



★ WILLMAR

Public Works Director

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: June 14, 2016

SUBJECT: United Way Little Libraries

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Receive for information only.

BACKGROUND: James Miller with the United Way of West Central Minnesota would like to present the Little Libraries program at several Willmar parks. It is a “take a book, return a book” library for the community to share their favorite literature and stories. The free Little Libraries is a box full of books where anyone may stop by and pick up a book and bring back another book to share. The United Way will be stocking the libraries with books for children and families.

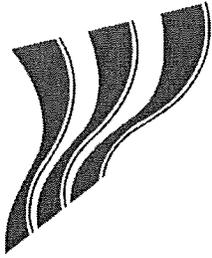
FINANCIAL CONSIDERATION: N/A

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator





CITY OF WILLMAR

**Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311**

www.willmarmn.gov

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: Work Order No. 5 Design/Bid Administration East Taxilanes Reconstruction Project at Willmar Municipal Airport with Bolton and Menk.

RECOMMENDATION: Staff recommends the City Council approve the resolution to enter into Work Order No. 5 with Bolton and Menk professional services contract design and bid administration services for east taxilane reconstruction project.

BACKGROUND: The airport has historically had issues with drainage off of the east taxilanes by the private hangars. This project would include grading the taxilane for better drainage and installation of valley gutters. This work order would cover the design and bid administration for the project.

FINANCIAL CONSIDERATION: \$75,000 which is eligible for FAA entitlement money at the 95/5 split (part of CIP).

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager

Resolution No. _____

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator and the City of Willmar is hereby authorized to enter into Work Order #5 of the professional services contract between the City of Willmar and Bolton and Menk, Inc. The Work Order is not to exceed \$75,000.00 for Airport design and bid administration services for the east taxilanes reconstruction project.

Dated this 20th day of June, 2016.

Mayor

Attest:

City Clerk-Treasurer

May 23, 2016

**WORK ORDER No. 5
TO
PROFESSIONAL SERVICES CONTRACT
DESIGN AND BID ADMINISTRATION SERVICES
EAST TAXILANES RECONSTRUCTION PROJECT
WILLMAR MUNICIPAL AIRPORT – JOHN L. RICE FIELD
WILLMAR, MINNESOTA**

BETWEEN: The City of Willmar,
A Minnesota municipal corporation **(SPONSOR)**

AND: Bolton & Menk, Inc. **(CONSULTANT)**

EFFECTIVE DATE: June 6, 2016

RECITALS

1. The Sponsor owns and operates the Willmar Municipal Airport (FAA Identifier: BDH) located in Willmar, Minnesota
2. This is Work Order No. 5 to the Professional Services Contract, between City and Bolton & Menk, Inc. The Professional Services Contract effective April 25 2012 is referred to herein as the “**Master Agreement**”.

AGREEMENT

The Consultant agrees to provide Design and Bid Administration services all required for the East Taxilane Reconstruction project at the Willmar Municipal Airport herein referred to as the “**Project**.”

I.A. BASIC SERVICES

PROJECT INFORMATION

The East Area Taxilanes (Taxilanes B, C, D, E, and F) were originally constructed in 2004. These pavements were constructed with four inches of bituminous pavement on six inches of aggregate base on 20 inches of granular subbase.

The Taxilanes were designed with no crown in the pavement with the longitudinal profile grade responsible to facilitate surface drainage. With the development of private hangars and aprons adjacent to each Taxilane, surface drainage has become a major problem in the area. Presently surface drainage ponds at the edge of private aprons where they abut each Taxilane and ultimately backs up into the hangars.

In 2014, MnDOT Office of Aeronautics completed a pavement condition report of BDH. The report rated the East Taxilanes with an average Pavement Condition Index (PCI) of 72 which is classified as “very good”. The report identified major distresses as longitudinal and transverse cracking, and alligator cracking. What the report failed to take into consideration is the poor surface drainage of the pavements.

The proposed project for 2017 will be the reconstruction of each Taxilane. The existing pavement section will be reclaimed and recycled as the underlying base course. The reclaimed base course will be graded

with an inverted crown and a concrete valley gutter will be constructed down the center of each Taxilane. An inverted crown pavement design with a concrete valley gutter will better facilitate surface drainage to the ditch located south of Taxilane F.

SCOPE OF SERVICES

TASK 1A: DESIGN

1.1 Project Scoping

Consultant shall confer with the Sponsor on, and ascertain, project requirements, finances, schedules, and other pertinent matters affecting the project and shall arrive at a mutual understanding of such matters with the Sponsor.

Consultant shall coordinate with the Sponsor, FAA, MN/DOT, subconsultants, and other applicable agencies to complete the work elements in Task 1.

Consultant shall submit the FAA Pre-Application package detailing the project.

1.2 Topographical Survey

Consultant shall establish survey control for the design survey utilizing existing established control points adjacent to the airport. Kandiyohi County coordinates shall be utilized for the survey. Survey work will include all utilities, pavement center, edges, and intermediate shots; ground shots; lights; signs; drainage structures; and buildings. It is anticipated survey field work will require three trips to the airport by a two-person survey crew. Consultant shall convert the survey data to CADD format for use in design.

1.3 Geotechnical Investigation

Soil borings are necessary to comply with FAA pavement design requirements. Consultant shall determine the type and frequency of geotechnical testing required for the project. Field work will be performed by a qualified geotechnical subconsultant. The geotechnical investigation will include: twenty (20) soil borings to a depth of 5 feet.

1.4 Prepare FAA Design Report

Consultant shall prepare the FAA Design Report per the recommended outline of the Dakota-Minnesota Airports District Office. The Design Report shall outline the scope of the project, operational safety, pavement and electric design, drainage design, pavement marking, environmental issues, phasing plan, project schedule, and preliminary cost.

Consultant shall submit the Design Report to the FAA for review and concurrence.

1.5 Construction Safety and Phasing Plan (CSPP)

Consultant will complete FAA Form 7460-1 and the Construction Safety and Phasing Plan (CSPP), through FAA's Obstruction Evaluation / Airport Airspace Analysis (OE/AAA) website portal. The 7460 form and CSPP will be prepared according to current FAA Guidelines.

1.6 Prepare Modification of Airport Design Standards

Consultant shall complete the FAA Dakota-Minnesota Region's Modification of Airport Design Standards to allow the use of MN/DOT Specifications for certain construction bid items. The request will be submitted to the FAA prior to completing Final Design services for review and approval.

1.7 Prepare Preliminary Plans, Specifications, and Cost Estimate

Consultant will prepare preliminary plans. The plan sheets will be limited to those sheets necessary to carry-out the construction of the proposed project.

Consultant will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or materials that are not covered by FAA specifications.

Consultant will assemble preliminary contract documents including instruction to bidders, proposal, equal opportunity clauses, construction clauses, construction contract agreement, performance bond, payment bond, bid bond, State Requirements, Federal Requirements, bid schedule, wage rates, and general provisions.

Consultant shall prepare preliminary construction cost estimate.

1.8 Final Plans, Specifications, and Cost Estimate

Consultant shall submit 90% plans, specifications, and cost estimate to the Sponsor and FAA for review. One (1) telecom design review meeting will be held to review the bidding documents and discuss Sponsor comments.

A final set of plans, specifications, and cost estimate will be prepared which incorporates revisions, modifications, and corrections determined during the Sponsors review.

1.9 Prepare Construction Management Plan

FAA funded grants in which pavement construction work is estimated to exceed \$500,000 require a Construction Management Plan. The plan should detail the testing measures and procedures for subgrade, subbase, aggregate base, and pavement course quality assurance testing all in conformance to the FAA construction specifications. Consultant shall prepare the Construction Management Plan and submit to the FAA for approval.

1.10 Prepare Disadvantaged Business Plan (DBE)

Since the project is anticipated to use Federal grant funds in excess of \$250,000, the annual Disadvantage Business Enterprise goals will be updated to reflect the current project. This task includes research of the current state highway certified DBE listings and area contractors to determine the availability of potential DBE contractors, preparation of preliminary construction estimates, and identification of potential DBE work items. The DBE goal work sheets will be finalized for Sponsor submittal to the FAA Civil Rights Office.

1.11 Prepare Advertisement for Bids

Required advertisement dates, and bidding dates will be established. Consultant will submit a copy to the Sponsor for distribution to local and selected publications of the project. The Sponsor shall pay for the associated cost of advertising.

1.12 Project Meetings

Consultant will prepare for and attend one (1) joint meeting with the FAA and MN/DOT for the purpose of discussing the proposed project. The Consultant will also provide concept plan sheets to the Sponsor and attend two (2) meetings to discuss the progress of the project.

TASK 1B: BID ADMINISTRATION

1.13 Furnish Bid Documents

Consultant shall prepare, reproduce, and distribute 10 sets of bidding documents for the project. In addition, electronic copies of the bid documents will be made available for download through the Quest Construction Document Network website (QuestCDN). The Consultant shall keep a current list of plan holders and distribute this to interested parties upon request. This task also includes coordination required to facilitate these requests.

1.14 Respond to Bidders Questions

During the bidding process, Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project. This item also includes contacting bidders to generate interest in the project.

