



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CA13-088**

1. Agenda Item Number:
26

2. Council Meeting Date:
December 13, 2012

TO: MAYOR & COUNCIL

3. Date Prepared: November 29, 2012

THROUGH: CITY MANAGER

4. Requesting Department: Airport/Economic Development

5. SUBJECT: Project agreement to Dibble Engineering for the engineering design and construction administration services for the Airport Terminal Area Parking Lot.

6. RECOMMENDATION: Staff recommends that Council approve a project agreement to Dibble Engineering for the design and construction administration services for Airport Terminal Area Parking Lot, Project No. A11301-201, in an amount not to exceed \$71,946.

7. BACKGROUND/DISCUSSION: This project is being done under an annual contract to Dibble Engineering for Airport Facilities and Infrastructure Design, Project No. EN1005-101.

The City received notification of a State grant offer (ADOT Grant Number E2S2H) to design and construct an automobile parking lot that is associated with the Northwest apron development.

8. EVALUATION: City staff has reviewed the scope of the preapproved fees and found it reasonable for a project of this type.

9. FINANCIAL IMPLICATIONS:

This grant was previously approved by City Council. State grant portion: 90% City of Chandler: 10%

Fund Source:

<u>Acct. No.:</u>	<u>Fund Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
417.4110.6910	Airport Improvements #6A1661	Yes	\$71,946

10. PROPOSED MOTION: Move that Council approve a project agreement to Dibble Engineering for the engineering design and construction administration for the Airport Terminal Area Parking Lot, Project No. A11301-201 in an amount not to exceed \$71,946 and authorize the Mayor to sign the contract documents.

ATTACHMENTS:

APPROVALS

11. Requesting Department

Lori Quan
Lori Quan, Airport /Economic Development

13. Department Head

Christine Mackay
Christine Mackay, Economic Development Director

12. City Engineer

Sheina Hughes
Sheina Hughes, City Engineer

14. City Manager

Rich Dlugas
Rich Dlugas, City Manager

North



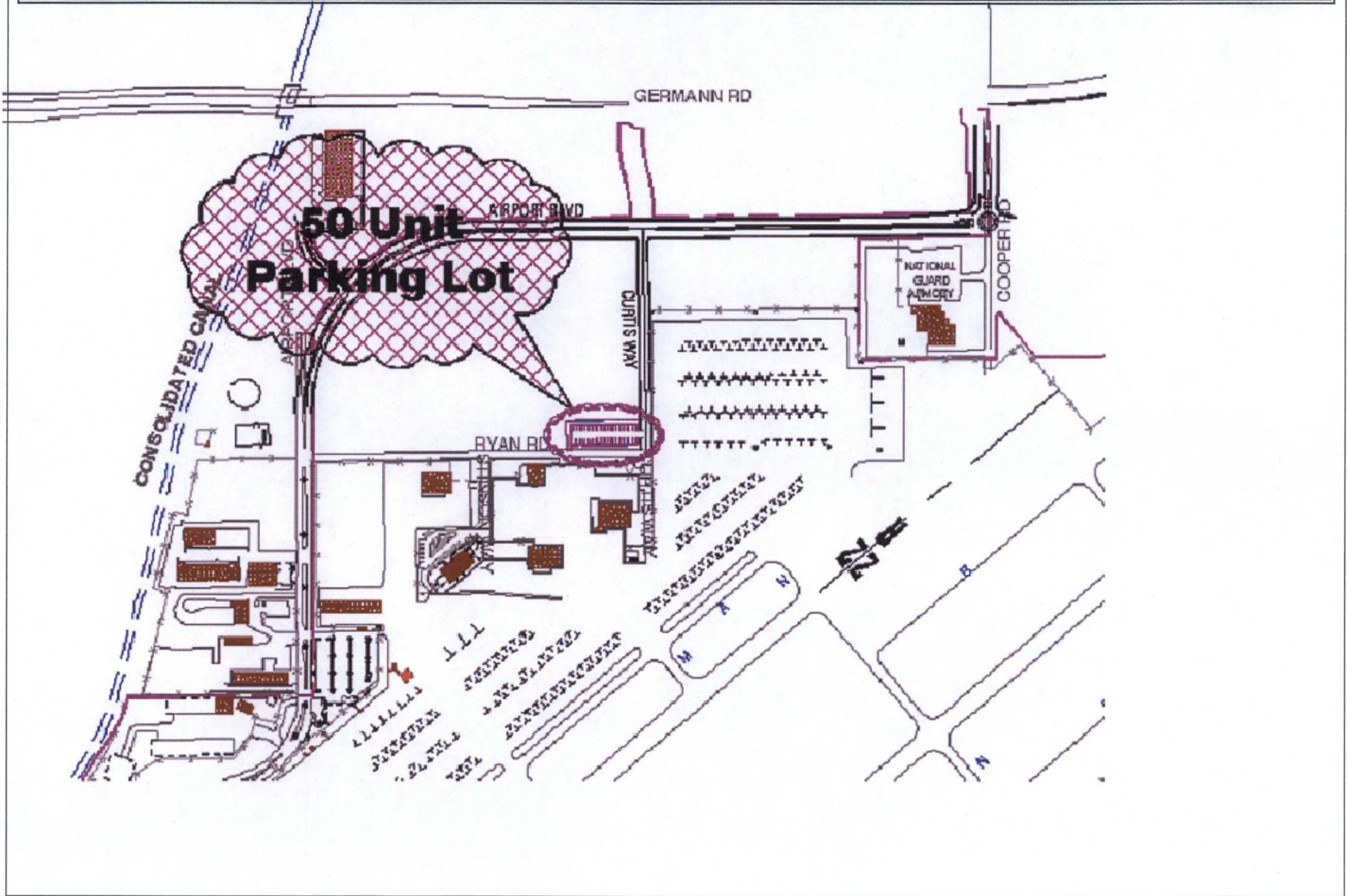
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CHANDLER MUNICIPAL AIRPORT

