



**PURCHASING ITEM
FOR
COUNCIL AGENDA
Memo No. CA08-126**

1. Agenda Item Number:
30

2. Council Meeting Date:
December 13, 2007

TO: MAYOR & COUNCIL

3. Date Prepared: November 26, 2007

THROUGH: CITY MANAGER

4. Requesting Department: Public Works

5. SUBJECT: Award a project agreement to Gilbertson Associates for Design of Perimeter Access Road at Chandler Municipal Airport, Project No. AI0703-201, in an amount not to exceed \$49,330.

6. RECOMMENDATION: Staff recommends that Council award a project agreement to Gilbertson Associates for Design of Perimeter Access Road at Chandler Municipal Airport, Project No. AI0703-201, in an amount not to exceed \$49,330.

7. BACKGROUND/DISCUSSION: Service and maintenance vehicles at the Chandler Municipal Airport frequently cross taxiways and runways in order to travel from the northwest side of the airport to the southeast side. The Federal Aviation Administration (FAA) has recommended that the City construct a simple perimeter access road around the northern end of the runways. This would allow ground vehicles to avoid potential conflicts with aircraft operations and would improve overall safety. The FAA has provided grant funding for the project.

8. EVALUATION: The consultant selection process was conducted in accordance with established City policies and procedures. On March 20, 2007, staff received statements of qualifications from eleven firms to provide airport facility and infrastructure design services. The selection committee consisted of the following members:

- Greg Chenoweth, Airport Manager
- Guy Lennon, Management Assistant
- Robert Soller, Engineering Project Manager
- Paul Young, Senior Engineer
- John McNellis, Resident

Staff recommended a contract award to Gilbertson Associates. The hourly rates for this project agreement were compared to standard industry rates and found to be acceptable.

9. FINANCIAL IMPLICATIONS:

Cost: \$49,330
Savings: N/A
Long Term Costs: N/A

Fund Source:

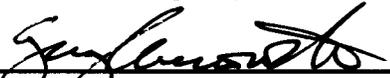
<u>Acct. No.:</u>	<u>Fund Name:</u>	<u>Program Name:</u>	<u>CIP Funded:</u>	<u>Amount:</u>
217.4110.0000.6910.8AI652	Grants in Aid	Access Perimeter	FY07/08	\$48,097
635.4110.0000.6910.8AI652	Airport Operating Fund	Road	FY07/08	\$ 1,233

10. PROPOSED MOTION: Move that Council award a project agreement to Gilbertson Associates for Design of Perimeter Access Road at Chandler Municipal Airport, Project No. AI0703-201, in an amount not to exceed \$49,330, and authorize the Mayor to sign the contract documents.

