

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

Work Authorization Number 06-21

Date: October 19, 2021

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 – Preliminary Design Study* –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) no later than 90 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 **Eighteen thousand Eight hundred Fifty dollars (\$18,850.00)** 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**

Date: _____

Date: _____

ATTACHMENT A
ENGINEER'S SCOPE OF SERVICES
TERMINAL BUILDING RENOVATIONS – PRELIMINARY DESIGN STUDY
CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD
WORK AUTHORIZATION NO. 06-21
October 19, 2021

I. SCOPE OF SERVICES:

For the purposes of scope definition and ENGINEER fee development, the Terminal Building Renovations – Preliminary Design Study (STUDY) 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
- 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. Kick-off Project Meeting

The ENGINEER will prepare for and attend an on-site Kick-off Meeting with the OWNER. Purpose will be to review the site and outline/confirm the project goals.

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.

End of Attachment A

ATTACHMENT B - ATKINS FEE PROPOSAL SUMMARY

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD
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PROJECT	ATKINS LABOR TOTAL	EXPENSES	SUBCONSULT. FEE	TOTAL FEE (\$)
DESIGN STUDY				
ATKINS	\$ 5,130.00	\$ 300.00		\$ 5,430.00
Non-DBE Firms:				
Lambe + Associates, LLC			\$ 13,422.00	\$ 13,422.00
DBE Firms:				
None				\$ -
Total	\$ 5,130.00	\$ 300.00	\$ 13,422.00	\$ 18,852.00
BASIC SERVICES TOTALS	\$ 5,130.00	\$ 300.00	\$ 13,422.00	\$ 18,852.00
SPECIAL SERVICES				
Expenses:				
Miscellaneous Permitting		\$0.00		\$0.00
Sub-total Expenses:		\$0.00		\$0.00
Special Services:				
N/A			\$ -	\$ -
Subtotal:	\$ -		\$ -	\$ -
SPECIAL SERVICES TOTALS	\$ -	\$0.00	\$0.00	\$0.00
TOTAL COMBINED				
BASIC SERVICES + SPECIAL SERVICES TOTALS	\$ 5,130.00	\$ 300.00	\$ 13,422.00	\$ 18,852.00
				Round to: \$ 18,850.00

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

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD
 TERMINAL BUILDING RENOVATIONS - PRELIMINARY DESIGN STUDY
 WORK AUTHORIZATION 06-21**

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

TASK 1 - EA INITIATION

1	Kick-off Meeting / Site Review			6		
2	Consulting with CSV and Architect			16	2	
3	Additional Meetings			12		
4	Quality Assurance Reviews		2			
5	General Administration	2				4

TOTAL HOURS:	2	2	34	2	4
LABOR RATE	\$245.00	\$130.00	\$115.00	\$115.00	\$60.00
EXTENDED TOTAL:	\$490.00	\$260.00	\$3,910.00	\$230.00	\$240.00
ATKINS LABOR SUBTOTAL:					\$ 5,130.00

Travel Expenses	
Vehicle Charges: 3 trips @ \$100/trip =	\$ 300.00
Expense Total:	\$ 300.00

GRAND TOTAL: \$ 5,430.00

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SUBCONSULTANT: Lambe & Associates

<p>L+A proposes the following fee structure for the project based on a construction period of three (3) months:</p> <ul style="list-style-type: none"> <p><u>Architectural Team Site Visits:</u> Travel to Site = 2 hours @ \$150/hour Time on Site = 2 hour @ \$150/hour Travel from Site = 2 hour @ \$150/hour <u>Report Preparation = 2 hours @ \$150/hour</u> Per Visit Costs 8 hours @ \$150/hour = \$1,200 x 3 Visits = \$3,600</p> <p><u>Design Work (Sketches, Drafting, Collaboration, Sq. Ft. Cost Estimate, etc.)</u> 45 Hours @ \$150/hour = \$6,750</p> <p><u>Color Rendering of Approved Schematic Design</u> 17 Hours @ \$150/hour = \$2,550</p> <p><u>Reimbursables (Mileage):</u> <u>300 Miles Roundtrip x \$0.58/mile = \$174 x 3 Visits = \$522</u></p> <p>Total Terminal Design Study Services: \$13,422</p>	
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