RESOLUTION No. 4623 - ADOT GRANT # E2S2H - DESIGN AND CONSTRUCT 50 UNIT PARKING LOT



Chandler - Arizona



**PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN1005-101**

AGREEMENT NO: AI1301-201

This AGREEMENT is made this day of 2012, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Dibble Engineering, (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN1005-101.

CITY and Dibble Engineering, in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1 - DESCRIPTION OF WORK:

This project is North Airport Terminal Area Parking, Project Number AI1301-201. The scope of work consists of design services for a 50 unit parking lot, all as more particularly set forth in Exhibit A attached hereto and incorporated herein by reference.

The Annual Consultant shall not accept any change of scope, or change in contract provisions, unless issued in writing, as a contract amendment and signed by the Contract Administrator.

ARTICLE 2 - CONTRACT PRICE:

CITY shall pay Annual Consultant for completion of the Work in accordance with the Contract Documents a fee not to exceed Seventy One Thousand Nine Hundred Forty Six Dollars (\$71,946) determined and payable as set forth in Annual Contract EN1005-101 and Exhibit B attached hereto and made a part hereof by reference.

ARTICLE 3 - CONTRACT TIME:

The contract time is Sixty days and Annual Consultant agrees to complete all work within Sixty (60) days of the date CITY issues a Notice to Proceed.

ARTICLE 4 - GENERAL:

This Project Agreement is entered into pursuant to Annual Contract No. EN1005-101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

This Agreement will be effective on this _____ day of _____, 2012.

CITY OF CHANDLER

FOR THE ANNUAL:

MAYOR DATE:

By: Steve E. Rex
Title: COO

ADDRESS FOR NOTICE
City of Chandler
P.O. Box 4008, Mail Stop 407
Chandler, AZ 85244-4008
480-782-3307

ADDRESS FOR NOTICE
Mr. Steve Rex
Dibble Engineering
7500 N. Dreamy Draw Dr., Ste. 200
Phoenix, AZ 85020

APPROVED AS TO FORM:

Phone: 602-957-1155
Fax: 602-957-2838

City Attorney By: [Signature]
ATTEST:

City Clerk

EXHIBIT A SCOPE OF WORK

ANNUAL CONSULTANT, in conjunction with its subconsultants, to the satisfaction of the City of Chandler and Chandler Municipal Airport, shall prepare design plans, special provisions, specifications, quantities, cost estimating, bid assistance, and construction administration and observation services for the construction of a fifty (50) space North Airport Terminal Parking facility and associated electrical infrastructure and landscaping and irrigation. The new parking facility will provide for overflow parking from the Airport Terminal auto parking lot. The new parking facility will be located at the northwest corner of Ryan Road and Curtis Way, which is currently a vacant graded dirt parcel.