1.15 Prepare and Distribute Addendums

Consultant shall issue addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Sponsor or the State. Addenda will be made available to the plan holders either through mail, electronic mail, hand delivering or via facsimile transmission. Any addenda that are generated as a sole result of the Sponsors error or omission will be considered as extra services and Consultant shall be reimbursed for this effort as an amendment to this contract.

1.16 Pre-Bid and Bid Opening

Consultant shall arrange for and conduct pre-bid conference. The Project Manager and Project Engineer will attend and conduct the pre-bid conference with potential contractors and the Sponsor to review the project and answer questions. The meeting will be conducted at the Airport and will include a site inspection. Meeting minutes will be prepared and distributed.

Consultant shall attend the bid opening to process the bidding documents.

1.17 Bid Review and Bid Tabulation

Consultant shall advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. Consultant shall prepare a spreadsheet that includes all bid items for the purpose evaluating the lowest bidder. Consultant shall input the as-bid unit prices into the spreadsheet and to verify mathematical computations of the bids. Consultant will then provide recommendations to the Sponsor as to the name of the apparent low bidder.

1.18 Prepare Recommendation for Award

Consultant will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, Consultant will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project. Once the Contract Award is made Consultant will distribute the bid tabulations on request of the Sponsor.

1.19 Prepare Grant Application

Consultant shall prepare the Federal Grant Application after project design has been completed and the bids accepted. Consultant shall submit the Application to the Sponsor for approval and signatures. After obtaining the necessary signatures, Consultant will forward copies to the FAA for further processing.

May 23, 2016

I.B. ADDITIONAL SERVICES

Consulting services performed other than those authorized under Section I.A. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Additions to the project outside of this scope.
2. Additional geotechnical investigation required for the Project.
3. Completion of additional special studies not identified in Section I.A.
4. Attendance of additional meetings beyond those identified in the above scope.
5. All other services not specifically identified in Section I.A.

I.C. CONSIDERATION

The services described above in Section I.A. BASIC SERVICES shall be provided on an **LUMP SUM** basis as follows:

<u>TASK I – DESIGN & BID ADMINISTRATION</u>	<u>\$ 75,000.00</u>
TOTAL AUTHORIZED FEE	\$ 75,000.00

Progress payments shall be made in accordance with the Attached Fee Schedule and Section III of the Master Agreement.

I.D. SCHEDULE

The consulting services authorized under Section I.A. will be performed under the following schedule or as authorized by the CLIENT as the BASIC SERVICES proceed.

TASK	SERVICE DESCRIPTION	DATE
1A	DESIGN	July 2016 – April 2017
1B	BID ADMINISTRATION	May 2017

May 23, 2016

I.E. AUTHORIZATION

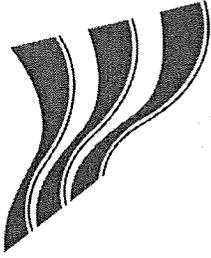
City of Willmar, Minnesota

Bolton & Menk, Inc.

By: _____
Mr. Marv Calvin
Mayor

By: _____
Mr. Jared Voge, P.E.
Principal Engineer

Attest: _____
Mr. Bruce Peterson
Planning Director



CITY OF WILLMAR

**Planning and Development Services
City Office Building
333 SW 6th Street
Willmar, MN 56201
320-235-8311**

COUNCIL ACTION REQUEST

DATE: June 20, 2016

SUBJECT: Work Order No. 6 2016 Airport Master Plan and Airport Layout Plan Update project at Willmar Municipal Airport with Bolton and Menk.

RECOMMENDATION: Staff recommends the City Council approve the resolution to enter into Work Order No. 6 with Bolton and Menk professional services contract aviation planning and engineering services for 2016 Airport Master Plan & Airport Layout Plan Update.

BACKGROUND: The current Airport Master Plan was done in 1996 and the ALP is out of compliance with FAA standards. An update is required to justify future projects and to meet FAA requirements for grant assurances.

FINANCIAL CONSIDERATION: \$ 305,018.00 which is eligible for FAA entitlement dollars at the 95/5 split (part of CIP).

LEGAL: N/A

DEPARTMENT/RESPONSIBLE PARTY: Megan M. DeSchepper, AICP, Planner/Airport Manager

Resolution No. _____

BE IT RESOLVED by the City Council of the City of Willmar, a municipal corporation of the State of Minnesota, that the City Administrator and the City of Willmar is hereby authorized to enter into Work Order #6 of the professional services contract between the City of Willmar and Bolton and Menk, Inc. The Work Order is not to exceed \$305,018.00 for Aviation Planning and Engineering Services for 2016 Airport Master Plan and Airport Layout Plan Update.

Dated this 20th day of June, 2016.

Mayor

Attest:

City Clerk-Treasurer

**WORK ORDER No. 6
TO
PROFESSIONAL SERVICES CONTRACT
AVIATION PLANNING AND ENGINEERING SERVICES**

**2016 AIRPORT MASTER PLAN and
AIRPORT LAYOUT PLAN UPDATE**

**WILLMAR MUNICIPAL AIRPORT – John L. Rice Field
WILLMAR, MINNESOTA**

BETWEEN: The City of Willmar,
A Minnesota municipal corporation (SPONSOR)

AND: Bolton & Menk, Inc. (CONSULTANT)

EFFECTIVE DATE: June 6, 2016

RECITALS

1. The Sponsor owns and operates the Willmar Municipal Airport (FAA Identifier: BDH) located in Willmar, Minnesota.
2. This is Work Order No. 6 to the Professional Services Contract, between City and Bolton & Menk. The Professional Services Contract effective April 25, 2012 is referred to herein as the “**Master Agreement.**”

AGREEMENT

INTRODUCTION

The City of Willmar operates the Willmar Municipal Airport (Airport) and has elected to undertake a study to update the existing Airport Master Plan for the Airport with the financial support of the Federal Aviation Administration (FAA). This study will address numerous areas of interest which have a bearing on the management and development of the Airport in the future. Consultant was selected to provide Airport planning services to the Willmar Municipal Airport and the Commission. This Scope of Services covers the planning services and tasks associated with an update of the Airport’s Master Plan and Airport Layout Plan. This document provides the following important aspects of the project:

- Background information describing the context in which the master planning effort will be accomplished;
- Areas of emphasis for this master planning effort; and
- Project scope elements, describing the actual work activities, responsibilities, and level of effort.

BACKGROUND

The City of Willmar last completed a comprehensive Airport planning study in 1996. The ALP was approved in 2012 to reflect as-built conditions. The existing master plan is out dated and the ALP does not meet the current FAA Standard Operating Procedure 2.0, Procedure for FAA Review and Approval of ALPs and the Interim Guidance on Land Uses Within a Runway Protection Zone.

The Sponsor and Airport Commission have a desire to use this study to position BDH as an economic development tool to attract business development to the community. The City also desires to determine the best configuration(s) for the Airport’s primary runway for future development, and maintaining compatibility

with surrounding local land use plans.

For these reasons, an Airport Master Plan and associated ALP Update is recommended at this time.

AIRPORT MASTER PLAN AREAS OF EMPHASIS

An Airport Master Plan process evaluates many aspects of an Airport facility. The following areas of emphasis will be reviewed in greater detail in the Airport Master Plan.

Runway Alternatives

The existing ALP depicts a 1,000-foot extension to the Runway 13 end that does not meet current design standards. The project will evaluate runway extension options. The Consultant will review various runways alternatives including shifting runway end locations and lengthening the runway. Major considerations to be evaluated will be environmental impacts, cost, on and off-airport development impacts, zoning implications, and compatibility with local community plans. Airport design standards will be evaluated against the current and future critical aircraft.

Comprehensive Obstruction Evaluation

There may be a need for the Airport to take action to mitigate obstructions to the approach/departure surfaces as required in FAA Order 8260.3C, United States Standard for Terminal Instrument Procedures (TERPS), Table 3-2 of Advisory Circular 150/5300-13A, and/or FAR Part 77. To identify obstructions to existing and proposed future runway configurations and design standards, the Consultant will acquire aerial imagery to conduct a detailed planning-level obstruction analysis. This analysis will identify representative obstructions and help determine impacts of Airport development on surrounding landowners. Once the obstructions are identified, an Obstacle Action Plan (OAP) will be developed to document how and when the obstructions will be cleared and how the clear surfaces will be maintained.

Evaluate Building Area Plan

The existing Airport building area has room to expand west of the current apron. An updated long-term development plan will be evaluated for the current hangar storage and aviation business development. The plan will evaluate development and access options for the east side of the primary runway in addition to expansion of the existing building area. Development in these areas will enhance community economic development for aeronautical purposes.

Protect Surrounding Land Uses

The Sponsor and Airport Commission have a desire to maximize on-airport land use to attract aeronautical use business development with direct Airport access. Other City land uses will be evaluated to ensure that off-airport impacts are acceptable to meet community planning needs and Airport zoning requirements.

Financial Feasibility

The Sponsor and Airport Commission see a benefit to completing a Financial Feasibility Analysis to maximize the use of available resources. This plan will allow the Airport to be maintained, operated, and developed in an efficient manner. The Sponsor and Airport Commission desires to complete a financial feasibility analysis to better position the Airport to finance the projects recommended in the master plan and to demonstrate the financial feasibility of the recommended capital improvement program.

