer and project surveyor). All plans will be half-size (11" x 17").
 - d. Contractor. Five (5) hard-bound copies of the issued for construction set of plans and project manual. Four (4) sets will be half-size (11" x 17") and one set will be full-size (22" x 34").
3. **Pre-Construction Conference.** This task consists of preparation of meeting agenda, attending, conducting a pre-construction conference with representatives of the Contractor, Client, ATS, FAA and affected utilities preparing meeting minutes and distribution to all meeting attendees and critical organizations not represented at the meeting.

4. **Shop Drawings and Submittals.** This task consists of reviewing the following shop drawings and other submittals from the Contractor as required by the contract documents for conformance with the design concept of the Project and compliance with the information given in the contract documents. Submittals and shop drawings will also be reviewed for compliance with Buy American Provisions of the contract.
 - a. Contractor's Safety Plan Compliance Document (SPCD)
 - b. Aggregate Base Course
 - c. Concrete Patch Material
 - d. Pavement Joint Sealant
 - e. Runway and Taxiway Paint
 - f. Reflective Media
5. **Construction Assistance.** This task consists of answering design interpretation questions from the Client, Contractor, review staff and appropriate agencies.
6. **Pay Applications and Reimbursement Forms.** This task consists of preparing and processing monthly applications for payment to the Contractor and forwarding to the Client for execution with recommendations for approval and payment.
7. **Labor and Payroll Reports.** This task consists of reviewing weekly labor and payroll reports for compliance with Davis-Bacon Act, conducting on-site employee interviews, conducting E.E.O. site inspections and completion of GSA Form 1445. Original documents will be submitted to the Client at completion of project for storage.
8. **Engineer Site Visits.** This task consists of the project manager and/or engineer conducting a total of one (1) site visit to the construction site by design personnel at appropriate stages of construction to observe the progress, safety and quality of the construction. The engineer's representatives will meet with the representatives of the Client and ATS to discuss the project's progress and to identify areas of concern to facilitate the construction. For the engineer's site visit, a detail site visit memo shall be prepared summarizing the visit and submitted to the Client. This site visit is separate from construction observation.
9. **Change Orders.** This task consists of coordinating with the Client and Contractor in preparing and processing contract change orders. Change orders will be submitted to FAA for review and approval prior to their execution.
10. **Construction Observation.** This task consists of providing field observation during construction to review the work of the Contractor to determine if the work is preceding in general accordance with the contract documents and that completed work appears to conform to the contract documents. Also included in this task will be the monitoring of DBE participation in the project. Construction observation is based on providing one on-site resident project representative for eight (8) hours per day for the full construction contract time of thirty (30) calendar days. Staffing requirements may be adjusted during the Project in relation to the level of construction activity.
11. **Weekly Construction Meetings.** This task consists of meeting with the airport staff, tenants and the Contractor for weekly progress meetings conducted via teleconference

throughout the construction phase of the project. The meeting is to discuss project status, safety, operations, construction issues and upcoming construction schedule.

12. **Weekly Construction Reports.** This task consists of preparation and weekly submittal of FAA Form 5370-1, Construction Progress and Inspection Report, to the Client and FAA in accordance with the AIP Sponsor Guide. A summary of the testing conducted, test results for each week and in-progress construction photographs shall be attached to each weekly report. A similar report format may be used if approved by the FAA.
13. **Non-Compliance Reporting.** This task consists of reporting to the Client any work believed to be unsatisfactory, faulty or defective or does not conform to the contract documents and advising the Client of any work that should be corrected or rejected.
14. **Contractor Modifications.** This task consists of reviewing, evaluating and making recommendations to the Client and FAA for consideration on suggestions for modifications that have been proposed by the Contractor.
15. **Project Files.** This task consists of maintaining files for correspondence, reports of the job conferences, shop drawings and sample submissions, reproductions of original contract documents including addenda, change orders, field modifications, additional drawings issued subsequent to the execution of the contract, Engineer clarifications and interpretations of the contract documents, progress reports and other project-related documents.
16. **Daily Reports.** This task consists of the resident project representative keeping a diary, log book or report for those times on site, recording hours on the job site; weather conditions; data relative to questions of extras or deductions; list of visiting officials and representatives of manufacturers, fabricators, suppliers and distributors; activities; decisions, observations in general and specific observations in more detail, when necessary, as in the case of observing test procedures. As part of this task, weekly construction progress and inspection reports will be prepared and submitted to the FAA.
17. **Punch List.** This task consists of conducting a review of the Project near completion and preparing a list of items (Punch List) to be completed or corrected.
18. **Final Review.** This task consists of performing a field observation of the completed Project before a final application for payment is processed for the Contractor.
19. **Project Closeout.** This task consists of assisting the Client with project completion and final closeout documentation from the Contractor for the FAA by providing the required documentation as identified in the Central Region Airports Division AIP Sponsor Guide Section 1600.
 - a. Final Outlay Report - Standard Form SF-271
 - b. Federal Financial Report - Standard Form SF-425
 - c. Final Project Cost Summary
 - d. Summary of DBE Utilization
 - e. Final Construction Report
 - 1) Brief narrative of work accomplished
 - 2) Summary of key milestone dates