ANNUAL CONSULTANT shall provide the following services:

A. Data Collection

1. Record Information: Gather and review all available as-built drawings, utility drawings, design drawings, studies, reports and plans relevant to the project.
2. Site Visit: Perform a site visit with CR Engineers (electrical engineering sub-consultant) in order to identify general ground features, utility locations and potential utility conflicts.
3. Limited Topographical Survey: Conduct a ground-based topographical survey of existing surface facilities and ground conditions around the proposed parking lot site and adjacent retention basin.
4. Base Mapping: Utilizing topographic surveys, existing design files, photogrammetric mapping, field investigation, record drawings, and Chandler Municipal Airport's most recent Airport Layout Plan; prepare AutoCAD electronic base maps for the construction of the proposed parking lot.

B. Geotechnical Investigation and Pavement Design Report (Speedie & Associates)

Prepare geotechnical investigation and pavement design report.

- Soil borings
- Pavement section design recommendation

C. Civil Design

Prepare civil construction drawings, specifications and estimates for the following:

- Location/site plan for the parking lot, Contractor staging, stockpile and borrow locations, and Contractor site access;
- Traffic control and detouring;
- Paving, grading and drainage;
- Striping; and
- Civil construction details.

D. Electrical Engineering (CR Engineers)

Prepare electrical construction drawings, specifications and estimates for the installation of the following:

- Electrical cable and conduit for area site lighting; and
- Light pole/fixture installation details.

E. Landscape Architectural Services (Logan-Simpson Design)

Prepare landscape and irrigation construction drawings, specifications and probable construction costs:

- Landscape and irrigation construction documents
- Plant material board

F. FAA Documentation

**EXHIBIT A (cont.)
SCOPE OF WORK**

1. Construction 7460's: Prepare the FAA Form 7460 "Notice of Proposed Construction or Alteration" identifying specific locations, durations, and heights of proposed equipment necessary for construction activities. 7460 documentation will be provided to the Airport Administrator for submittal to the FAA, or Annual Consultant may perform this on the Airport Administrator's behalf, if desired by the Airport Administrator.
2. Airport Layout Plan: Update the existing AutoCAD Airport Layout Plan (ALP) to reflect the new parking lot. The draft revised ALP will be provided to the City for review, comments will be addressed, and the final revised ALP will be provided to the FAA for review and revalidation.

It is assumed that the current ALP is in substantial conformance to FAA requirements, accurately reflects the recommendations of the most current Master Plan, and that no revisions will be necessary beyond the modifications pertaining to this project.

G. Engineer's Reports

Prepare Draft and Final Engineer's Reports documenting design calculations and confirming conformance with Maricopa Association of Governments (MAG) and City of Chandler design standards, as appropriate. The Engineer's Report will include identification of standards, any modifications to standards, and Quantities and Estimates. The Engineer's Reports will include Draft and Final Geotechnical Investigation & Pavement Design Reports with the respective submittals. No Drainage Report is anticipated to be completed for this project, but Annual Consultant may reference past Airport Drainage Reports for this project.

H. Specifications

1. Technical Specifications: Prepare Technical Specifications based on MAG (as amended by the City of Chandler) requirements for all elements of the work.
2. Special Provisions/Front End Documents: Prepare ADOT-based project Contract Documents/Special Provisions based on the City of Chandler's most current template for Airport construction projects.

I. Bid-Phase Services (if requested):

Bid-Phase Services: Engineering services during the bid phase will be provided, including assistance with advertising preparations, attending the Pre-Bid meeting, responding to contractor questions, issuing addenda to the contract documents, and assisting City and Airport staff as necessary in evaluation of bids, including preparation of a Bid Tabulation, and making a recommendation for a construction contractor, if requested.