ATTACHMENTS: Location Map, Agreement

APPROVALS

11. Requesting Department


Greg Chenoweth, Airport Manager

13. Department Head


R.J. Zedel, Public Works Director

12. City Engineer

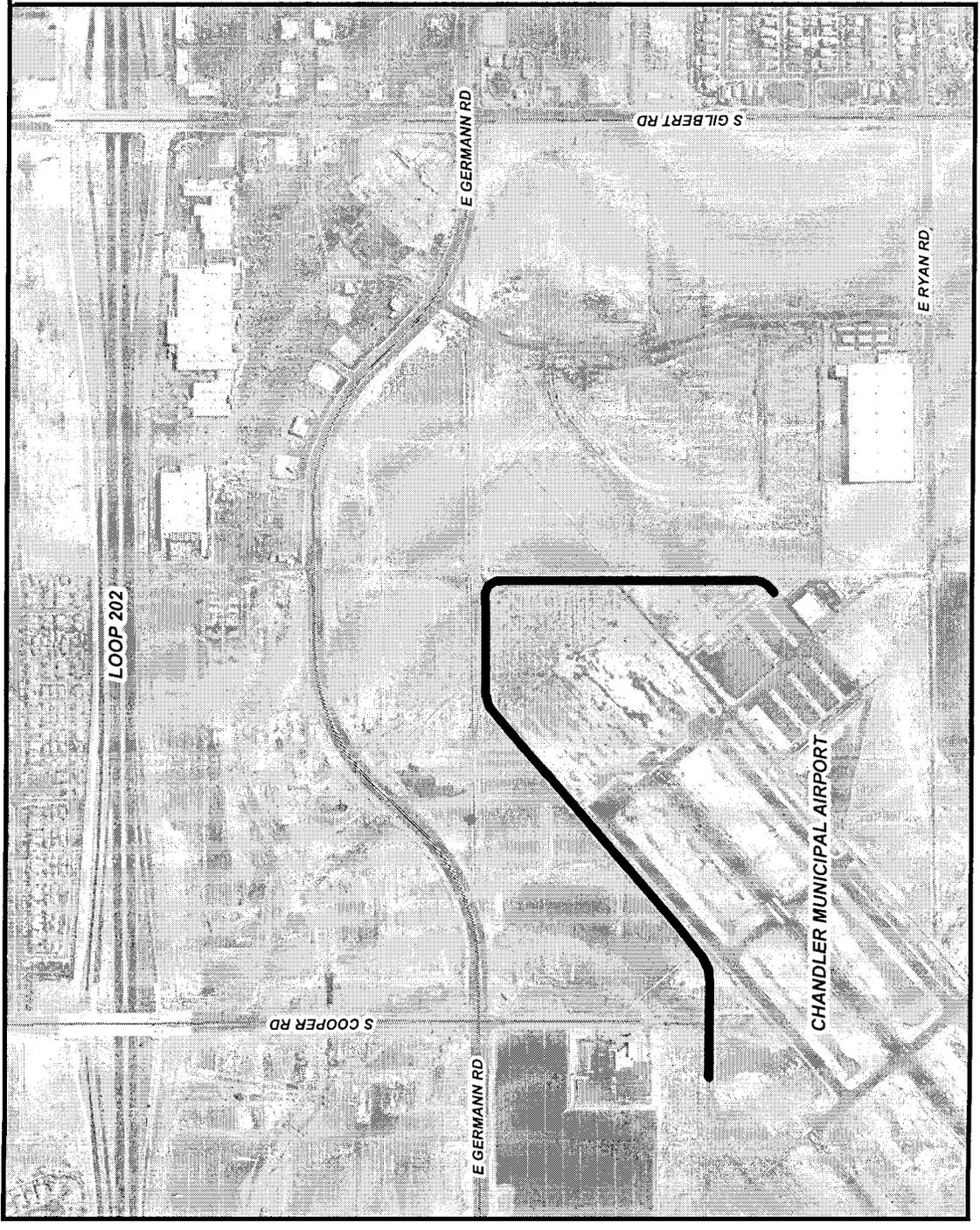
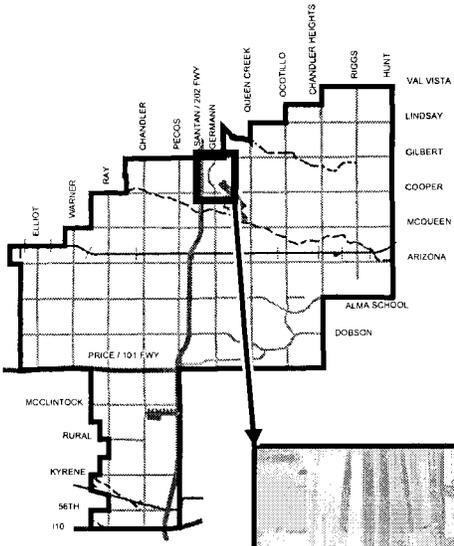

Sheina Hughes, Acting Assistant Public Works
Director/City Engineer

14. City Manager


W. Mark Pentz



PERIMETER ACCESS ROAD AT CHANDLER MUNICIPAL AIRPORT PROJECT NO. AI0703-201



MEMO NO. CA08-126

LEGEND

— PROPOSED ACCESS ROAD



**PROJECT AGREEMENT
PURSUANT TO ANNUAL CONTRACT NO. EN0707-101**

AGREEMENT NO: AI0703-201

This AGREEMENT is made this _____ day of _____, 2007, by and between the City of Chandler, a municipal corporation (hereinafter referred to as "CITY") and Wilcox Professional Services of Arizona, LLC, doing business as Gilbertson Associates, Inc., (hereinafter referred to as "Annual Consultant") and is a project agreement entered into pursuant to Annual Contract No. EN0707-101.