Public Involvement

The Sponsor and Airport Commission would like special emphasis to be placed on engaging Airport stakeholders and the general public throughout this process. The Consultant will develop a public involvement plan that allows Airport stakeholders the opportunity to provide input to the decision-makers.

I.A. BASIC SERVICES

TASK 1 – AIRPORT MASTER PLAN

The following sections describe the project scope elements for this master planning effort. The elements (phases) for this project are broken down as follows:

1. Project Development and Control
2. Public Involvement
3. Data Collection and Analysis

The discussion of each element that follows includes a detailed breakdown of the sub-elements that together makeup the scope of work. Preparation of an Airport Master Plan will follow FAA guidelines described in FAA Advisory Circular 150/5070-6B *Airport Master Plans* and other FAA Regional guidance. FAA airport design standards will follow FAA AC 150/5300-13A *Airport Design* as it stands at the time of the executed Work Order.

PROJECT DEVELOPMENT AND CONTROL

1.0 Project Formulation

It is important at the onset of the planning process to define a detailed scope of services to conduct the master planning effort. The study design includes development of a comprehensive scope of services, definition of effort necessary to accomplish the work scope, and preparation of realistic work effort and cost budgets for completing the work. It also serves to organize the project planning team, which includes Consultant, its sub-consultants, Airport Management, and other consultants working for the city of Willmar and/or Municipal Airport, so that the necessary study efforts are effectively executed and the participant roles and responsibilities are clearly defined.

A meeting/conference call was held on December 7, 2015 with DAK/MN FAA, MnDOT, City of Willmar and BMI staff for the specific purpose of discussing the project and scope elements to be completed as part of this master planning effort.

2.0 Project Scoping

The effort for this task includes preparation of this scope of services for the master planning efforts. The deliverables for this element will be a draft and final scope of services, project schedule, an agreed-upon project planning budget and an agreement for the proposed planning work. Specialty sub-consultants and their scope of work will be identified and included in the process. The scope of services, the schedule and the budget will be detailed by study element. In addition to elements, the budget will be identified using rates by role, labor hours by task, person-trips, reimbursable costs and specialty sub-consultant budgets.

These documents will form the basis of the agreement to provide professional services for this project. In an effort to assist the Sponsor in meeting FAA project procurement requirements, the Consultant will also coordinate the preparation of an Independent Fee Estimate between the Sponsor and an independent consultant separate from the scope of this contract. The cost of the Independent Fee Estimate is not included in this scope of work or fee estimate; however, these costs are eligible for reimbursement by FAA.

3.0 Project Management

Projects such as this study demand a refined approach to project management to achieve success. This is especially true at the beginning of the process when the goals, direction, criteria, assumptions, roles, and expectations are developed. Continuous and timely coordination with the Airport and its designated project manager will be provided throughout the study. Project management tasks will continue throughout all aspects of the agreed-upon project schedule.

This effort includes communication among the project team for purposes of tracking the progress of the studies. Managing the various technical work tasks among the project team is necessary for a successful project. Project management duties will include:

- Developing and documenting the project plan

- Organizing the project team
- Launching the project activities
- Executing project activities
- Monitoring and controlling the project to achieve results
- Managing/mitigating risks and solving challenges
- Invoicing and monitoring project budget

Regular project status briefings will take place throughout the study process. These briefings will take place in person or via a telephone call or an email between the Airport project manager and Consultant's project manager or approved staff. These briefings will include status reports of current work, upcoming meetings and work effort and discussion of any challenges in the study effort which may affect the schedule, process or budget.

Airport Primary Point of Contact
Megan De Schepper, Airport Manager

Bolton & Menk Point of Contact
Melissa Underwood, Senior Aviation Planner

Secondary Point(s) of Contact
Sean Christensen, City Engineer Manager
Eric Rudningen, Airport Ops Manager
Bruce Peterson, City Planner

Secondary Point(s) of Contact
Silas Parmar, P.E., Aviation Project
Jared Voge, P.E., Principal Engineer

PUBLIC INVOLVEMENT

4.0 Public Involvement Plan

Introduction & Purpose: Public involvement will be a key component to the successful development of the Willmar Municipal Airport Master Plan. The purpose of this plan is to identify the goals and objectives of public involvement related to this study and to clarify details for the master planning process.

The general public is most often unaware of the contributions an airport provides to the health and vitality of a community, including how an airport's infrastructure strengthens the local economy. When airport building areas or runways need to expand to support existing and future demand, the public often views the expansion negatively. As a result, it is vital to understand airport user needs, perspectives of the public and state and federal review agencies, and the tradeoffs between the alternatives being considered. Developing this understanding, sharing this information between stakeholders, and considering the input received will provide a strong foundation for the future projects ultimately identified in the Airport Master Plan.

This Public Involvement Plan includes proactive outreach strategies. It focuses on:

- Identifying "key influencers" in the community who may be leaders among certain community networks and/or who have the ability to influence others positively or negatively about the Airport's plans.
- Positive two-way communication with all stakeholders, including the public and state and federal environmental review agencies.
- Providing forums to educate the public regarding Airport needs, benefits, opportunities, and project rationale, as well as share the public's comments and concerns so they can be addressed in a proactive manner.

5.0 Public Involvement Meetings

The Public Involvement Plan for the Willmar Municipal Airport Master Plan contains the following meetings:

Master Plan Advisory Group

Purpose: The Master Plan Advisory Group (MPAG) will provide input on information being considered and findings being developed throughout the Airport Master Planning process. The MPAG will help assess Airport issues and needs and be a vital part of the overall project. This group will act as a sounding board for proposed development alternatives, as well as be a conduit for information among various interest groups throughout the community. Interaction with the Airport Manager and the MPAG will be essential for the review and assessment of project information that will ultimately be incorporated into the Airport Master Plan.

Description: The MPAG will include the Airport Manager and other representatives as follows:

- Airport Commission
- Airport business representation
- City Council
- City Planning Commission
- Federal Aviation Administration Airport District Office (FAA ADO)
- Minnesota Department of Transportation Office of Aeronautics (MnDOT)
- Staff from Willmar Municipal's planning department/Zoning Board
- County and/or Township
- Others as necessary

The MPAG members each represent an area or stakeholder group, and will be expected to share their perspective with the MPAG, as well as take information back to the groups they represent. The Consultant and the Airport Manager will work through each represented entity to identify their appointed liaison.

The Consultant team will lead the preparation and facilitation of the MPAG meetings and distribute meeting notices and summaries for up to six (6) MPAG meetings to be held at the Airport. The sub-consultant for the financial feasibility analysis portion of the project will attend three (3) of the MPAG meetings held at the Airport. Meeting graphics and presentations will be prepared for each meeting. The meetings will be used to solicit information and responses from the Airport Operations Specialist and MPAG members regarding information presented by the Consultant. Consultant staff will send invitations two weeks before the MPAG meeting.

Project workbooks, as well as related meeting handouts, and meeting summaries will be provided for each MPAG member. This will also include one hard copy of the working documents for each of the project work items.

Since the resulting documents of the overall study effort will be the property of the Willmar Municipal Airport, it is important for Airport officials to act as the final sounding board for information contained in any final work products associated with the study. The Airport Manager is responsible for the final review and approval of all changes recommended by the MPAG as they pertain to the documents developed by the Consultant. This process will streamline the overall project flow and provide for a more refined approach to the review of the various documents which will be developed and form the Airport Master Plan. If questions regarding comments need to be addressed, this can be accomplished by either telephone calls or email for review and clarification.

Project Meetings

Purpose: Project coordination meetings are held to address specific elements that do not require the direct involvement of the MPAG.

Description: Other meetings may be held during the project with project stakeholders, including the

Sponsor, as needed to review elements to provide direction. Anticipated meetings include the following:

1. Discuss aviation forecasts, facility requirements, & initial alternatives with FAA, MnDOT Aeronautics (1 meeting)
2. Review preliminary alternatives with Sponsor and/or FAA and MnDOT Aeronautics (1 meeting)

Sponsor staff will be invited to attend scheduled project meetings either by phone or in person. Additional meetings will be accommodated with the existing project management scope as much as possible; otherwise they may be considered Other Project Meetings. Updates with the Airport Commission are included in a separate sub-task.

Public Information Meetings

Purpose: To gather input and inform the broader public and other stakeholders of the progress of the Airport Master Plan.

Description: One (1) Public Information Meeting will be held to share information and receive meaningful input from property owners and other stakeholders on planning considerations that have yet to be identified. The specific format for each meeting will be determined by the MPAG and the Consultant. Examples of possible formats include:

- Open house format where interested persons can view various graphics and ask questions in a very casual environment
- Workshop format where a formal presentation can be given along with a working session to solicit information from interested citizens

The Consultant is responsible for preparing the meeting notice, presentation, necessary graphics and handouts and will have up to three (3) staff available for the public information meeting. The Airport is responsible for costs associated with advertising and placing appropriate notices to inform the public about the various meetings and workshops, as well as for securing an appropriate location in which to conduct the meetings.

Outreach Meetings

Purpose: To gather input and inform a specific area adjacent to the Airport regarding specific elements of the Airport Master Plan.