J. Design Meetings and Coordination

1. Owner Project Meetings: ANNUAL CONSULTANT's key staff will be available, along with sub-consultant staff as necessary, for periodic progress meetings with City and Airport staff, estimated at once per pre-final submittal (30% and 90%). As required by ADOT, Annual Consultant will attend the 30% and 100% design/submittal meetings in Phoenix at the ADOT Multimodal Planning Division offices.
2. Project Coordination: ANNUAL CONSULTANT will provide management of and coordination of the design team, and will provide coordination between design team members, City of Chandler/Chandler Municipal Airport staff, and other interested stakeholders as necessary.

K. Construction Administration Services (Dibble Engineering/Annual Consultant)

1. Construction-Phase Services: ANNUAL CONSULTANT will provide overall coordination with of the team and coordination with the City of Chandler/Chandler Municipal Airport. ANNUAL CONSULTANT will provide the following services:
 - a. Attend Preconstruction Conference.

**EXHIBIT A (cont.)
SCOPE OF WORK**

- b. Review and respond to the following Contractor requests:
 - i. Shop Drawings, estimated at a total of 8 (maximum of 2 reviews per Shop Drawing).
 - ii. Requests for Information (RFI's), estimated at a total of 8.
- c. Monitor the overall construction contract, including processing Contractor Pay Applications, evaluating Contractor requests for extra work and/or time extensions, and change orders.
- d. Review of final earthwork quantities and survey provided by the Contractor.
- e. Review of any Contractor Quality Control testing data.
- f. Weekly site visits and construction meeting attendance, or as needed or required by the City of Chandler. It is anticipated that the construction duration will be approximately 60 calendar days; therefore, the estimated total number of construction meetings is eight (8).
- g. Attend the Final walk-through meeting. (It is anticipated that the Pre-Final walk-through/punch-list meeting will occur at the last construction meeting.)
- h. Prepare Final Record Drawings based on Contractor redlines and field changes issued during construction. Record Drawing submittal will include 1-full size set of mylars and electronic (PDF) versions of the final Record Drawings and the Contractor redlines.
- i. Preparation and submittal of the Final Engineer's Construction Report.
- j. Provide coordination with sub-consultants (CR Engineers, Speedie & Associates, and Logan-Simpson Design) providing Construction Administration support services.

L. Electrical Construction Observation Services (Allowance – CR Engineers)

CR Engineers will provide periodic construction observation services and coordination for the electrical elements of this project, including:

- 1. Attendance at the Pre-Construction Meeting;
- 2. Review of Contractor electrical shop drawings (estimated at 4 submittals);
- 3. Responding to RFI's (estimated at 4 submittals);
- 4. Attendance at the Final Punchlist walk-through meeting; and
- 5. Prepare Final Electrical Record Drawings based on Contractor redlines and field changes issued during construction.

M. Quality Assurance Testing (Allowance – Speedie & Associates)

Speedie & Associates will provide materials/quality assurance testing per the project specifications for final material acceptance, including subgrade, aggregate base course, asphalt concrete pavement, and concrete curb.

N. Landscape & Irrigation Construction Observation Services (Allowance – Logan-Simpson Design)

Logan-Simpson Design will provide periodic construction observation services and coordination for the landscaping and irrigation elements of this project, including:

- 1. Attendance at the Pre-Construction Meeting;
- 2. Review of Contractor electrical shop drawings (estimated at 4 submittals);
- 3. Responding to RFI's (estimated at 4 submittals);
- 4. Attendance at the Final Punchlist walk-through meeting; and
- 5. Prepare final electrical Record Drawings based on Contractor redlines and field changes issued during construction.

