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COMMUNITY DEVELOPMENT

Planning,
Zoning,
Building Safety,
Construction Inspection Services,
Public Health,
Housing Inspections,
Code Enforcement

MEMORANDUM

To: Mayor and City Council Members

Cc: Gregg Mandsager, City Administrator
Dave Gobin, Community Development Director

From: Adam Thompson, Community Development Coordinator

Date: May 1, 2018

Re: FYE 19 Airport General Engineering Services Agreement

INTRODUCTION & BACKGROUND: The City of Muscatine selected Bolton & Menk to provide engineering services at the Airport from November 2016 through November 2021.

The scope of services is as follows: "providing historical airport mapping, plans, data, and reports to the city and researching/responding to miscellaneous airport-related questions from the City and FBO, planning airport development, assisting with grant applications." The agreement is not to exceed \$5000.00. Hourly rates are included in the agreement. The only activities that are to be completed are directly requested by staff.

RECOMMENDATION: It is recommended that the City Council approve the attached professional services agreement with Bolton & Menk, Inc. for the period beginning July 1, 2018 through June 30, 2019 for general engineering services as needed for the Muscatine Municipal Airport.

1. Agreement

WORK ORDER # 3
TO
PROFESSIONAL SERVICES CONTRACT
GENERAL AIRPORT PLANNING AND ENGINEERING SERVICES FY 2019

BETWEEN: The City of Muscatine,
An Iowa municipal corporation (Client)

AND: Bolton & Menk, Inc. (Consultant)

EFFECTIVE DATE: May_____, 2018

RECITALS

1. City owns and operates the Muscatine Municipal Airport located in Muscatine, Iowa.
2. This is the fourth Work Order to the Professional Master Services Contract dated effective November 1, 2016, between City and Bolton & Menk. This work order shall apply to work completed within the City's fiscal year July 1, 2018 through June 30, 2019.

AGREEMENT

1. **Services to be Provided.** "On Call" Engineering and Planning Services. These services may include, but are not limited to, Airport Planning, Design, and Construction; CIP Updates; Airport Management. All work will have the prior approval of the Airport Administrator prior to commencing the work.
2. **Schedule.** Work will be completed upon request or in accordance with a detailed schedule agreed to prior with the Client.
3. **Consideration.** The services described shall be provided at an hourly cost per the current year Aviation Rate Schedule (2018 Rate Schedule attached) to be drawn down from an established fund of \$5,000.00 per City's fiscal year. Should requested work exceed the established fund, the Consultant shall inform the City prior to exceeding the fund maximum.

Progress payments shall be made in accordance with Section 3 of the Master Contract.

4. **Authorization**

City of Muscatine, Iowa

Bolton & Menk, Inc.

By: _____
Diana Broderson Date
Mayor

By: Ronald A Roetzel 4-20-2018
Ronald A. Roetzel, P.E. Date
Aviation Services Manager

Attest: Greg Mandsager Date
City Administrator

2018 SCHEDULE OF FEES

The following fee schedule is based upon competent, responsible professional services and is the minimum, below which adequate professional standards cannot be maintained. It is, therefore, to the advantage of both the professional and the client that fees be commensurate with the service rendered. Charges are based on hours spent at hourly rates in effect for the individuals performing the work. The hourly rates for principals and members of the staff vary according to skill and experience. The current specific billing rate for any individual can be provided upon request.

The fee schedule shall apply for the period through December 31, 2018. These rates may be adjusted annually thereafter to account for changed labor costs, inflation, or changed overhead conditions.

These rates include labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise agreed, the above rates include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately. Rates and charges do not include sales tax, if applicable.

Employee Classification	Hourly Billing Rates
Sr. Principal Engineer/Surveyor	\$150-250/Hour
Sr. Project Manager - Principal Engineer/Surveyor/GIS/LA	\$128-195
Senior Transportation/Aviation Planner	\$125-170
Project Manager (Inc. Landscape Architect and GIS)	\$70-175
Project/Design Engineer/Planner/Landscape Architect	\$65-190
Licensed Surveyor/Project Surveyor	\$95-150
Specialist (Nat. Resources; GIS; Traffic; Graphics; Other)	\$59-156
Senior Technician (Inc. Survey ¹)	\$92-170
Technician (Inc. Survey ¹)	\$65-145
Administrative Assistant	\$45-90
Structural/Electrical/Mechanical/Architect	\$120-215
GPS/Robotic Survey Equipment	NO CHARGE
CAD/Computer Usage	NO CHARGE
Routine Office Supplies	NO CHARGE
Routine Photo Copying/Reproduction	NO CHARGE
Field Supplies/Survey Stakes & Equipment	NO CHARGE
Mileage	NO CHARGE

¹ No separate charges will be made for GPS or robotic total stations on Bolton & Menk, Inc. survey assignments; the cost of this equipment is included in the rates for Survey Technicians.