Description: The Consultant will not hold any outreach meetings in this project.

Meetings with Local Landowners, Residents & Businesses

Purpose: To provide opportunity for one-on-one and small group discussions to better understand and provide input into this process.

Description: The Sponsor has a strong commitment to get to know the potentially affected stakeholders, to listen and understand their issues, to generate alternative solutions, and to articulate and clarify the key issues. The Airport Manager will generally be meeting with local landowners and residents directly. If desired by the Airport Manager, Consultant staff will provide meeting materials and/or attend meetings at an hourly rate. Twenty-four (24) hours of Consultant staff time has been budgeted to assist with these anticipated tasks. The Airport Manager will provide a summary of the meeting.

Airport Commission Updates/Meetings

Purpose: To provide regular updates to the Airport Commission on key information and the status of the planning process and obtain input.

Description: The Consultant's role will be to provide staff support to the Airport Manager and Operation Specialist and assist with up to three (3) total presentations to the Airport Commission. The intent is to discuss progress and issues, build understanding for the factors influencing recommendations, obtain

consensus on the draft findings, and listen to and consider elected and appointed official comments and concerns. Meeting presentations, graphics, and handouts will be prepared. One meeting will be before the Council Committee to consider a recommendation to City Council on the Airport Master Plan.

6.0 Public Involvement Materials

The Public Involvement Plan for Willmar Municipal Airport Master Plan contains the following materials:

Project Website

Purpose: To provide user friendly, easy internet access to information about the project and provide a “submit comment” feature for the public to provide comments about the project through the web.

Description: A project website will be developed and updated at specific milestones (every other month) to help inform the public and solicit feedback about the project. Project information will be posted on this website and used for dissemination of information related to the project, including upcoming public meetings.

The project website will be hosted by the Consultant for the duration of the planning project. The City will include on its website a link taking the viewer to the project website. The Consultant will provide the Airport Manager draft content for approval prior to uploading onto the project website. An online comment page will be placed on the project website and any comments received will be read and then forwarded to the Airport Manager for action, if needed.

Newsletters

Purpose: To provide written information about the project to adjacent landowners, city officials, and other interested stakeholders.

Description: Project newsletters will not be developed by the Consultant in this project.

Meeting Minutes

Purpose: Meeting minutes document important information shared, subsequent discussions, and decisions made at each meeting. These documents serve to create a “paper trail” of decisions made during the life of the project. Meeting minutes will serve as a general summary of each meeting.

Description: Meeting minutes will be developed after each MPAG and project meeting, and distributed to the Sponsor and meeting attendees electronically in PDF format.

Public & Resource Agency Outreach

Purpose: The purpose of Public & Resource Agency Outreach efforts is as follows

1. Share identified Airport user needs;
2. Inform surrounding landowners about the proposed Airport development plans;
3. Obtain information about what planning or environmental factors should be considered by the Sponsor as alternatives are developed and evaluated, and;
4. Notify agencies of the draft Airport Master Plan and allow another opportunity to comment.

Description: In the outreach submittal, Airport development alternative maps will be mailed to environmental review agencies and surrounding landowners for their review. Comments will be solicited on Airport user needs and factors resource agencies desire to be considered in the Airport planning process. A summary of input received will be completed. Information received will be fed back into the planning process at key points in the study. The Consultant will not complete Public & Resource Agency Outreach as part of this project.

Early Environmental Review

Purpose: The purpose of Early Environmental Review Agency Outreach efforts is twofold

1. Share identified Airport user needs
2. Obtain information about what planning or environmental factors should be considered by Sponsor as alternatives are developed and evaluated

Description: Existing informational data and mapping will be used to evaluate environmental factors identified during the Airport Master Plan process. A summary of the existing conditions obtained will be developed. Information gathered will be used in the planning process at key points in the study.

DATA COLLECTION AND ANALYSIS

7.0 Data Collection

The initial step in the inventory process will be to review previous planning, environmental, and other issue-specific studies undertaken for the Airport to determine their continued validity. Federal and State aviation plans, as well as plans from Airport tenants will be investigated as appropriate.

Airport Planning Documents

The Consultant will identify and review existing Airport planning documents to assist in developing a comprehensive base of information to be used in the planning process. The Airport shall provide copies of any existing electronic files which may be of assistance in developing the ALP update, as well as reports or studies which contain information related to the planning topics identified within this scope. These may include documents such as, but not limited to the following documents:

- Current and previous master plans and airport layout plans
- Recent environmental NEPA documents
- Airport operational information (i.e. based aircraft, fuel sales, policies/procedures)
- Airport financial records (i.e. revenues/expenses, lease information)

Community Information

Consultant shall coordinate with and obtain existing GIS database information from City/County and shall use the collected data resource information for the various work tasks. An inventory of existing land use, City/County Comprehensive Plans, zoning, and related regulations will be completed.

Detailed Airport Information

An inventory review of financial and legal information related to the financial condition, Airport policies, administrative regulations, grant status, Airport use and lease agreements, and other Airport user agreements which affect the financial management of the Airport and which will affect the financial reasonableness of implementing the Airport Master Plan CIP will be completed.

Airport Property

The Consultant will perform an Ownership & Encumbrance (O & E) report with assistance from an abstract or title company for property that the airport owns in fee, has a lease interest, an easement interest, and/or the area the planned for potential future acquisition. A narrative will be provided in the Master Plan describing the parcel information and encumbrance status including FAA approval or steps necessary to achieve conformance with FAA Grant Assurances. This inventory effort will include the following to obtain available title/deed/easement information of Airport property interests:

- Coordination with MnDOT Aeronautics and FAA ADO to obtain any available property information
- Research at County Recorder's office for easements on adjoining lots and on platted Airport lots
- Obtain any existing Airport property information from City staff
- Obtain online account with Kandiyohi County
- Prepare Base Map with City property and adjoining Airport property
- Map all legal descriptions and other encumbrances on Airport property
- Tabulate Airport property information as part of Base Map

8.0 Existing Airport Review

Site Inspection

The Consultant will conduct an on-site visual inspection and review secondary sources, to prepare a description and inventory of existing airfield and landside facilities. This inspection will likely not be able to be held in conjunction with one of the team meetings, and a separate trip will be anticipated.

The current 5010 *Master Record*, 2012 ALP Update, site inspections, and as-built facility plans will serve as the basis for the majority of the inventory information. Items to be inventoried include:

- Runways and taxiway (including pavement condition taken from previous studies)
- Apron and ramp areas (including pavement conditions taken from previous studies)
- A/D building and offices
- General aviation facilities
- Airport access roads
- Maintenance facilities
- Hangars
- Ground access, circulation, and auto parking
- Fuel facilities
- Existing and proposed uses of Airport property
- Airfield lighting
- Landing aids and instrumentation
- Wind data (new data to be acquired from National Climatic Data Center)
- Runway Protection Zones and Obstructions
- Runway Safety Area

Built & Natural Environment Considerations

Environmental factors and constraints will be an important consideration during the development of improvement alternatives. Work effort includes research and review of existing NEPA documents, environmental reports, maps, and databases showing environmental or physical attributes that may represent constraints. Data will be compiled into composite planning consideration drawing(s) illustrating the constraints. This task will rely mostly on data available from existing sources, and **will not include new field investigations or delineation surveys**. Effort will include coordination with the City/County, resource agencies, and research into City/County Code to research environmental constraints, including but not limited to land use zones, wetlands, floodplains, protected wildlife, and other natural or man-made features.

Existing Facilities Summary

The data collection and inventory effort will summarize the historical and existing facilities and conditions at the Airport as well as information and direction necessary to develop the Airport Master Plan Update. Deliverables from this Data Collection and Inventory task will include a brief summary including text and graphics pertaining to the existing facilities at the Airport along with existing land use, zoning, City/County Comprehensive Plans, previous planning studies, etc. This summary will serve as the draft copy of the inventory chapter of the Airport Master Plan Update.

9.0 Aviation Demand Forecasts

Development of projections of aviation demand is a key element in the planning process and is important data to be used in determining current and future Airport's needs, in assessing the environmental effects of proposed actions, and determining the economic implications of future growth and development.

Projections of short-, mid-, and long-term demand levels (i.e., 5-, 10-, and 20-years) will be developed. As part of this element, appropriate regional, state, and national aviation trends and existing projections will be investigated.

The Sponsor will provide the Consultant with available Airport operational information, which would include but is not limited to fuel sales and based aircraft. Historical aviation activity will also be analyzed for the Airport by demand component. Existing projections from the FAA's Terminal Area Forecast (TAF) and State forecasts will also be utilized.

Airport User Survey

A comprehensive Airport user survey will be developed in coordination with Sponsor staff to obtain local Airport operational information. A separate Airport and business survey will be developed. The user surveys will be developed by the Consultant, administered online and the results will be tabulated and distributed to the Sponsor. Information on how to access the survey will be provided to the Sponsor. It will be the responsibility of the Sponsor to distribute information on how to complete the user survey to local pilots. Any specific follow-up interviews via phone or e-mail will be completed by the Consultant to obtain necessary information. Other follow-ups will be completed by the Sponsor at their choosing.