**EXHIBIT A (cont.)
SCOPE OF WORK**

O. Miscellaneous

1. This proposal is based on an assumed three-month design schedule for design from December 2012 through March 2013. A mutually agreed upon design and submittal schedule for this project will be developed with the City. The anticipated submittal schedule will include: 30% plans, draft Engineer's Report, outline specifications, quantities and estimates; 90% pre-final plans, specifications, quantities, and estimates; 100% plans, specifications and contract documents, Final Engineer's Report, quantities and estimates; and Final/Bid Set plans, sealed specifications and contract documents, quantities and estimates.
2. All plans are to be prepared in AutoCAD Civil 3D 2011 (or current version used by City of Chandler). All work will be prepared in conformance to MAG standards (as amended by the City of Chandler).
3. Design Quality Control/Quality Assurance: ANNUAL CONSULTANT will perform quality control reviews of their own work prior to each submittal utilizing standard checking processes plus separate review of project documents by the Annual Consultant's Quality Control Manager.
4. ANNUAL CONSULTANT will make monthly "Design and Progress Reports", including invoicing, to the City of Chandler in a format acceptable to the City.
5. The Final/Bid Set as well as the Record Drawing submittals for the project will include sealed mylar originals of the construction plans, electronic (CD-ROM) versions of the construction plans, PDF versions of the plans and Final Engineer's Report, and sealed hardcopies and electronic versions of the specifications.

**EXHIBIT B
FEE SCHEDULE**

	SR. PROJ	PROJ	SR	ENG	ASST ENG.		ADMIN.	TOTAL
	MGR	MGR	ENG	(P.E.)	(E.I.T.)	TECH	ASST	HOURS
DESIGN PHASE SERVICES								
1.	Project Mgmt & Admin.	4	12					16
2.	Site Visit		4		4			8
3.	FAA/ADOT Coordination		4					4
4.	30% Civil Plans		4		32	32		68
5.	Draft Engineer's Report		2		8	4	2	16
6.	90% Civil Plans		6		24	40		70
7.	Final Specifications & Contract Docs.		6		20		2	28
8.	Final 100% Bid Set Plans		2		4	8		14
9.	Final Engineer's Report		2		4	2	2	10
10.	Construction Safety Plan		4		8	2		14
11.	Overall QA/QC	4		12				16
Total - Design Phase Services		8	46	12	0	104	88	264
BID PHASE SERVICES								
1.	Pre-Bid Meeting	4	4					8
2.	Contractor Questions and Addenda	4	4		4	2		14
Total - Bid Phase Services		8	8	0	4	2	0	22
CONSTRUCTION PHASE SERVICES								
1.	Project Management and Admin.	2	6				6	14
2.	Pre-Construction Conference	4	4					8
3.	Submittal/Shop Drawing Reviews	2	4		8			14
4.	Contractor RFI's	2	4		4			10
5.	Construction Meetings/Site Visits (8)	8	32		8			48
6.	Final Walkthrough	4	4					8
7.	Record Drawings	2	2		4	4	4	16
8.	Final Construction Report	2	4		8	2	2	18
Total - Construction Phase Services		26	60	0	32	6	6	136
TOTAL DIRECT LABOR HOURS		42	114	12	36	112	94	422

