

**CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD
TERMINAL BUILDING RENOVATIONS
CONSTRUCTION ADMINISTRATION (CA) PHASE SERVICES**

Work Authorization Number 11-23

Date: July 3, 2023

Atkins No. 1000xxxx
(Project Identification No.)

It is agreed to undertake the following work pursuant to the terms and condition of the Agreement For Professional Airport Services between the City of Crossville (OWNER) and Atkins (ENGINEER) dated the 13th day of June 2019, and which is incorporated herein by reference and whose terms and conditions shall govern and control this Contract unless stated herein.

Scope of Services:

The ENGINEER shall provide professional services for the *Terminal Building Renovations – Construction Administration (CA) Phase* at the Crossville Memorial Airport – Whitson Field (the Project). Services of the ENGINEER are more particularly described in Attachment A, “Engineer’s Scope of Services”.

Time of Performance:

The services of the ENGINEER under this Work Authorization No. 11-23 shall commence when the OWNER has executed this Work Authorization and all services and work required shall be rendered and completed by the ENGINEER in a timely manner as follows:

1. Construction phase services are expected to begin in August 2023 with issuance of the conformed set of construction contract documents, and review of the construction contractor’s material and equipment submittals.
2. Based on the 300-calendar day construction period, the project is anticipated to be complete in May 2024.

The OWNER may grant extensions of time to the ENGINEER for the performance and completion of services and work under this Work Authorization if there are delays due to circumstances reasonably beyond the control of the ENGINEER.

Compensation:

The OWNER shall compensate the ENGINEER under the herein described Scope of Services a lump sum amount of **Twenty-Eight Thousand Nine Hundred Dollars and Zero Cents (\$28,900.00)** for Construction Administration (CA) Services and Construction Administration (CA) Services-Subconsultants as estimated by the ENGINEER and set forth in Attachment B, "Engineer's Estimate of Compensation". Progress payments to the ENGINEER for CA Services shall be by an estimate of percent complete.

Agreed as to Scope of Services, Time of Performance and Compensation:

OWNER: **City of Crossville**

ENGINEER: **Atkins**

Date: _____

Date: _____

ATTACHMENT A

ENGINEER'S SCOPE OF SERVICES WORK AUTHORIZATION No. 11-23

TERMINAL BUILDING REVONVATIONS – CONSTRUCTION ADIMINISTRATION (CA) PHASE SERVICES

TAD Project No. 18-555-0760-23 at the CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD

PROJECT DESCRIPTION AND GENERAL SCOPE OF SERVICES

The project is the continuation of Work Authorization 10-22 which involved the design and bid phase services to develop bid plans and specs for the Terminal Building Renovations project. The Services provided with Work Authorization 11-23 is intended to address the construction phase services as outlined below. Given the project scope, duration, coordination, and effort involved with this project, Architectural Construction Administration (CA) subconsultant services are included as part of this Scope of Work (SOW).

I. SPECIAL SERVICES – ENGINEER CA PHASE

- A. Prepare conformed documents incorporating addendum(s), if any issued during the bidding phase, and final contract documents to be issued for construction.
- B. Consult with and advise OWNER and act as their representative as provided in the Contract Documents.
- C. Review and approve (or take other appropriate action in respect of) Shop Drawings, as that term is defined in the Contract Documents and submittals, the result of tests and inspections and other data which each Contractor is required to submit, but only for conformance with the design concept of the Project and compliance with