Aviation Forecasts

Through the Airport records, historical activity research, existing projections, user survey, and follow-up interviews; data will be obtained on activity levels showing local/itinerant operations and approach type/design group, in addition to critical design aircraft and based aircraft by approach type/design group. The following components of aviation demand will be projected for 5-, 10-, and 20-years:

- Aircraft operations
 - General aviation (local/itinerant)
 - Military
- Based aircraft
- Aircraft fleet mix (based/itinerant)
- Critical design aircraft
- Instrument approaches

Projections of aviation demand will be developed using standard FAA forecasting methodologies, such as share of the market, regression analysis, time series analysis, and trend line analysis. Peak hour aircraft operations will also be developed using best available data and consultant-developed factors.

Results of this element will be used to determine future needs for airside, landside, and support facility components at the Airport. Methodologies used in this task will be reviewed with the Sponsor and the FAA Airports District Office before the element is finalized. Close coordination will be maintained to ensure acceptance of the projection approach. The aviation forecasts will be reviewed and approved by the FAA before proceeding further with the Airport Master Plan study.

Deliverables

Deliverables associated with this task will include a report which summarizes, with appropriate graphs, charts, maps, and drawings, the methods and results of the projections of aviation demand. Once reviewed by the FAA, these findings will be used as part of a chapter in the final Airport Master Plan report.

10.0 Demand/Capacity Analysis

Within this task, current activity levels will be compared to the Airport's operational capacity. Using

established FAA criteria and the findings from previous work efforts (i.e. inventory, and projections). Consultant will review the existing runway configuration to determine its capacity and limitations. The capacity of the Airport's existing aviation facilities will be compared to demand projections for the short-, mid-, and long-range planning periods (5-, 10-, and 20-years). Surpluses and deficiencies will be identified. The existing Airport will be reviewed for any FAA safety deficiencies.

The Airport's ability to accommodate existing and projected activity will be determined using approved FAA capacity methodologies. The capacity, or that level of activity at which unacceptable delay occurs, will be compared with aviation projections to determine if and when additional capacity should be provided in the future.

Airside facilities at the Airport will be analyzed. Using the FAA's methodology for calculating annual service volume (ASV), the Airport's annual operational processing capacity will be estimated. Inputs for this analysis include aircraft fleet mix, navigation aids, physical orientation of runways and taxiways, spacing of taxiway exits, percentage of the Airport's training activity, and peaking characteristics.

Landside facilities at the Airport will also be analyzed in terms of their capacity and ability to accommodate current demand. Using FAA guidelines, as well as consultant-developed factors, capacities of landside facilities such as hangars and apron space will be determined. To determine their adequacy, these capacities will be compared to current and projected demand identified during the inventory and forecast elements.

Deliverables

Deliverables for this task will include a summary of the findings of this task which will be used as a portion of a chapter in the final master plan document. The summary will be provided to the Sponsor and MPAG as part of the MPAG meetings.

11.0 Facility Requirements

Required facilities will be identified through the inventory of existing facilities and the capacity analyses when compared to projections of aviation demand. Anticipated timing of required improvements will also be identified. FAA Advisory Circulars (AC) referenced as part of this task will include but not be limited to: AC 150/5300-13A, *Airport Design*; FAR Part 77, *Safe, Efficient Use, and Preservation of Navigable Airspace*; 150/5060-5 *Airport Capacity and Delay*, and 150/5070-6B *Airport Master Plans*.

Tabulated wind data will be obtained from the National Climatic Data Center for the most current 10-year data. Full All-Weather, VFR, and IFR wind roses will be prepared for use in this Airport Master Plan and the ALP update.

Utilizing current FAA planning criteria, the Consultant will review the facility needs based on projected future activity and the Airport's role in the local, regional and national aviation and economic system. Facilities to be analyzed using best available information include:

- Approaches
- Runways
- Runway Safety Areas
- Taxiways
- Aircraft apron areas
- FBO, corporate, and general aviation facilities
- Aircraft storage and hangar areas
- Support facilities such as maintenance and utilities
- Fuel farms
- Airport access and circulation

Future requirements will provide the basis for evaluating alternative development actions that might be adopted

to satisfy the need for improved facilities. The facility requirements analysis for the Airport will focus on a number of specific issues that are most important to the Airport's future growth and development. The alternatives analysis will identify, review, and evaluate options for accommodating these activities in their existing location over the planning period. The objective of the facility requirements analysis will be to ensure that each of the Airport's functional aviation areas has long-term flexibility and growth potential that will enable it to respond to changing demand scenarios. Facility requirements will generally be tied to the 5-, 10-, and 20-year demand projections developed as part of this study. The ADO has identified a need for Airport Master Plans to identify any Airport design deficiencies. A summary of the existing Airport's compliance with FAA existing Airport design standards will be completed in this section.

Deliverables

Deliverables for this task will include summaries of the facility requirements for review by Airport staff, MPAG and the FAA. This summary will be used to create a portion of a final chapter in the master plan report.

12.0 Alternatives Analysis

Consultant will develop and document feasible alternatives for the development of the Airport's facilities, based on the results of the previous tasks. Each of the alternatives will be graphically illustrated, as appropriate, and presented to the Airport and MPAG for review and consideration. These alternatives will take into consideration the long-term development of the Airport, while also planning for the near-term implementation of projects. The alternatives developed will also be foundational for use in future environmental review documents.

The next step in the alternatives analysis will be to identify potential alternatives for meeting future facility requirements. Alternatives will be identified, graphically depicted, and evaluated in light of demand projections, the capacity analysis, and facility requirements determination. Once reasonable development alternatives have been identified; their merits and deficiencies will be compared. Factors to be considered in the evaluation may include:

- FAA Design Criteria
- Safety Standards
- Capacity Recommendations
- Expansion Potential
- Compatibility Issues (including Land Use/Zoning and RPZs)
- Off-Airport Development Potential
- Operational Impacts
- Economic Impacts
- Environmental Impacts
- Overall Feasibility
- Clear Airspace

Other factors may include sustainability. Basic sustainability goals and objectives may be developed through discussions with Airport management, and may be used to evaluate each alternative and its ability to meet and/or comply with these standards. No additional special studies related to sustainability will be completed in this scope of services. Airfield and hangar/terminal area alternatives will be evaluated independently. It is assumed that up to five (5) airfield alternatives will be developed, and up to three (3) building area alternatives will be developed. Each alternative will include graphical depictions of each development "footprint". A preliminary screening process is not anticipated; however input from the MPAG will be solicited about desired airfield and hangar/terminal alternatives to be evaluated. An intensive planning session(s) will be held to present, review, and evaluate the alternatives.

The alternatives will be quantitatively and qualitatively ranked, according to their performance against safety, capacity, and compatibility criteria. A preferred development alternative for each of the functional components

will then be selected by the MPAG. Location options and development needs for support facilities will be reviewed and investigated as part of this phase of the alternatives analysis. Some facilities may have a single, logical development option associated with them. For those facilities, an analysis of alternatives may not be necessary.

The alternatives analysis will result in identification of a recommended course of action for the Airport to follow over the ensuing 20-year planning period. The logic and justification for following the recommended plan will be detailed. At this stage of the study, the plan will be conceptual in nature and will be subject to further refinement, particularly through the financial feasibility analysis, environmental overview, and as detailed layout plans are prepared in subsequent tasks.

Deliverables

Deliverables for this task will include graphics and text as appropriate to summarize and document the merits of each alternative developed. This information will be presented in a working paper format which will ultimately be included in the Airport Master Plan report document.

13.0 Environmental Overview

The objectives of this task are to prepare a summary of the inventory of environmentally sensitive features of the Airport and the potential impacts upon those as part of the recommended development plan. The inventory will include readily available information and review the following:

- Potential environmental impacts of the selected airspace/land use/airfield/landside plan to allow refinement of the plan.
- Potential significance of the impacts.
- Possible abatement and mitigation measures which may reduce or eliminate any potentially significant adverse impacts.
- Prior environmental and planning documents.
- Current site conditions at the Airport.

A preliminary overview of environmental resource categories known or easily visible upon site inspection will be done in conformance with the most current FAA Order 1050.1E, *Environmental Impacts: Policies and Procedures*, FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*, FAA Advisory Circulars and applicable federal, state and local regulations. Any of the other environmental resource categories where an impact may be anticipated will be identified as a potential impact.

The environmental overview is not intended to substitute for a National Environmental Policy Act (NEPA) document. It is to provide information on obvious environmental resources applicable to the Airport. For master planning it is not necessary to carry out substantial investigations such as cultural resource studies or wetland delineations or to define all environmental factors needed for a NEPA document. This scope of work does not include the depth of NEPA review to meet the requirements of an Environmental Assessment or Environmental Impact Statement. It is intended to be used as a basis for these documents.

The environmental overview will include the following environmental inventory items and contain appropriate discussion in the Airport Master Plan report.

Aircraft Noise

Aircraft noise is a component of Airport operations that, when evaluated, identifies the influence of Airport activity beyond Airport property. A detailed noise evaluation will not be performed as part of this master plan study. A short summary of the FAA noise impact thresholds will be discussed. But if recommended at a later date can be added back in under the “Additional/Optional Services” Task.