**EXHIBIT B (cont.)
FEE SCHEDULE**

LABOR FEE BY TASK		\$146.00 SR. PROJ MGR	\$137.00 PROJ MGR	\$126.00 SR ENG	\$121.00 ENG (P.E.)	\$95.00 ASST ENG. (E.I.T.)	\$82.00 TECH	\$49.00 ADMIN. ASST	TOTAL TASK FEE
DESIGN PHASE SERVICES									
1.	Project Management and Admin.	\$584.00	\$1,644.00						\$2,228.00
2.	Site Visits		\$548.00			\$380.00			\$928.00
3.	FAA/ADOT Coordination/Meetings		\$548.00						\$548.00
4.	30% Civil Plans		\$548.00			\$3,040.00	\$2,624.00		\$6,212.00
5.	Draft Engineer's Report		\$274.00			\$760.00	\$328.00		\$1,362.00
6.	90% Civil Plans		\$822.00			\$2,280.00	\$3,280.00		\$6,382.00
7.	Final Specs & Contract Docs.		\$822.00			\$1,900.00			\$2,722.00
8.	Final 100% Bld Set Plans		\$274.00			\$380.00	\$656.00		\$1,310.00
9.	Final Engineer's Report		\$274.00			\$380.00	\$164.00		\$818.00
10.	Construction Safety Plan		\$548.00			\$760.00	\$164.00		\$1,472.00
11.	Overall QA/QC	\$584.00		\$1,512.00					\$2,096.00
Total - Design Phase Services		\$1,168.00	\$6,302.00	\$1,512.00	\$0.00	\$9,880.00	\$7,216.00		\$26,078.00
BID PHASE SERVICES									
1.	Pre-Bid Meeting	\$584.00	\$548.00						\$1,132.00
2.	Contractor Questions and Addenda	\$584.00	\$548.00		\$484.00	\$190.00			\$1,806.00
Total - Bid Phase Services		\$1,168.00	\$1,096.00	\$0.00	\$484.00	\$190.00	\$0.00	\$0.00	\$2,938.00
CONSTRUCTION PHASE SERVICES									
1.	Project Management and Admin.	\$292.00	\$822.00					\$294.00	\$1,408.00
2.	Pre-Construction Conference	\$584.00	\$548.00						\$1,132.00
3.	Submittal/Shop Drawing Reviews	\$292.00	\$548.00		\$968.00				\$1,808.00
4.	Contractor RFI's	\$292.00	\$548.00		\$484.00				\$1,324.00
5.	Construction Meetings/Site Visits (8)	\$1,168.00	\$4,384.00		\$968.00				\$6,520.00
6.	Final Walkthrough	\$584.00	\$548.00						\$1,132.00
7.	Record Drawings	\$292.00	\$274.00		\$484.00	\$380.00	\$328.00		\$1,758.00
8.	Final Construction Report	\$292.00	\$548.00		\$968.00	\$190.00	\$164.00		\$2,162.00
Total - Construction Phase Services		\$3,796.00	\$8,220.00	\$0.00	\$3,872.00	\$570.00	\$492.00	\$294.00	\$17,244.00
TOTAL LABOR FEE		\$6,132.00	\$15,618.00	\$1,512.00	\$4,356.00	\$10,640.00	\$7,708.00	\$294.00	\$46,260.00

**EXHIBIT B (cont.)
FEE SCHEDULE**

DIRECT COSTS		
DESIGN PHASE SERVICES		
1.	Submittal Printing	\$400.00
2.	Mileage	\$150.00
Total - Design Phase Services		\$550.00
CONSTRUCTION PHASE SERVICES		
1.	Submittal Printing	\$300.00
2.	Mileage	\$450.00
Total - Bid-Phase Services		\$750.00
TOTAL DIRECT COSTS		\$1,300.00
FEE SUMMARY		
	Design Phase Services Labor Fee	\$26,078.00
	Bid Phase Services Labor Fee	\$2,938.00
	Construction Phase Services Labor Fee	\$17,244.00
	Direct Costs	\$1,300.00
	Allowance (Sub-Consultant) Costs	\$24,386.00
TOTAL CONTRACT AMOUNT		\$71,946.00

ALLOWANCE (SUB-CONSULTANT) COSTS		
DESIGN PHASE SERVICES		
1.	Design Topographical Survey (Dibble Engineering)	\$3,380.00
2.	Electrical Engineering (CR Engineers)	\$5,490.00
3.	Geotechnical Services (Speedle and Associates)	\$1,910.00
4.	Landscape Architectural Services (Logan Simpson Design)	\$4,100.00
Total - Design Phase Services		\$14,880.00
BID-PHASE SERVICES		
1.	Electrical Bid-Phase Services (CR Engineers)	\$506.00
Total - Bid Phase Services		\$506.00
CONSTRUCTION PHASE SERVICES		
1.	Electrical Construction Observation (CR Engineers)	\$3,000.00
2.	Quality Assurance Testing (Speedle & Assoc)	\$3,000.00
3.	Landscape Inspection (Logan-Simpson)	\$3,000.00
Total - Construction Phase Services		\$9,000.00
TOTAL ALLOWANCE (SUB-CONSULTANT) COSTS		\$24,386.00