ATTACHMENT A

- the information given in the Contract Documents (Such review and approval or other action shall not extend to means, methods, sequences, techniques or procedures of construction or to safety precautions and programs incident thereto); determine the acceptability of substitute materials and equipment proposed by Contractor(s); and receive and review (for general content as required by the Specifications) maintenance and operating instructions, schedules, guarantees, bonds and certificates of inspection which are to be assembled by Contractor(s) in accordance with the Contract Documents. It is agreed herein that the ENGINEER will not be required to review more than two submittals from the Contractor for each item requiring a submittal without additional compensation.
- D. Issue necessary interpretations and clarifications of the Contract Documents and in connection therewith prepare change orders as required; notify OWNER of the need for any special inspection or testing of the work and advise OWNER of the cost thereof and; upon approval, to require special inspection or testing of the work; act as initial interpreter of the requirements of the Contract Documents and judge of the acceptability of the work thereunder and make recommendations on all claims of Contractor(s) relating to the acceptability of the work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of the work. ENGINEER shall not be liable for the results of any such interpretations or recommendations rendered by him/her in good faith.
- E. Based on ENGINEER's on-site observations as an experienced and qualified design professional, determine the amounts owing to Contractor(s) and recommend in writing payments to Contractor(s) in such amounts. Such recommendations of payment will constitute a representation to OWNER, based on such observations and review, that the work has progressed to the point indicated, and that, to the best of ENGINEER's knowledge, information and belief, the quality of such work is in accordance with the Contract Documents (subject to a final evaluation upon completion, to the results of any subsequent tests called for in the Contract Documents, and to any qualifications stated in his/her recommendation), and that

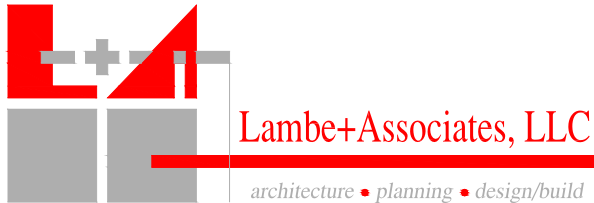
ATTACHMENT A

payment of the amount recommended is due Contractor(s).

- F. Conduct an inspection to determine if the Project is substantially complete and a final inspection to determine if the work has been completed in accordance with the Contract Documents and if each Contractor has fulfilled all of his/her obligations thereunder so that ENGINEER may recommend, in writing, final payment to the Contractor(s) and may give written notice to OWNER and the Contractor(s) that the work is acceptable (subject to any conditions therein expressed), but any such recommendation and notice shall be subject to the limitations expressed in paragraph E above.
- G. ENGINEER shall not be responsible for the acts or omissions of any Contractor, or subcontractor, or any of the Contractor(s)' or subcontractors' agents or employees or any other persons (except ENGINEER's own employees and agents) at the site or for otherwise performing any of the Contractor(s)' work; however, nothing contained in the above paragraphs A through G, inclusive, shall be construed to release ENGINEER from liability for failure to properly perform duties undertaken by him/her in the Contract Documents.
- H. The ENGINEER will utilize drawings and information provided by the Contractor to prepare for the OWNER a set of record drawings showing as-constructed conditions of Project. Deliverables to consist of one 11"x17" hardcopy set of prints along with electronic copies in Adobe (pdf) format.

II. SPECIAL SERVICES – SUBCONSULTANTS CA PHASE

- A. Architect Services
 - 1. The ENGINEER shall hire the services of Lambe + Associates, LLC. to perform the Architectural Construction Administration (CA) services required for this project. Architectural services are identified on the next 4 pages:



April 4, 2023

Stefan Bobot, Jr., PE
Senior Project Manager, Aviation Services
Engineering, Design, and Project Management
Atkins, Member of the SNC-Lavalin Group
404 BNA Drive, Suite 600
Nashville, TN 37217

**RE: Proposal for Construction Administrative Services
Terminal Building Renovation and Expansion at
Crossville Memorial Airport - Crossville, TN**

Dear Stefan,

It has been a pleasure working with you and Atkins Global at the Crossville Memorial Airport (CSV) to provide design services for the Terminal Building renovation and expansion. Thank you for the opportunity to submit this proposal for professional services to provide post-bid Construction Administrative services during the construction phase of the project. Lambe + Associates, LLC (L+A) look forward to continuing our work with you and CSV towards the successful completion of this project.

SCOPE OF WORK

L+A will provide Construction Administrative (CA) services to assist Atkins, the Owner, and Contractor during the construction phase. These services typically include technical reviews of submittals and shop drawing information submitted by the Contractor for compliance with the drawings and specifications, periodic site observation visits, review of the work in place for confirmation of pay applications submitted by the contractor and addressing miscellaneous issues that may arise during the work. Our work scope and fees are based on a construction duration of ten (10) months. We have included twelve (12) site visits during the CA phase. Additional site visits above the specified quantity would be charged on an hourly basis at the consultant's or engineer's hourly rates.