Compatible Land Use

Provide a short narrative of compatible land use per various FAA Advisory Circulars and State criteria.

- Location of Land Use Compatibility
 - Residential
 - Public Use (churches, schools, hospitals)
 - Commercial Use
 - Manufacturing and Production
 - Recreational
- Identify zoning and/or platting within the Airport vicinity for land use compatibility including guidance documented in existing comprehensive plans
 - Residential
 - Commercial
 - Industrial
 - Agricultural
 - Public
 - Other
- Location of landfills, sewage treatment lagoons, wetlands
- Location of known DOT 4(f) land within a one-mile radius (recreational and historic)
- Location of possible planned water features within 10,000 ft of ARP
- Location of floodplains and floodways
- Prime and unique farmlands on Airport or projected to be acquired by Airport

This task will include a discussion of compatible land use issues in the Airport Master Plan report. To the extent necessary, based on changes in the existing land use and other conditions identified in the inventory portion of the Airport Master Plan, a land use plan will be developed that depicts the existing and recommended land uses for all land within the Airport property boundaries and in the surrounding vicinity of the Airport (generally defined at one mile of the runway ends and one-half mile parallel to the sides of the runway).

The Airport Master Plan will specifically categorize and identify proposed facilities and land use compatibility recommendations in accordance with applicable local, State, and FAA standards. Recommendations for local comprehensive plans will be completed and documented in the Airport Master Plan report.

Historic and Archeological

It is known that the Airport may have historical significance. Assessment of the local area and/or Airport environs will be completed to identify existing resources that have been recorded. The assessment will include a literature search at the State Historic Preservation Office (SHPO) to identify known archaeological sites and recorded properties on the National Register of Historic Places (NRHP). No on-site evaluation of structures or field survey will be conducted.

Water Quality

Review existing site drainage conditions and concerns:

- Appraise and map existing Airport drainage facilities including streams, culverts, ditches, drains, drainage control structures, berms, secondary containment, piping, and direction of flows
- Map future Airport drainage facilities

Fish, Wildlife, and Plants

Short narrative describing wildlife habitat and potential wildlife hazard issues.

- Literature/other review for endangered species and habitats on/near Airport.
- Literature/other review for fish, wildlife, plants, habitats, and migration routes on/near Airport
- Conduct a one to three day Wildlife Hazard Site Visit and a Wildlife Hazard Management Plan
- Summarize current wildlife controls – fences, mitigation, permits

Hazardous Materials and Solid Waste

Review site records and conduct no more than three interviews to perform an evaluation for known hazardous and solid waste issues associated with the Airport.

- Determine location of potentially contaminated areas
- Locate and size fuel storage, dispensing, and containment
- Locate and size agriculture operations, storage, mixing, and containment
- Location and type of maintenance activities

A Recycling Management Plan will be completed by the Consultant to meet new FAA requirements as outlined in Program Guidance Letter 12-08 and FAA Advisory Circular 150/5070-6B, Change 2, *Airport Master Plans*. These components will be added to the environmental evaluation in this task. The work will include the following:

- A waste audit;
- The feasibility of solid waste recycling at the Airport;
- Minimizing the generation of solid waste at the Airport;
- Operation and maintenance requirements;
- The review of waste management contracts; and
- The potential for cost savings or the generation of revenue.

Technical guidance has been released from FAA on the requirements of a Recycling Management Plan. The scope of this work will meet the requirements available at the time of this agreement. Additional FAA guidance released during this project will be utilized as much as possible without increasing project cost.

Wetlands

Discuss presence of wetlands on Airport property. Wetlands data will be taken from National Wetland Inventory Maps available, visual observations, or other available records.

- Map NWI wetland determinations
- Map other “wet lands” noted but not formally delineated.
- Map FEMA floodplain and floodway.

Deliverables

Deliverables for this task will be incorporated into the appropriate chapters such as existing conditions and alternatives development and evaluation. Any refinements to the preferred alternative based on the environmental analysis will be discussed in a white paper, and incorporated into the Airport Master Plan report.

14.0 Implementation / Financial Feasibility Analysis

The Airport Master Plan will identify various projects that are necessary to implement the preferred alternative.

The Consultant will formulate a list of projects according to applicable local, State, and Federal needs identified in this planning study. Cost estimates for the project will be developed to support this element of the Airport Master Plan. A preliminary Airport implementation plan will be developed to help determine the desired sequencing of projects identified for development. A 20-year Airport Capital Improvement Plan (ACIP) will be updated as part of this task. The ACIP will identify the triggering events to signify the start of the projects, sequencing of projects, and projects that logically should be linked together. This task will include an analysis that will demonstrate the Sponsor’s ability to fund the projects developed in the facilities requirements phase and scheduled through the phasing plan.

a. Existing Airports Financial Structure

This task will review the Airport’s existing financial structure including revenue and expenses.

This will consist of all current Airport contracts and informal business relationships on the Airport involving revenue producing areas such as, fuel facilities, fixed based operators and leased areas

(hangar and land), both short and long term. This will formulate the base for capacity for the funding of future projects.

b. ACIP Financial Feasibility Plan

The ACIP will be assimilated with the development phasing plan for the Airport and future funding sources will be identified for the improvement projects of each phase. The potential funding sources will be clearly identified for each year of the financial plan following the anticipated schedule of the ACIP. The standard funding sources will include non-Primary Entitlement Funds, Federal Discretionary, State Apportionment, State, Airport Revenue and Local General Funds. Changes/increases in local revenue sources will be identified at each stage of recommended development based on the projected increase in users at the airport. This section will not identify changes to rates and charges at the airport. This section will include a summary of the projected future expenses to determine if projects represented on the ACIP will be feasible now and into the future.

Deliverables will be one of the final chapters in the Master Plan titled “Implementation & Financial Analysis”. This chapter will be completed based on the data developed in Task 14.0 as well as input from MPAG members. It will include detailing the historical and existing revenue and expenses, historical cash flow, the funding plan for the ACIP, and an overall summary of the cash flow analysis over a 10-year planning period.

15.0 Documentation

An effective Airport plan places emphasis on developing concise, effective study documentation. Several types of materials will be produced to document the planning process as noted below. The report sections or chapters will be provided for FAA and local review, as will the draft and final documents.

Airport Master Plan Report

The Consultant shall prepare twenty (20) paper copies of the draft and final Airport Master Plan Reports which will summarize the planning process and document the findings of the elements outlined in this scope of services. This report will be written so that it can be easily understood by the general public. The format of the report will be determined through discussions with the Airport Management, but will be based on the individual sections or chapters developed in the individual technical elements of this project. The final product will include a locally adopted Airport Master Plan report.

Anticipated sections/chapters of the Airport Master Plan report include:

- Introduction
- Facility Inventory
- Aviation Demand Forecasts
- Demand/Capacity and Facility Requirements
- Alternative Analysis
- Environmental Overview
- Preferred Alternative (if necessary)
- Financial Analysis
- Appendices

Electronic files of the Airport Master Plan in Adobe PDF format will also be provided to the Sponsor, and be posted on the project website. It is recommended that the Sponsor post the Airport Master Plan report on the Sponsor’s Airport website for on-going reference.

Hard copy drafts of the Airport Master Plan will be sent to FAA (one hard copy) and MnDOT Office of Aeronautics (two hard copies) to provide an opportunity for review and comment prior to proceeding with next chapters; forecast, alternatives analysis, and implementation. One (1) final paper copy and one (1) electronic copy of the Airport Master Plan will be sent to FAA and MnDOT Office.

TASK 2 – AERONAUTICAL SURVEY

As identified by staff at FAA ADO, the completion this Airport Master Plan and Airport Layout Plan requires aeronautical survey and mapping services that meet the standards outlined in FAA Advisory Circular AC 150/5300-16A, -17C, and 18B. The survey requirements and deliverables will be completed for an “Airport Layout Plan” as identified in Table 2-1 of AC 150/5300-18B.

The required FAA Advisory Circulars have been established to provide survey specifications to collect safety critical and other Airport data. The specifications outline geodetic control, aerial imagery, survey, data attribution, and delivery requirements. The applicable FAA requirements include:

- FAA Advisory Circular 150/5300-16A *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*,
- FAA Advisory Circular 150/5300-17C *Standards for Using Remote Sensing*
- FAA Advisory Circular 150/5300-18B *General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards*.

In general, the Aeronautical Survey will accomplish the following goals:

- Produce a planimetric and topographic base-map necessary to create an Airport Layout Plan.
- Produce a robust dataset, formatted to the standards of the FAA Airports-GIS program, to enable the Airport and Commission to incorporate the Airport’s data into a GIS system.
- Complete an “existing conditions” airspace analysis in compliance with FAA Airports-GIS standards. This will fulfill FAA requirements for Airport Layout Plan projects by supplying the FAA with airspace/obstruction data based on existing conditions.
- Complete a Part 77 obstruction analysis in order to produce obstruction data necessary for developing the Airspace sheets of the Airport Layout Plan (in compliance with FAA requirements).
- Complete specialized/custom obstruction data collection necessary to complete a feasibility study on the relocation of runway ends.
- Assist the Commission and Airport in understanding, compliance with, and incorporating FAA Airports-GIS standards.