- 3) Contract time, including explanation of liquidated damages (if required)
 - 4) Statement of compliance with contract labor provisions
 - 5) Administrative Costs
 - 6) Engineering Costs
 - 7) Force Account (if any)
 - 8) Construction Costs
 - 9) Buy American Provisions
 - 10) Final Inspection Report/Record of Completion
 - 11) Contractor's Final Statement of Completion
 - 12) Project Photographs
 - f. As-Built Record Drawings
 - g. Airport Marking Plan
20. **Record Drawings.** This task consists of providing the Client with a copy of Record Drawings of the construction plans for the Project based on the construction observation records of the review staff and Contractor showing those changes made during construction considered significant. Two copies of the Record Drawings in electronic and reproducible format will be provided to the Client. One electronic copy would be for the FAA. Electronic drawings shall be in MicroStation V8 format.
21. **Construction Administration.** This task consists of construction administration and coordination of the project. Interoffice meetings, general day-to-day administrative responsibilities, and typing of interoffice memoranda and minutes of meetings are included in this task.

Rehabilitate Runway Pavements

Oelwein Municipal Airport
Oelwein, Iowa

FAA AIP Project No. 3-19-0067-012

Construction Related Services

Consultant Cost Summary

I. Direct Labor Cost

<u>Category</u>	<u>Hours</u>	<u>Rate/Hour</u>	<u>Amount</u>	
Senior Professional	20	\$96.75	\$1,935.00	
Project Professional	0	\$72.40	\$0.00	
Staff Professional	40	\$52.70	\$2,108.00	
Professional	20	\$31.90	\$638.00	
CADD Operator II	0	\$37.45	\$0.00	
CADD Operator I	10	\$24.00	\$240.00	
Senior Technician	280	\$43.60	\$12,208.00	
Technician	0	\$30.35	\$0.00	
Project Support	40	\$36.55	\$1,462.00	\$18,591.00
	410			

II.	Payroll Burden and Overhead Costs	128.43%	\$23,876.42
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III. Direct Project Expenses

<u>Category</u>	<u>Units</u>	<u>Rate/Unit</u>	<u>Amount</u>	
Mileage	5000	0.585	2,925.00	
Per Diem	0	59.00	0.00	
Lodging	0	100.00	0.00	
B/W Copies	1,000	0.06	60.00	
Color Copies	500	0.22	110.00	
Plan Copier	50	0.50	25.00	
EDM Equipment	0	12.50	0.00	
GPS Equipment	0	25.00	0.00	
Miscellaneous, Other			500.00	\$3,620.00

IV.	AECOM Estimated Actual Costs		\$46,087.42
		Rounded	\$46,100.00

V.	Subcontract Expense		\$0.00
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VI.	Estimated Actual Costs		\$46,100.00
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VII.	Fixed Fee (15% of Items I & II) Rounded		\$6,400.00
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VIII.	Maximum Amount Payable		<u>\$52,500.00</u>
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Rehabilitate Runway Pavements

Oelwein Municipal Airport
Oelwein, Iowa

FAA AIP Project No. 3-19-0067-012

Construction Related Services

Staff Hour Estimate

Item No.	Description	Senior Prof	Project Prof	Staff Prof	Prof	CADD Operator II	CADD Operator I	Senior Technician	Technician	Project Support	Totals
1	Assemble for Construction Project Documents			1			1			1	3
2	Issued for Construction Project Documents			1			1			1	3
3	Pre-Construction Conference	4						4			8
4	Shop Drawings and Submittals			4	8						12
5	Construction Assistance			4						4	8
6	Pay Applications and Reimbursements			4							4
7	Labor and Payroll Reports									8	8
8	Site Visits			4							4
9	Change Orders			2							2
10	Construction Observation							240			240
11	Weekly Construction Meetings			4				4			8
12	Weekly Construction Reports							8		8	16
13	Non-Compliance Reporting			2							2
14	Contractor Modifications			4							4
15	Project Files									4	4
16	Daily Reports							8			8
17	Punch List	4						4		2	10
18	Final Review	4						4			8
19	Project Close-out			10	4			8		4	26
20	Record Drawings				8		8				16
21	Construction Administration	8								8	16
	Total Design Services	20	0	40	20	0	10	280	0	40	410