Specifically, our Construction Administrative (CA) services will include:

- Issuing an Intent to Award letter to the Contractor,
- Facilitating execution of contracts between Owner and Contractor,
- Conducting a Pre-Construction Meeting with the Contractor,
- Issuing the official Notice to Proceed,
- Perform technical reviews of all submittals and shop drawings,
- Confirm compliance of work with the drawings and specifications,
- Conduct monthly Owner/Architect/Contractor (OAC) progress meetings on-site,
- Review of the work in place for confirmation of pay applications submitted by the Contractor,

- Addressing miscellaneous issues that may arise during the work,
- Issuing Supplemental Drawings (all disciplines) when required,
- On-site observation (all engineering disciplines) at Substantial Completion,
- Develop Substantial Completion punch-list,
- On-site observation (all engineering disciplines) at Final Completion,
- Develop Final Completion punch-list,
- Facilitate Close-Out documentation including O&M Manuals, Warranties, etc.

SCHEDULE OF FEES

L+A’s fee structure for Construction Administrative services is proposed as a lump-sum fee, based on the estimated time required to complete each task at our current hourly rates (*copy attached*) as follows:

Personnel	Hrly Rate	Est Hrs	Man-Hour Costs
Sr Principal Architect	\$250.00 per hour x	10 =	\$2,500.00
Sr Project Mgr (Arch)	\$195.00 per hour x	24 =	\$4,680.00
Senior Architect	\$165.00 per hour x	9 =	\$1,485.00
Project Architect	\$145.00 per hour x	9 =	\$1,305.00
Jr. Architect	\$120.00 per hour x	24 =	\$2,880.00
Specifications	\$105.00 per hour x	5.5 =	\$577.50
CADD Technician	\$95.00 per hour x	34 =	\$3,230.00
Administrative	\$75.00 per hour x	36 =	\$2,700.00
151.5			\$19,357.50 (Rounded to \$19,400)

Reimbursable expenses in addition to the lump sum fees include all printing costs, mileage, color renderings or 3-D perspectives, and/or professional photography. Such expenses would be billed with a 1.2 percent mark-up to cover administrative costs, but only after prior approval by you. L+A will invoice upon completion of each phase of work, or monthly, whichever comes first, and payment is due at that time.

We propose the following fees for Construction Administrative services as described above:

Construction Administration Services: \$19,400
*Architecture, Structural, Mechanical, Plumbing,
 & Electrical Engineering*

Note: Site visits requested by the Owner, Contractor, or others in excess of the number of visits included in the fee will be charged @ \$1,200/man/trip.

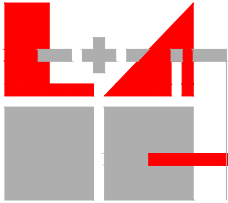
Lambe + Associates, LLC appreciate the opportunity to work with you and Atkins Global on this project. Please feel free to contact me at 615.771.9601 or 615.973.4290 should you have any questions.

Sincerely,

Lambe + Associates, LLC



Timothy A. Lambe, AIA/NCARB
Principal



Lambe+Associates, LLC

architecture • planning • design/build

LAMBE + ASSOCIATES, LLC

HOURLY RATE SCHEDULE

Updated June 1, 2021

Senior Principal Architect	\$ 250.00 per hour
Senior Project Manager Architect	\$ 195.00 per hour
Senior Architect	\$ 165.00 per hour
Project Architect	\$ 145.00 per hour
Junior Architect	\$ 120.00 per hour
Specifications Writer	\$ 105.00 per hour
Architect On-Site	\$ 95.00 per hour
CADD Technician	\$ 95.00 per hour
Administration	\$ 75.00 per hour

ATTACHMENT A

OWNER'S RESPONSIBILITIES

OWNER shall:

