

**CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD
TERMINAL BUILDING RENOVATIONS – PRELIMINARY DESIGN STUDY**

Work Authorization Number 10-22

Date: September 2, 2022

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 – Bridging Documents, CD’s and 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 ENGINEER shall immediately begin work upon receipt of a fully executed Work Authorization and submit the Project Deliverables to the OWNER and the Tennessee Department of Transportation – Aeronautics Department (TAD) at the previously discussed schedule following receipt of an executed Work Authorization. In conducting the work, the ENGINEER shall keep the OWNER informed as to the status of the project, anticipated activities, schedule changes, and any known problem areas by submitting weekly project progress reports.

Compensation:

The OWNER shall compensate the ENGINEER under the herein described Scope of Services a lump sum amount of **Fifty-Eight Thousand Seventy Dollars and Zero Cents (\$58,070.00)** for Basic Services as estimated by the ENGINEER and set forth in Attachment B, “Engineer’s Estimate of Compensation Basic Services”. Progress payments to the ENGINEER for Basic 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 North America, Inc.**

Date: _____

Date: _____

ATTACHMENT A
ENGINEER'S SCOPE OF SERVICES
TERMINAL BUILDING RENOVATIONS – BRIDGING DOCUMENT, CD'S, and CA PHASE
CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD
WORK AUTHORIZATION NO. 10-22
October 19, 2021

I. SCOPE OF SERVICES:

For the purposes of scope definition and ENGINEER fee development, the Terminal Building Renovations – Bridging Document, CD's and CA Phas has been divided into the following tasks. Any modifications and/or revisions to these tasks will constitute a change in the project scope and may require a revision to the compensation to be paid to the ENGINEER. These tasks will begin once the OWNER provides the ENGINEER with a written Notice to Proceed.

Background: The City of Crossville (OWNER) desires to upgrade their Terminal Building to address the following concerns:

- Compliance with ADA standards throughout the building
- Remodel and enlarging the restrooms
- Expanding the public meeting and/or classrooms
- Remove pilot lounge and/or map room
- Provide access and or room for future build out
- Update the building to current codes
- Add handicap access and revie the front entrance
- Other space concerns

Goals: The project intent is to provide design schemes for discussions with the OWNER and the State. The ENGINEER will seek input from the Owner and other stakeholders to identify needs, wants, and desires to formulate a plan that will meet the expectations of all parties. The ENGINEER will then identify areas to expand or areas to renovate and provide a square footage cost estimate for the work. Following development of the approved schematic design, the ENGINEER will provide a color rendering of the proposed updates for the Terminal building.

Assumptions: The OWNER will provide construction documents of the existing terminal which will be used to develop the "As-Built" conditions. Should the construction documents of the original terminal not be available, then the ENGINEER may seek additional services on an hourly basis.

Tasks:

1. Bridging Documents

The ENGINEER will work with the subconsultant, Lambe + Associates, LLC. to prepare bridging documents to enlist the services of a builder that would team with the designers for the construction of the terminal renovations. Several subtasks will be incorporated as a direct result of preparation of the bridging documents. These subtasks are included, but not limited

to the items identified in the subconsultant proposal attached to the end of the this Preliminary Work Authorization.

2. Prepare Design Concepts and Cost Estimates

This task will utilize the existing terminal drawings to develop design concepts to address the goals identified during the on-site kick-off meeting. The deliverables will include construction cost estimates and supporting exhibits in electronic (PDF) form.

3. Supporting Coordination and Meetings

The ENGINEER has allowed for two subsequent on-site meetings to discuss and coordinate the results of the design concepts. The feedback at the meetings will be incorporated into the documents as applicable.

4. Construction Documents (CD) Package

The ENGINEER will coordinate with the design team and the CONTRACTOR to develop and to provide Construction Documents, of the completed project design. These documents will incorporate final design elements and will be the plans and specs from which the construction phase will proceed.

5. Construction Administration (CA) Phase

The ENGINEER will provide services to assist the OWNER during the construction phase of the project. The tasks associated with the CA phase include:

- Submittal Review (Maximum of 2 reviews per each submittal. If additional reviews are required, the ENGINEER will request additional services for the extra effort).
- Pay-App Review – Engineer will review the work in place and coordinate with CONTRACTOR for installed quantities or stored materials associated with the payment applications.
- Progress Meetings/Site Visits – this proposal includes allowances to incorporate 4 site visits throughout the construction of the project. Additional site visits above the specified quantity may be requested. If additional site visits are required, then the supplementary site visits will be considered an additional service and charged at the hourly rate of the employee attending the site visits.
- Substantial Completion/Punchlist Investigation – ENGINEER will make one (1) site visit for substantial completion/punchlist walk through
- Final Walk Through – ENGINEER will make one (1) site visit to confirm that punchlist items have been addressed and the project has been completed.

