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**CONSTRUCTION-RELATED SERVICES (CRS)
 INSTALL AIRFIELD LIGHTING VAULT
 OELWEIN MUNICIPAL AIRPORT
 OELWEIN, IOWA
 FAA POTENTIAL AIP NO. 3-19-0067-014**

Project Description: See Attached Exhibit A, Scope of Services.

Scope of Services: See Attached Exhibit A, Scope of Services.

Compensation

Compensation for services for this project shall be on a cost-plus fixed fee basis in the amount of Forty-Seven Thousand Dollars (\$47,000). See attached Exhibit B, Consultant Cost Summary.


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

APPROVED:
 AECOM TECHNICAL SERVICES, INC.

By _____
 Brett DeVore, Mayor

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

Date _____

Date May 15, 2024



EXHIBIT A
SCOPE OF SERVICES

CONSTRUCTION-RELATED SERVICES (CRS)
INSTALL AIRFIELD LIGHTING VAULT
OELWEIN MUNICIPAL AIRPORT
OELWEIN, IOWA
FAA POTENTIAL AIP 3-19-0067-014

I. **Project Description**

The project is described as the replacement of the existing airfield lighting vault, electrical service, reconnection to the existing solar farm and coordination with utilities at the Oelwein Municipal Airport, Oelwein, Iowa.

II. **General Project Scope**

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

A. **Construction-Related Services**

1. **Assemble Construction Documents.** This task consists of assisting the Sponsor in assembling the contract documents for execution by the Contractor and the Sponsor.
2. **Issued for Construction Project Documents.** This task consists of preparing five (5) 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. Sponsor. One (1) 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. Consultant. One (1) 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. Two (2) hard-bound copies of the issued for construction set of plans and project manual.
3. **Pre-Construction Conference.** This task consists of preparation of meeting agenda, attending and conducting a pre-construction conference with representatives of the Contractor, Sponsor, Consultant, FAA and affected utilities, preparing meeting minutes and distribution to all meeting attendees and critical organizations not represented at the meeting. Preconstruction conference will be attended by the Project Manager, Construction Engineer and the Resident Project Representative.

4. **Construction Surveying.** This task consists of establishing horizontal and vertical control for the project. In addition, this task includes checking the Contractor survey notes for accuracy and method of staking. Contractor's survey will be checked prior to beginning work in the area staked, and periodically for grade and alignment. The survey notes received from the Contractor will be organized, checked and filed for reference during the project.
5. **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. Back Fill Material
 - c. Structural Concrete including Reinforcing Steel
 - d. Roof System
 - e. Architectural Finishes
 - f. Concrete Block and Mortar
 - g. Electrical Distribution Equipment
 - h. Electrical Cable and Splices
 - i. Contractor's Phasing Plan
6. **Construction Assistance.** This task consists of answering design interpretation questions from the Sponsor, Contractor, review staff and appropriate agencies.
7. **Pay Applications and Reimbursement Forms.** This task consists of preparing and processing monthly applications for payment to the Contractor and forwarding to the Sponsor for execution with recommendations for approval and payment.
8. **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. It is anticipated that five on-site interviews for wage rate compliance will be conducted. Original documents will be submitted to the Sponsor at completion of project for storage.
9. **Engineer Site Visits.** This task consists of the project manager and/or engineer conducting a total of three (3) site visits 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 representative will meet with the representatives of the Sponsor and the Consultant to discuss the project's progress and to identify areas of concern to facilitate the construction. For each engineer site visit, a detailed site visit memo shall be prepared summarizing the visit and submitted to the Sponsor. These site visits are separate from construction observation.
10. **Change Orders.** This task consists of coordinating with the Sponsor and Contractor in preparing and processing contract change orders. Change orders will be submitted to FAA for review and approval prior to their execution.
11. **Construction Observation.** This task consists of providing part-time 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 part-time, on-site resident project representative for approximately twenty (20) hours per week for the anticipated on-site construction time of sixty (60) calendar days. Staffing requirements may be adjusted during the project in relation to the level of construction activity.

12. **Weekly Construction Meetings.** This task consists of meeting with the airport staff, tenants, and the Contractor for nine (9) weekly progress meetings throughout the construction phase of the project. The meeting is to discuss project status, safety, operations, construction issues and upcoming construction schedule.
13. **Weekly Construction Reports.** This task consists of preparation and the nine (9) weekly submittals of FAA Form 5370-1, Construction Progress and Inspection Report, to the Sponsor and FAA. Reports will be completed in accordance with the AIP Sponsor Guide. A summary of the testing conducted and test results in 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.
14. **Non-Compliance Reporting.** This task consists of reporting to the Sponsor any work believed to be unsatisfactory, faulty or defective or does not conform to the contract documents, and advising the Sponsor of any work that should be corrected or rejected.
15. **Contractor Modifications.** This task consists of reviewing, evaluating and making recommendations to the Sponsor and FAA for consideration on suggestions for modifications that have been proposed by the Contractor.
16. **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.
17. **Daily Reports.** This task consists of the resident project representative keeping a diary, logbook 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.
18. **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.
19. **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.

20. **Project Closeout.** This task consists of assisting the Sponsor 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) Airfield Lighting Equipment
 - 11) Construction Material Testing and Acceptance
 - 12) Final Inspection Report/Record of Completion
 - 13) Contractor's Final Statement of Completion
 - 14) Project Photographs
 - f. As-Built Record Drawings
21. **Record Drawings.** This task consists of providing the Sponsor 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 Sponsor. One electronic copy would be for the FAA. Electronic drawings shall be in MicroStation V8 format.
22. **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.

FY 2024 Install Airport Vault

**Oelwein Municipal Airport
Oelwein, Iowa**

FAA AIP 3-19-0067-014

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	\$103.65	\$2,073.00	
Project Professional	54	\$80.55	\$4,349.70	
Staff Professional	4	\$58.20	\$232.80	
Professional	64	\$36.60	\$2,342.40	
CADD Operator II	0	\$39.35	\$0.00	
CADD Operator I	12	\$20.25	\$243.00	
Senior Technician	0	\$45.15	\$0.00	
Technician	180	\$33.30	\$5,994.00	
Project Support	58	\$36.62	\$2,123.96	\$17,358.86
	392			

II. Payroll Burden and Overhead Costs 125.50% \$21,785.37

III. Direct Project Expenses

<u>Category</u>	<u>Units</u>	<u>Rate/Unit</u>	<u>Amount</u>	
Mileage	2400	0.670	1,608.00	
Per Diem	0	60.00	0.00	
Lodging	0	110.00	0.00	
B/W Copies	200	0.06	12.00	
Color Copies	200	0.22	44.00	
Plan Copier	50	0.50	25.00	
Total Station Survey Equipment	4	15.00	60.00	
GPS Survey Equipment	2	15.00	30.00	
Miscellaneous, Other	1		200.00	\$1,979.00

IV. AECOM Estimated Actual Costs \$41,123.23
Rounded \$41,100.00

V. Subcontract Expense \$0.00

VI. Estimated Actual Costs \$41,100.00

VII. Fixed Fee (15% of Items I & II) Rounded \$5,900.00

VIII. Maximum Amount Payable \$47,000.00