Data collection and submittal will be limited to the existing Airport configuration for submittal to the FAA. Although not approved yet, the data can eventually be used to develop, in part, an electronic Airport Layout Plan (eALP).

The Consultant will assist the Airport with setup of the project on the FAA Airports GIS website (<https://airports-gis.faa.gov/airportsgis/>) and designation of the Consultant’s representatives. Required deliverables to the FAA ADO or National Geodetic Survey (NGS) to successfully complete an Aeronautical Survey project include the following:

- Statement of Work (FAA-ADO and FAA Airport GIS website)
- Survey Work and Quality Control Plan (FAA Airport GIS website)
- Remote Sensing Plan (FAA GIS website)
- Aerial Photography Report (FAA GIS website)
- Airport Survey Digital Data File (FAA via hard drive)
- Final Surveyors Report (FAA GIS website)
- Digital Data Delivery (FAA GIS website)

Work will be completed by Consultant and through sub-contract with Consultant.

1.0 Geodetic Control

Geodetic Control is necessary to establish project control tied to the National Spatial Reference System (NSRS) to establish accurate vertical and horizontal benchmarks. The horizontal datum will be NAD83 and the vertical datum will be NAVD88.

No Primary and/or Secondary Airport Control Stations (PACS/SACS) currently exist at BDH. The use of **Temporary Geodetic Control** will be utilized on this project. If this is not acceptable to FAA then a scope of services will be developed to establish PACS/SACS at BDH.

2.0 Aerial Photography

Aerial Photography is required by project specifications for development of an obstruction analysis. The photography will also be used to develop an overall Airport base map of planimetric features. The team will develop a flight plan, acquire the photography, process and analyze the imagery. This includes stereo photography and ortho photography as required by FAA AC 150/5300-17C.

Ground control points for aerial imagery will be determined and ground surveyed to provide accuracy for the aerial imagery acquisition. The control positions will be determined with direct ties to the Temporary Control developed for BDH. The capture of aerial photography will be completed once the ground control stations are set. For the obstruction analysis, tree canopies must be in full bloom providing full 'leaf-on' conditions. One imagery acquisition flight is planned to obtain the best imagery for base mapping and obstruction analysis at BDH. This imagery will occur during leaf-on conditions. Ortho photography will also be collected as required in AC 150/5300-17C.

The photography flight crew will collect the imagery as defined in the flight layout, encompassing the critical areas of the obstruction identification surfaces and planimetric base mapping. Exhibits of the proposed flight layout including the airspace analysis limits, planimetric mapping limits, and topographic mapping limits are included at the end of this scope of work. The imagery will be processed and geo-referenced. Models will then be produced for the planimetric base mapping and obstruction analysis. Orthophotos for the entire project area will be developed with a 1.0' pixel resolution and a 0.5' pixel resolution for the Airport Property. The photo scale will be 1" = 4,328' for the obstruction surface areas and 1" = 1,122' for the Airport property.

3.0 Aeronautical Survey

An aeronautical survey is required to obtain and document critical airside information. Ground surveying will be completed to FAA AC 150/5300-18B standards for "Airport Layout Plans" utilizing temporary geodetic survey control. Multiple survey methods will be used to capture critical runway, navigational aid (NAVAID), obstructions, and control points. This includes the following general surveying tasks for BDH:

- Survey Runway 13/31 ends and profile
- Survey Runway 3/21 ends and profile
- Monument Runway ends (if not already completed)
- Survey Navigational aids for all Runways

The horizontal and vertical points of each NAVAID and top obstruction point will be collected. Prior to survey, the project team will conduct field reconnaissance and Airport interviews to develop project understanding and ensure airfield operational safety is maintained. Airport officials and FAA will be utilized for assistance in identifying NAVAIDS on site or off Airport property.

4.0 FAA Obstruction Analysis

An aerial obstruction analysis will identify the top elevation of the tallest object within the Airport's airspace surfaces. This mapping identifies representative objects that penetrate the surface under analysis including buildings, vegetation, fences, poles, and other objects. The purpose of this analysis is to determine the Airport's existing and potential future compliance with FAR Part 77, TERPs approach/departure surfaces and other protected surfaces for Airport development alternatives explored in the Airport Master Plan. The data

will assist in determining which off-Airport properties may require remedial action, such as the acquisition of property easements for object removal. Only representative points will be identified, i.e. not individual trees.

The Sub-consultant will collect obstruction data within a defined special collection area so that an obstruction analysis can be performed by the Consultant. An airspace analysis will be performed for the existing airfield configuration. Natural and man-made objects within 10 feet of the critical airspace surfaces will also be identified. The airspace surfaces that may be evaluated include Threshold Siting Surfaces, FAR Part 77 surfaces, and TERPS Departure Surface.

A basic airspace analysis will also be completed for up to five (5) airfield layout alternatives. Specific design standards and dimensions will be developed as the Airport Master Plan project progresses. Man-made obstructions and natural obstructions within 10 feet below the defined airspace surfaces will be documented. Results will be incorporated to the alternatives analysis graphics in the Airport Master Plan. A detailed airspace analysis will be performed for the final preferred airfield alternative to include Threshold Siting Surfaces (if applicable), FAR Part 77, and TERPS approach/departure surfaces. This data will ultimately be graphically depicted in the ALP document.

An Obstacle Action Plan (OAP) will be developed for all unmitigated obstacles which details how and when each of the surfaces will be cleared and maintained. The OAP will include:

- All obstacles to the surfaces described in Table 3-2 of Advisory Circular 150/5300-13A, FAA Order 8260.3, and all obstacles penetrating the approach surface as defined in Federal Aviation Regulations Part 77.
- Identification of the obstacle reference number, type, latitude, longitude, elevation (AMSL), height, surface penetrated, penetration amount, runway, if the obstacle is on or off the Airport, if the obstacle is under Sponsor control, proposed maintenance action, when each of the obstacles will be cleared, and the triggering event. The OAP will match data that is presented on the Airport Layout Plan.
- Information incorporated into the ACIP to demonstrate and reflect the phases necessary to accomplish the mitigation of obstacles in an expedited manner to the maximum extent possible.
- The Sponsor's action plan to maintain clear surfaces.
- A description of all efforts made to clear required surfaces if any obstacles are not feasible to be mitigated.

The OAP will be submitted for FAA Line of Business review and concurrence through the method determined by the FAA Airports District Office. The OAP will be incorporated into the Master Plan and Airport Layout Plan including the ACIP.

5.0 FAA Planimetric Mapping & GIS Attributes

Aerial photography will be used to develop a planimetric map over the base mapping area which includes the Airport property and surrounding area. The on-Airport features group and class information populated will follow the required (not optional) critical elements as outlined in FAA AC 150/5300-18B. The data groups rendered into attributes will include data easily viewable via aerial photography and/or via site visit. All feature classes are excluded from this effort unless specifically described in this scope of services. Generally this Airport planimetric map will include:

- Runways
- Taxiways
- Buildings
- Navigational Aids
- Obstructions
- Landmarks

Items not included in the scope include wetlands, or other environmentally sensitive areas. The off-Airport base mapping area will include limited planimetric to include streets, buildings, and driveways. Two-foot ground contours will be developed within the identified base map boundary.

The data will be compiled into an AutoCAD format work product ready for delivery to FAA Airports GIS compliant with FAA AC 150/5300-18B. A digital file deliverable in the appropriate format will be completed to be uploaded to the Airports GIS website.

6.0 User-Defined Planimetric Mapping & GIS Attributes

FAA requires specific critical data to be collected to meet the minimum requirements of FAA AC 150/5300-18B. Additional data can be collected to better serve the Airport. In this GIS data collection effort, Airport Management has expressed an interest in including additional feature groups and classes. Data provided to the Consultant will be used to add additional GIS features and attributes. This will include the following:

- Airport Parcel: Available Airport property information (i.e. previous owner, parcel number, grant number, acreage) will be included to match Exhibit A. Fee and easement interests will be included.

7.0 Project Management, Reporting, Deliverables

The Consultant will manage the overall project, including administration and coordination of all efforts related to this work item including coordination with NGS and online portal, coordination with survey staff to produce an accurate product meeting industry standards, and monitoring work schedules to ensure deadlines are met.

The Consultant will be responsible for providing the Airport with regular progress reports to communicate the team's progress throughout the project. Each progress report will contain progress updates and significant schedule or work issues with the project. Data files and reports will be prepared and delivered as defined in AC 150/5300-16A, 17C, and 18B. The FAA requires a geodetic control report to the NGS (if applicable), an aerial imagery report to the NGS for use in validation, and a final project completion report. The final project completion report will include a complete synopsis of each of the survey tasks completed.

Final deliverables to the Airport will include two (2) CDs containing digital GIS shapefiles of the existing Airport, and two (2) poster-size prints of the aerial photography captures as part of the project.

8.0 Alternative Obstruction Analysis

An aerial obstruction analysis will identify the top elevation of the tallest object within the Airport's airspace surfaces utilizing aerial imagery acquired. This mapping identifies the tallest object that penetrates the surface under analysis including buildings, vegetation, fences, poles, and other objects. The purpose of this analysis is to determine the Airport's existing and potential future compliance with Part 77 and other protected surfaces for Airport development alternatives explored in the Airport Master Plan. The data will assist in determining which off-Airport properties may require remedial action, such as the acquisition of property easements for object removal. Only representative points will be identified, i.e. not individual trees.