End of Attachment A

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

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD
 TERMINAL BUILDING RENOVATIONS - PRELIMINARY DESIGN STUDY
 WORK AUTHORIZATION 10-22**

I. BASIC SERVICES		MANHOURS BY CLASSIFICATION				
ITEM NO.	TASK	PROGRAM MANAGER	SR. PROJECT MANAGER	DESIGN ENGINEER	SR. CADD DESIGNER	ADMIN. ASSISTANT

TASK 1 - BRIDGING DOCS, CONSTRUCTION DOCUMENTS, AND CA PHASE

1	Bridging Documents	2	2			
2	Design Concepts and Estimates	1	2		8	
3	Supporting Coordination and Meetings		4			
4	Construction Documents Package		2		6	
5	Construction Administration Phase		20		10	

TOTAL HOURS:	3	30	0	24	0
LABOR RATE	\$245.00	\$187.50	\$125.00	\$115.00	\$60.00
EXTENDED TOTAL:	\$735.00	\$5,625.00	\$0.00	\$2,760.00	\$0.00
ATKINS LABOR SUBTOTAL:					\$ 9,120.00

Travel Expenses	
Vehicle Charges: 4 trips @ \$150/trip =	\$ 600.00
Expense Total:	\$ 600.00

GRAND TOTAL: \$ 9,720.00

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

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD
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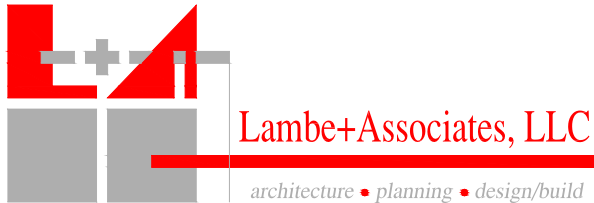
I. BASIC SERVICES		MANHOURS BY CLASSIFICATION				
ITEM NO.	TASK	PROGRAM MANAGER	SR. PROJECT MANAGER	DESIGN ENGINEER	SR. CADD DESIGNER	ADMIN. ASSISTANT

SUBCONSULTANT: Lambe & Associates

We propose the following fees for each phase of work as described above:

<u>Phase I - Bridging Documents Package:</u>	\$29,010
<i>Architectural, Structural, Mechanical, Plumbing, & Electrical Engineering</i>	
<u>Phase II - Construction Documents Package and Construction Administration:</u>	\$19,340
<i>Architecture, Structural, Mechanical, Plumbing, & Electrical Engineering</i>	
Total Design Costs:	\$48,350

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



September 2, 2022

David Schilling, 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 Professional Services
Terminal Building Renovation and Expansion at
Crossville Memorial Airport - Crossville, TN**

Dear Dave,

It has been a pleasure working with you and Atkins Global at the Crossville Memorial Airport (CSV) for the last few years. Thank you for the opportunity to submit this proposal for professional services to provide Bridging Documents and Construction Documents for the Terminal building renovation and expansion project. Lambe + Associates, LLC (L+A) look forward to continuing our work with you and CSV towards the successful completion of this project.

We have structured this proposal based on our recent conversations, meetings, and directives based on the most recent schematic design presented by L+A dated July 28, 2022.

SCOPE OF WORK

Lambe + Associates, LLC will work with you and the Crossville Airport to initially develop Bridging Documents (BCD) that can be used to select a contractor for a modified design/build project delivery process to ultimately renovate and expand the airport's Terminal building. These documents will also be used to establish a guaranteed maximum price (GMP) for the project. The BCD documents could then be progressed to a Construction Documents (CD) level once the budget has been confirmed, the airport's funding is in place, and further consultation between the Owner and the design team, including the selected D/B contractor have taken place.

It is important to note that the intent of the Bridging Documents is to limit risk exposure for the Owner before and during construction by selecting a general contractor early in the process, establishing a GMP that the team is responsible for maintaining, and limiting contractor-initiating change order costs after construction begins. It is also important to note the BCD documents will not be developed to a permit-ready level. The goal is to provide technical detail sufficient to price the project with the aid of drawings, systems information, and narratives.