CITY and Gilbertson Associates, Inc., in consideration of the mutual covenants herein set forth, agree as follows:

ARTICLE 1. DESCRIPTION OF WORK

This project is Design of Perimeter Access Road at Chandler Municipal Airport, Project Number AI0703-201. The scope of work consists of preparation of plans and specifications and provide bidding assistance for construction of airport perimeter road, 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 Forty Nine Thousand Three Hundred Thirty Dollars (\$49,330) determined and payable as set forth in Annual Contract EN0707-101 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. EN0707-101 and the terms and conditions contained therein are incorporated herein by reference as if set forth in full.

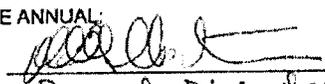
IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

This Agreement will be effective on this _____ day of _____, 2007.

CITY OF CHANDLER

FOR THE ANNUAL:

DEPARTMENT HEAD/DESIGNEE DATE:

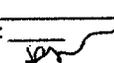
By: 
Title: Project Director

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

ADDRESS FOR NOTICE
Mr. David Gilbertson
Gilbertson Associates, a Wilcox Co.
8502 E. Princess Dr., Ste. 100
Scottsdale, AZ 85255-5465

APPROVED AS TO FORM:

Phone: 607-2244
Fax: 607-2299

ATTEST: City Attorney By: 

City Clerk

EXHIBIT A SCOPE OF WORK

ANNUAL CONSULTANT shall provide professional services required for preparation of plans and specifications and provide bidding assistance for construction of a 5,200 L.F.± airport perimeter road on east side of airport. The work shall conform to the latest editions of the City of Chandler Standard Details and Specifications, Maricopa Association of Governments (MAG) Standard Specifications and Details, and Federal Aviation Administration (FAA) Standard Specifications as applicable.

ANNUAL CONSULTANT shall provide the following services:

Preliminary Design

During this element of work the ANNUAL CONSULTANT shall develop those data necessary to define the detailed scope of the construction project, and shall also prepare schematic designs for each item of work and develop estimates of construction cost.

A. Data Collection

The following activities would be completed to obtain baseline information required for design development.

- Conduct meeting with Sponsor and design team to review key design issues.
- Conduct geotechnical investigation to establish basis of structural design of the Perimeter Road.
- Collect information of record regarding the project, including existing utility locations, drainage improvements and the like.
- Coordinate with each public utility company for determination of utility conflicts as required.
- Set horizontal and vertical control and obtain design topography.

B. Preliminary Design Documents (30% Design)

During preliminary design the following documents would be prepared.

- A typical perimeter road section. – 1 sheet
- Preliminary plans and profile drawings. – 11 sheets
- A drainage analysis.[GSC1]
- An estimate of construction cost.
- A listing of proposed technical specifications.
- A Preliminary ANNUAL CONSULTANT's Report documenting the basis for project design.

C. 30% Design Submittal

During the 30% design submittal the preliminary plans and preliminary ANNUAL CONSULTANT's Report will be submitted to the Sponsor and ADOT/Aeronautics Division [GSC2]for review. The ANNUAL CONSULTANT shall arrange and attend a 30% design review meeting at ADOT Aeronautics Division. Upon Sponsor and ADOT concurrence with the project scope the ANNUAL CONSULTANT shall commence final design.

ANNUAL CONSULTANT shall be responsible for revising plans to incorporate any and all redline comments from City of Chandler, FAA, ADOT, and other third party agencies as required.

II. Final Design

During the final design the ANNUAL CONSULTANT shall prepare specifications, grading and drainage and paving plans for the perimeter road.

ANNUAL CONSULTANT shall be responsible for revising plans to incorporate any and all redline comments from City of Chandler, FAA, ADOT, and other third party agencies as required.