- A. Provide all criteria and full information as to OWNER's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations; and furnish copies of all design and construction standards which OWNER will require to be included in the drawings and specifications.
- B. Assist ENGINEER and ARCHITECT by placing at his/her disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
- C. Furnish to ENGINEER and ARCHITECT upon his/her request, as required for performance of ENGINEER's and ARCHITECT's Scope of Services, any existing available data in the OWNER's possession prepared by the OWNER or by others, including without limitation core borings, probes and subsurface explorations, hydrographic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary, easement, right-of-way, topographic and utility surveys; property description; zoning, deed and other land use restriction; and other special data or consultations, all of which ENGINEER and ARCHITECT may rely upon in performing his/her services.
- D. Arrange for access to and make all provisions for ENGINEER and ARCHITECT to enter upon public and private property as required for ENGINEER and ARCHITECT to perform his/her services.
- E. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by ENGINEER and ARCHITECT, obtain advice as OWNER deems appropriate and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of ENGINEER and ARCHITECT.
- F. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary

ATTACHMENT A

- for completion of the Project with the assistance of the ENGINEER and ARCHITECT and pay any permit fees.
- G. Provide such accounting, independent cost estimating, and insurance counseling services as may be required for the Project, such legal services as OWNER may require pertaining to the Project.
 - H. Give prompt written notice to ENGINEER and ARCHITECT whenever OWNER observes or otherwise becomes aware of any development that affects the scope or timing of ENGINEER's and ARCHITECT's services, or any defect in the work of Contractor(s).
 - I. Bear all costs incident to compliance with the requirements of this Section.

END OF ATTACHMENT A

ATTACHMENT B - ENGINEER'S ESTIMATE OF COMPENSATION

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD
 TERMINAL BUILDING RENOVATIONS - CONSTRUCTION ADMINISTRATION
 WORK AUTHORIZATION 11-23**

PROJECT	ATKINS LABOR TOTAL	EXPENSES	SUBCONSULT. FEE	TOTAL FEE (\$)
CONSTRUCTION ADMINISTRATION				
ATKINS	\$ 8,450.00	\$ 1,050.00	\$	\$ 9,500.00
Non-DBE Firms:				
Lambe + Associates, LLC			\$ 19,400.00	\$ 19,400.00
DBE Firms:				
None			\$	-
Total	\$ 8,450.00	\$ 1,050.00	\$ 19,400.00	\$ 28,900.00
BASIC SERVICES TOTALS	\$ 8,450.00	\$ 1,050.00	\$ 19,400.00	\$ 28,900.00
BASIC SERVICES	\$ 8,450.00	\$ 1,050.00	\$ 19,400.00	\$ 28,900.00

Round to: \$ 28,900.00

ATTACHMENT B - ENGINEER'S ESTIMATE OF COMPENSATION - LABOR DETAIL

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD
TERMINAL BUILDING RENOVATIONS - CONSTRUCTION ADMINISTRATION
WORK AUTHORIZATION 11-23**

ITEM NO.	TASK	MANHOURS BY CLASSIFICATION				
		PROGRAM MANAGER	SR. PROJECT MANAGER	SR. ENGINEER	SR. CAD DESIGNER	ADMIN. ASSISTANT

TASK 1 - EA INITIATION

1	Pre-Construction Conference		4			
2	RFP/Submittals		1	8	2	
3	Progress Meetings (Assume 5 - meetings)		20			
4	Punch-List Walk Through & Report		4			5
5	General Administration	1	2	3	2	

TOTAL HOURS:

LABOR RATE

EXTENDED TOTAL:

ATKINS LABOR SUBTOTAL:

1	31	11	4	5
\$245.00	\$195.00	\$125.00	\$115.00	\$65.00
\$245.00	\$6,045.00	\$1,375.00	\$460.00	\$325.00
				\$ 8,450.00

Travel Expenses

Vehicle Charges: 7 trips @ \$150/trip = \$ 1,050.00

Expense Total: \$ **1,050.00**

GRAND TOTAL: \$ 9,500.00

SUBCONSULTANT: Lambe & Associates

Specifically, our Construction Administrative (CA) services will include:

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Administrative	\$75.00 per hour x	36	=	\$2,700.00
		151.5		\$19,357.50 (Rounded to \$19,400)

TOTAL CONSTRUCTION ADMINISTRATION ARCHITECT: \$19,400.00
 TOTAL CONSTRUCTION ADMINISTRATION ENGINEER: \$9,500.00
TOTAL CONSTRUCTION ADMINISTRATION: \$28,900.00