Following completion of the Bridge Documents, and with assurance that funding from all sources has been secured, the A/E team will finalize Construction Documents for permitting and construction, working alongside the Owner and D/B contractor to aid in staying within the established budget.

Specifically, L+A will work with you, the Owner, Atkins, and our engineering consultants to design the project under the following two (2) phases:

Phase I – Bridge Documents Package (BCD):

As previously state, while the BCD package will not be a permit-ready set of documents, it will define and delineate the project to level compatible with the traditional SD and DD phases. L+A will work with the team to investigate and determine the most cost-effective methods while keeping the Owner’s interests and intent intact. We will define:

- Structural floors and structural roof framing
- Internal and exterior wall construction
- Doors and windows with schedules
- Floor and ceiling plans
- Wall sections, and
- Interior finishes

L+A’s fee also includes up to two (2) site visits during the BCD phase.

Phase II - Construction Documents Package and Construction Administration: Following the completion of Phase I and receipt of a Notice to Proceed from the Owner, L+A will work with the design team and selected D/B contractor to finalize Construction Documents for permitting and construction.

Technical specifications, as required for the architectural and engineering portions of the work prepared by L+A or our consultants will be included on the drawings. All engineering services for the project required for permitting and/or construction will be coordinated by L+A for inclusion in a single drawing package, including those that may be contracted separately by the Owner. The Owner will be responsible for all costs associated with review fees, securing permits, or other fees that are not included in this proposal, such as but not limited to tap fees, capacity fees, etc. L+A’s fee does not include colored renderings or presentations to the Owner, but these additional services can be performed on an hourly basis if required. Interior and exterior signage packages and furniture selections are not included in our fee quote but may be negotiated and provided by L+A if requested by you. L+A’s fee does not include presentations to the Planning Commission or any representations thereof. It is anticipated that the existing building and expansion will not require sprinkling; L+A’s does not include fire protection design.

L+A will provide Construction Administrative (CA) services to assist you 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. We have included three (3) 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.

L+A will be responsible for submission of the CD package to the local codes department for permitting purposes. Any modifications to the documents required as a result of these reviews will be performed as an additional service for all items noted not due to our negligence. Review fees for these services are to be paid by the Owner. Changes to the drawings or specifications requested after completion of the final Permitting and Construction Documents package, whether resulting from Value Engineering exercises, Owner-requested changes to the work scope, or other, shall be considered additional services and will be charged on an hourly basis at the consultant's hourly rates.

SCHEDULE OF FEES

L+A's fee for Phases I and II professional design services to produce the BCD and CD packages will be performed on a lump-sum fee basis, based on the estimated time required to complete each task at our current hourly rates (copy attached). Reimbursable expenses in addition to the lump sum fees include all printing costs, 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 each phase of work as described above:

Phase I - Bridging Documents Package: <i>Architectural, Structural, Mechanical, Plumbing, & Electrical Engineering</i>	\$29,010
Phase II - Construction Documents Package and Construction Administration: <i>Architecture, Structural, Mechanical, Plumbing, & Electrical Engineering</i>	\$19,340
Total Design Costs:	\$48,350

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

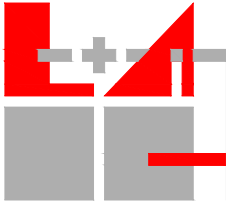
Lambe + Associates, LLC appreciate the opportunity to work with you and Atkins Global on this project. Please feel free to contact me at 615.771.9601 or 615.973.4290 should you have any questions.

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

CSV - TERMINAL IMPROVEMENTS (FINAL DESIGN/BID/GRANT)

ID	Activity	Duration (Days)	Start Date	End Date	Calendar Days																																			
					2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40	42	44	46	48	50	52	54	56	58	60	62	64	66	68	70	72
A	Submit Fee Proposal to CSV & TAD for Bridging Documents	2	8/31/2022	9/2/2022	Submit Fee Request																																			
B	City Council Approval	4	9/2/2022	9/6/2022	City Council Approval																																			
C	Preliminary Design/Bridging Documents Execution	27	9/6/2022	10/3/2022	Preliminary Design/Bridging Documents																																			
D	Advertise for Builder	28	9/29/2022	10/27/2022	Advertise for Builder																																			
E	Open Bids	1	10/27/2022	10/27/2022	★ Open Bids																																			
F	Submit ATP Funding Request to TAD	8	10/27/2022	11/4/2022	ATP Grant Request to TAD																																			
G	Grant in Hand from FAA	57	11/4/2022	12/31/2022	Grant in Hand from FAA																																			