The ANNUAL CONSULTANT in conjunction with Sponsor's Contract Administration Division shall prepare documents required to solicit competitive bids for construction of the improvements listed below. These documents and services will include but are not limited to:

A. Project Plans [GSC3]

- Cover Sheet – 1 sheet
- Project Layout Plan – 1 sheet
- Grading and Paving Plans – 11 sheets
- Typical Sections and Details – 1 sheet
- Full copy of the plans in Auto-Cad file format on CD to include cross-referenced or linked files comprising the final set of Project Plans

B. Construction Specifications (Technical Provisions)

The ANNUAL CONSULTANT shall prepare specifications for each item of construction noted on the project plans. FAA specifications will be incorporated, where applicable. City of Chandler and MAG specifications will be incorporated in the project where possible.

C. Bid Documents

The following will be provided in electronic format (Word document) to Sponsor for incorporation by Sponsor into a standard City of Chandler bid package.

- Bid Schedule
- Special Provisions
- Technical Provisions
- Affirmative Action Requirements
- Disadvantaged Business Enterprise Data
- Federal Contract Provisions as required including Federal Wage Scale.

D. The plans and specifications will be certified as meeting FAA design standards and forwarded to FAA (if necessary), ADOT and the City of Chandler for approval along with the ANNUAL CONSULTANT 's Report documenting basis for final design. A cost estimate will be included with the ANNUAL CONSULTANT's Report.

III. Bid Phase

During the bidding phase, the ANNUAL CONSULTANT will assist the Sponsor in obtaining bids for the project. Work in this phase of the project shall include the following:

- Assist Sponsor in preparing Advertisement for Bid.
- Attend and participate in a Pre-Bid Conference and the Bid Opening.
- Preparation of Addendum as may be required.
- Tabulation of Bids and forwarding necessary documentation to FAA/ADOT Aeronautics Division for concurrence in Bid Award.

EXCLUSIONS

- Environmental Documentation
- Construction Administration Services

**EXHIBIT B
FEE SCHEDULE**

DESCRIPTION	PROJ. DIR.	PROJ. MGR.	ENGR/ DES	TECH	DRFT	CLER	R.L.S.	SURVEY CREW	TOTAL HOURS	TOTAL FEE
1. PRELIMINARY DESIGN										
A. Data Collection										
Meetings and Coordination	8	8				2			18	\$ 2,510
Geotechnical Investigation			8						LS	\$ 4,000
Collect Information of Record		8	8	8					24	\$ 2,640
Design Topo and Survey Control			4	8			8	30	50	\$ 6,560
B. Preliminary Design Documents										
Schematic Plans and Details	2	8	8	8	32				58	\$ 5,220
Specifications Listing		2	4							\$ 700
Construction Cost Estimates	2	2	8						12	\$ 1,480
Hydraulic Analysis		4	8						12	\$ 1,400
Basis of Design Report	4	8				4			16	\$ 1,940
C. 30% Design Submittal										
Design Review Meeting at ADOT		6				2			8	\$ 890
Sub-Total - Preliminary Design	16	46	48	24	32	8	8	30	198	\$ 27,340
II. FINAL DESIGN										
A. Project Plans	2	8	16	8	40				74	\$ 6,660
B. Construction Specifications	4	4	8			8			24	\$ 2,520
C. Contract Documents	2	8				8			18	\$ 1,820
D. Engineer's Report	2	8	8		4	4			26	\$ 2,760
E. Submittals and Coordination		8	8			4			20	\$ 2,140
Printing & Reproduction									LS	\$ 2,000
Sub-Total - Final Design	10	36	40	8	44	24	0	0	162	\$ 17,900
III. BIDDING										
Advertise Bid	2	4				2			8	\$ 970
Pre-Bid Conference		6							6	\$ 780
Addendums	2	4			2	2			10	\$ 1,110
Bid Opening		6							6	\$ 780
Bid Tabulation/Review	2					2			4	\$ 450
Sub-Total - Bidding	6	20	0	0	2	6	0	0	34	\$ 4,090
TOTAL HOURS & FEES	32	102	88	32	78	38	8	30	394	\$ 49,330