

**CROSSVILLE MEMORIAL AIRPORT
MAINTENANCE HANGAR REPAIRS – CONSTRUCTION ADMINISTRATION
Work Authorization Number 02-19**

Date: September 20, 2019

Atkins No. 100000000
(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 *Maintenance Hangar Repairs – Construction Administration* at the Crossville Memorial Airport (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) no later than 60 calendar days 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. Submittal of final Project Deliverables shall be no later than 30 calendar days following receipt of OWNER/TAD comments.

Compensation:

The OWNER shall compensate the ENGINEER under the herein described Scope of Services a lump sum amount of **fifteen thousand two hundred and sixty dollars (\$15,260.00)** for Basic Services as estimated by the ENGINEER and set forth in Attachment B-1, “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**



Date: _____

Date: 9/20/2019 _____

ATTACHMENT A

ENGINEER'S SCOPE OF SERVICES

WORK AUTHORIZATION NO. 02-19 MAINTENANCE HANGAR REPAIRS – CONSTRUCTION ADMINISTRATION CROSSVILLE MEMORIAL AIRPORT September 20, 2019

PROJECT DESCRIPTION AND GENERAL SCOPE OF SERVICES

The proposed project is intended to provide construction phase services for the repair of the existing Maintenance Hangar at the Crossville Memorial Airport. The duration for construction is anticipated to take three months. Construction observation services are typically provided by the design team to assist the Contractor and Owner during construction by providing monthly site visits by the architect, preparing progress reports of those visits for the Owner. Periodic site observation visits by the architect at critical installation junctures when applicable, review of the work in place for confirmation of the monthly pay applications submitted by the Contractor, addressing miscellaneous issues that may arise during construction, and finally, preparation of a final punch-list for the Contractor and Owner.

Proposed Site Visits are as follows:

- Prebid Meeting
- Preconstruction Meeting
- Monthly Progress Meeting/Review Pay Apps (3 visits)
- Punchlist Meeting

I. BASIC SERVICES

1. CONSTRUCTION ADMINISTRATION PHASE

During the Construction Phase ARCHITECT shall:

- A. Consult with and advise OWNER and act as his representative as provided in the Contract Documents.
- B. Review and approve (or take other appropriate action in respect of) Shop Drawings as that term is defined in the Contract Documents and samples, 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 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 to here that the ARCHITECT will not be required to review more than two submittals from the Contractor for each item requiring a submittal without additional compensation.
- C. Value engineering evaluations will be considered a submittal for that particular item and evaluation will be limited to review of conformance to design concept and acceptability of the proposed item to the Project and all of its parts in the same manner as any other submittal.
- 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. ARCHITECT shall not be liable for the results of any such interpretations or recommendations rendered by him in good faith.

- E. Based on ARCHITECT's on-site observations as an experienced and qualified design professional, and from information provided by the Resident Project Representative and/or survey data, 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 ARCHITECT'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 recommendation), and that 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 obligations thereunder so that ARCHITECT 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 5F above.
- G. ARCHITECT 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 ARCHITECT'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 5A through 5G, inclusive, shall be construed to release ARCHITECT from liability for failure to properly perform duties undertaken by him in the Contract Documents.

END OF ATTACHMENT A

ATTACHMENT B-1

Engineer's Estimate of Compensation

Basic Services

CSV Maintenance Hangar Repairs - CA

September 20, 2019

Project Number:

TAD Number

SECTION A : BASIC FEE FOR PROJECT	NUMBER OF SHEETS	NUMBER OF HOURS	HOURLY RATE UNIT COST	EXTENDED COST	TOTAL COST
1. CONSTRUCTION ADMINISTRATION PHASE					
A. SR. PROJECT MANAGER		8	\$58.40	\$467.20	
B. PROJECT ENGINEER		0	\$34.35	\$0.00	
C. ARCHITECT PM (E16)			\$62.00	\$0.00	
D. ARCHITECT (A) (E11)			\$55.00	\$0.00	
E. STRUCTURAL			\$41.25	\$0.00	
F. STRUCTURAL			\$35.00	\$0.00	
G. MECHANICAL			\$40.05	\$0.00	
H. ELECTRICAL ENGINEER (EE)			\$47.90	\$0.00	
I. PLUMBING			\$44.00	\$0.00	
J. ADMINISTRATIVE ASSISTANT		12	\$20.60	\$247.20	
K. RESIDENT PROJECT REP. (RPR)			\$27.50	\$0.00	
CONSTRUCTION ADMINISTRATION PHASE DIRECT LABOR:				\$714.40	
COMBINED OVERHEAD:		157.60%		\$1,125.89	
L. TOTAL PLAN SHEETS (50%)	SETS	0	\$2.50	\$0.00	
M. SHIPPING (50%)	SETS	0	\$45.00	\$0.00	
N. TOTAL SPEC SHEETS (90%)	SETS	0	\$0.10	\$0.00	
O. TOTAL PLAN SHEETS (90%)	SETS	0	\$2.50	\$0.00	
P. SHIPPING (90%)	SETS	0	\$45.00	\$0.00	
Q. TOTAL SPEC SHEETS (FINAL)	SETS	0	\$0.10	\$0.00	
R. TOTAL PLAN SHEETS (FINAL)	SETS	0	\$2.50	\$0.00	
S. SHIPPING (FINAL)	SETS	0	\$45.00	\$0.00	
T. TRIPS	MILES	1	\$0.540	\$135.00	
U. FLIGHTS		0	\$750.00	\$0.00	
V. TRAVEL SUBSTINENCE		0	\$50.00	\$0.00	
CONSTRUCTION ADMINISTRATION PHASE EXPENSES:				\$135.00	
SUBTOTAL:					\$1,975.29
OPERATING MARGIN:		13%			\$256.79
FCCM (APPLIED TO DIRECT LABOR ONLY):		0.00%			\$0.00
TOTAL CONSTRUCTION ADMINISTRATION PHASE:					\$2,232.00

ESTIMATED ADDITIONAL SERVICES

SECTION B: ADDITIONAL CONSTRUCTION ADMINISTRATION SERVICES		
1. ARCHITECTURAL (LAMBE & ASSOCIATES)		\$13,028.40
		\$0.00
		\$0.00
		\$0.00
		\$0.00
TOTAL SECTION B:		\$13,028.00

TOTAL BASIC ENGINEERING FEE (Sections A and B):	\$15,260.00
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