

**CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD  
TERMINAL BUILDING RENOVATIONS – CATEX, DESIGN DEVELOPMENT (DD),  
CONSTRUCTION DOCUMENTS (CD), AND BID PHASE**

**Work Authorization Number 10-22 – Revision 4**

Date: October 5, 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 13<sup>th</sup> 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.

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**Scope of Services:**

The ENGINEER shall provide professional services for the *Terminal Building Renovations – Documented CATEX, Design Development (DD), Construction Documents (CD), and Bid 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 **Sixty-Three Thousand Two Hundred Dollars and Zero Cents (\$63,200.00)** 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 – CATEX, DESIGN DEVELOPMENT (DD), CONSTRUCTION DOCUMENTS (CD), and BID PHASE**

**CROSSVILLE MEMORIAL AIRPORT – WHITSON FIELD**

**WORK AUTHORIZATION NO. 10-22 – REVISION 4**

**October 5, 2022**

**I. SCOPE OF SERVICES:**

For the purposes of scope definition and ENGINEER fee development, the *Terminal Building Renovations – CATEX, Design Development (DD), Construction Documents (CD), and Bid Phase*, 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. Documented CATEX**

Correspond with regulatory agencies to evaluate and provide documentation permitting the project to proceed with design and construction. Coordination efforts, include, USFWS, TWRA, TDEC, USACE, SHPO, TAD, and the FAA.

**2. Design Development**

The ENGINEER will work with the subconsultant, Lambe + Associates, LLC. to prepare design documents to produce a bid package that will be presented to multiple bidders in order to develop a construction cost for constructing the terminal building enhancements. Several subtasks will be incorporated as a direct result of preparation of the Design Documents (DD). These subtasks are included, but not limited to the items identified in the subconsultant proposal attached to the end of this Preliminary Work Authorization.

**3. 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.

**4. 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. Bid & Negotiation**

The ENGINEER will coordinate with the design team, the City of Crossville, the Airport, and TDOT-Aeronautics do develop an advertisement for bidding the construction of the Terminal Enhancements project. The ENGINEER and design team will answer RFI's, originate addendums (if required), participate in and lead a pre-bid conference, participate in the bid opening process, evaluate bids, and make a recommendation to the OWNER for selecting the contractor to construction the Terminal Enhancements Project.

**5. 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.

**End of Attachment A**

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

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD  
 TERMINAL BUILDING RENOVATIONS - FINAL DESIGN  
 WORK AUTHORIZATION 10-22 - REVISION 4**

**I. BASIC SERVICES - ATKINS**

ITEM NO.	TASK	MANHOURS BY CLASSIFICATION				
		PROGRAM MANAGER	SR. PROJECT MANAGER	CIVIL ENGINEER (Environmental)	ENGINEER I (EI)	SR. CADD DESIGNER

**TASK 1 - DD, CD, & BID PHASE**

1	Documented CATEX		2	25	8	4
2	Design Development (DD) Package	3	2		4	8
3	Design Concepts and Estimates		2		4	
4	Supporting Coordination and Meetings		10		5	
5	Bidding & Negotiations	2	8		4	6
6	Construction Documents (CD) Package		2		8	6

**TOTAL HOURS:**  
 LABOR RATE  
**EXTENDED TOTAL:**  
 ATKINS LABOR SUBTOTAL:

<b>5</b>	<b>26</b>	<b>25</b>	<b>33</b>	<b>24</b>
\$245.00	\$187.50	\$140.00	\$100.00	\$115.00
<b>\$1,225.00</b>	<b>\$4,875.00</b>	<b>\$3,500.00</b>	<b>\$3,300.00</b>	<b>\$2,760.00</b>

**\$ 15,660.00**

**Travel Expenses**

Vehicle Charges: 2 trips @ \$150/trip =	\$	300.00
Printing and Miscellaneous Expenses =	\$	250.00
<b>Expense Total:</b>	<b>\$</b>	<b>550.00</b>

**SUB TOTAL: \$ 16,210.00**  
**SUB TOTAL ROUNDED: \$ 16,200.00**

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

**CROSSVILLE MEMORIAL AIRPORT - WHITSON FIELD  
 TERMINAL BUILDING RENOVATIONS - FINAL DESIGN  
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**I. BASIC SERVICES - ATKINS**

ITEM NO.	TASK	MANHOURS BY CLASSIFICATION				
		PROGRAM MANAGER	SR. PROJECT MANAGER	CIVIL ENGINEER (Environmental)	ENGINEER I (EI)	SR. CADD DESIGNER

**II. BASIC SERVICES: LAMBE + ASSOCIATES (subconsultant)**

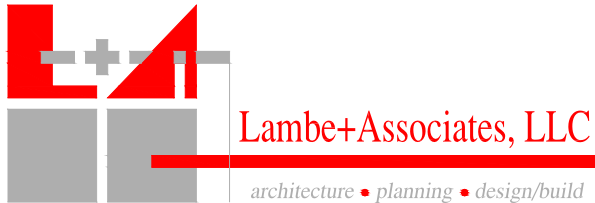
<u>TASK TITLE/DESCRIPTION</u>	<u>QUANTITY</u>	<u>UNIT</u>	<u>UNIT COST</u>	<u>TOTAL</u>
<b>PHASE 1 - CONSTRUCTION DOCUMENTS PACKAGE, INCL. BIDDING PHASE</b> Architectural, Structural, Mechanical, Plumbing, & Electrical Engineering	1	LS	\$46,500.00	\$46,500.00

**Misc. Expenses**

Vehicle Charges: 2 trips @ \$150/trip = \$	300.00
Printing and Miscellaneous Expenses = \$	200.00
<u>Expense Total: \$</u>	<u>500.00</u>

**SUB TOTAL: \$ 47,000.00**  
**SUB TOTAL ROUNDED: \$ 47,000.00**

**GRAND TOTAL FOR BASIC SERVICES (ATKINS & LAMBE+ ASSOCIATES): \$ 63,200.00**



September 28, 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 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 develop Construction Documents (CD) for bidding and permitting under a design/bid/build project delivery process to renovate and expand the airport's Terminal Building. 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 - Construction Documents Package**

L+A will be responsible for providing structural, architectural, mechanical, plumbing, and electrical drawings and/or specifications for the project, including front-end bid forms. 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.

~~**Phase II – Construction Administration**~~

← Not included in this grant request (per sjb)

~~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 CD package 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 – Construction Document Package:**

**\$47,000**

*Architectural, Structural, Mechanical, Plumbing,  
& Electrical Engineering*

~~**Phase II – Construction Administration:**~~

← Not included in this grant request (per sjb)

~~*Architecture, Structural, Mechanical, Plumbing,  
& Electrical Engineering*~~

~~**Total Design Costs:**~~

**\$47,000**

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.

Design/Bid/Build (per SJB)



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**



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Timothy A. Lambe, AIA/NCARB  
Principal