An airspace analysis will be performed for the existing airfield configuration. Natural and man-made objects within 10 feet of the critical airspace surfaces will also be identified. The airspace surfaces that will be evaluated include Threshold Siting Surfaces (if applicable), FAR Part 77 surfaces, and TERPS Departure Surface.

An FAR Part 77 airspace analysis will be completed for the existing Airport configuration, and each of the up to five (5) airfield alternatives. Specific dimensions will be developed as the Airport Master Plan project progresses. Man-made obstructions, and natural obstructions within 10 feet of the defined airspace surfaces will be documented. Results will be incorporated to the alternatives analysis graphics in the Airport Master Plan.

A detailed airspace analysis will be performed for the final preferred airfield alternative to include Threshold

Siting Surfaces (if applicable), FAR Part 77, and TERPS Departure Surface. This data will ultimately be graphically depicted in the Airport Layout Plan document.

TASK 3 – AIRPORT LAYOUT PLAN UPDATE

The Airport Layout Plan (ALP) will be updated to show development recommended in the Airport Master Plan for the Airport over the 20-year planning period. Consultant will build upon the base mapping and obstruction data produced in Task 2 – Aeronautical Survey to create base files and ALP sheets in ESRI's GIS format. All relevant tables included on the ALP will be documented in the appropriate section of the Airport Master Plan. All ALP files will be provided to the Airport at the end of the study.

1.0 ALP Production

The Consultant will produce an ALP set in accordance with the FAA Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs) 2.0, and applicable State of Minnesota standards. Preparation of the ALP will be based on the findings of the previous tasks and will include the following individual drawings:

- Title Sheet
- Airport Data Sheet(s)
- Airport Layout Plan Drawing(Existing & Future)
- Airport Layout Plan Drawing(Ultimate), if applicable
- Airport Airspace Drawing
- Runway 13 Inner Portion of the Approach Surface Drawing
- Runway 31 Inner Portion of the Approach Surface Drawing
- Runway 3 Inner Portion of the Approach Surface Drawing
- Runway 21 Inner Portion of the Approach Surface Drawing
- Building Area Drawing
- Long-Term Building Area Drawing, if applicable
- On-Airport Land Use Drawing
- Off-Airport Land Use Drawing
- Airport Property Map / Exhibit A
- Airport Departure Surfaces Map

This work includes an update to the Exhibit "A" Airport Property Map to comply with FAA Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps 3.0. Data collection related to this effort is identified in Task 1.

The Airport Layout Plan will consist of 22" x 34"(ANSI D) sheets, containing sufficient data to obtain approval from MnDOT and FAA. The Consultant will prepare draft versions of the ALP for Airport review. Following Airport approval, copies of the ALP will be sent to MnDOT for review by their Airport development, planning, and operations staff. Comments will be incorporated into the ALP for submittal to FAA for review. A signed copy of the FAA ALP checklist and a list of changes from the previous ALP will also be submitted with the ALP submittal to the FAA ADO for review. If acceptable to the ADO, an electronic version of the ALP will be prepared and uploaded to the Obstruction Evaluation Airport Airspace Analysis (OEAAA) online portal for FAA Lines of Business review. The ALP will then be published as a final document for distribution upon receipt of FAA airspace review. The documentation will include the following:

- Four (4) Airport draft ALP sets (1 for Consultant and 3 for Sponsor review)
- Three (3) MnDOT draft ALP sets (1 for Sponsor, 1 for MnDOT, 1 for Consultant)
- Three (3) FAA ADO draft ALP sets (1 for Sponsor, 1 for FAA, 1 for Consultant)
- Five (5) final ALP sets for FAA and Sponsor signature (2 for Sponsor, 1 for the FAA, 1 for MnDOT, and 1 for Consultant)
- Two Disks (2) of Adobe PDF drawings of the final approved ALP
- GIS shapefiles of the ALP (future elements not to any FAA Airports GIS standard)

The Consultant will develop a transmittal package for each draft submittal which contains required supporting documentation for MnDOT and FAA review. This information will include the Executive Summary from the Airport Master Plan.

Preparation of these documents will be coordinated closely with MnDOT, FAA ADO, and Sponsor staff. Final documents will reflect appropriate responses to comments received on draft materials from all reviewing agencies. Deliverables will include and FAA approved ALP.

2.0 Project Management

This ALP effort includes communication among the project team for purposes of tracking the progress of the studies. Managing the various technical work tasks among the project team is necessary for a successful project. Project management duties will include:

- Developing and documenting the project plan
- Organizing the project team
- Launching the project activities
- Executing project activities
- Monitoring and controlling the project to achieve results
- Managing/mitigating risks and solving challenges
- Invoicing and monitoring project budget

Regular project status briefings will take place throughout the ALP process. These briefings will take place in person or via a telephone call or an email between the Airport Manager and Consultant's Project Manager or approved staff. These briefings will include status reports of current work, and discussion of any challenges in the study effort which may affect the schedule, process or budget.

TASK 4 – FUNDING ADMINISTRATION

Funding Administration is necessary to assist the Sponsor with obtaining funding for the proposed project. Work items are related to the tasks outlined as requirements to formulate, program, obtain, and close the grant for the project. This includes the preparation of necessary FAA environmental documentation and compliance with Disadvantaged Business Enterprise (DBE) requirements. The following tasks will be completed.

1.0 Grant Application and Administration

The Consultant shall update the Airport Capital Improvement Plan (ACIP) for the Airport as it relates to the Airport Master Plan and ALP project so that the project is identified for funding. The ACIP will also be updated at the end of the planning project to show new 5-year planned Airport improvements.

FAA project programming papers will be prepared as necessary to provide FAA necessary detail about the project for funding. Discuss project funding, eligibility, and process with FAA. Up to one (1) FAA grant application package for the project will be prepared and submitted to FAA. This will include a funding summary, project description, agreements for work to be performed, and a grant request letter

FAA Quarterly Performance Reports will be prepared while the grant is active as required by FAA to report project progress.

2.0 DBE Plan or Update

Because this project will use more than \$250,000 in Federal funds in one fiscal year, an updated DBE program will need to be developed or updated to meet current 3-year program standards.

3.0 Quarterly Performance Reports

The Consultant shall prepare one (1) FAA Quarterly Performance Report for each quarter the Airport Master Plan grant is open.

4.0 Prepare Environmental Documentation

No Environmental Documentation is necessary to be prepared by the Sponsor for this project.

5.0 Project Closeout

The Consultant shall prepare one (1) FAA short-form grant closeout report for the grant to cover the projects identified in this scope of services. This work includes research to determine final project costs, preparation of the report, coordination with the Airport, State, and FAA-ADO for review, and preparation of final documents for Airport approval.

I.B. ADDITIONAL/OPTIONAL SERVICES

Consulting services performed other than those authorized under Section I.B. shall not be considered part of the Basic Services and may be authorized by the Sponsor as Additional Services. Additional Services consist of those services, which are not generally considered to be Basic Services; or exceed the requirements of the Basic Services; or are not definable prior to the commencement of the project; or vary depending on the technique, procedures or schedule of the project contractor. Additional services may consist of the following:

1. Completion of additional special studies or facilitating/attending meetings not identified in Section I.A.
2. Periodic completion of grant reimbursement requests (i.e. Credit Applications).
3. Attendance of additional meetings beyond those identified in the above scope. These meetings would be authorized as needed by the Sponsor at an hourly basis per meeting.
4. All other services not specifically identified in Section I.A.

BASIC SERVICES SCHEDULE

Work will be completed for all of the above services in accordance with the detailed schedule below:

TASK	SERVICE DESCRIPTION	DATE
1	Airport Master Plan	July 2016 – July 2017
2	Aeronautical Survey	July 2016 – September 2016
3	Airport Layout Plan	December 2016 – April 2017
4	Funding Administration	July 2016 – July 2017

Schedule is subject to MnDOT Aeronautics and FAA review timelines which are outside of the Consultant’s control.

**DETAILED WORK PLAN
ESTIMATED PERSON-HOURS AND FEES**

SPONSOR: WILLMAR MUNICIPAL AIRPORT (BDH)
PROJECT: EAST TAXILANES RECONSTRUCTION PROJECT
BMI PROJECT No.:
CONSULTANT: BOLTON & MENK, INC.

**WORK ORDER NO.5
DESIGN AND BID ADMINISTRATION SERVICES**

BOLTON & MENK, INC.	Engineering Fee
TOTAL TASK 1 - DESIGN & BID ADMINISTRATION	\$75,000.00
TOTAL WORK ORDER NO.5	\$75,000.00

Item No.		Principal/Senior Project Manager \$170.00	Project Manager \$140.00	Project Engineer \$110.00	Engineering Technician \$90.00	Licensed Land Surveyor \$120.00	Airport Planner \$140.00	Clerical \$75.00	Total Hours	Cost Summary	
TASK 1 - DESIGN & BID ADMINISTRATION											
1.1	Project Scoping	2	8	4	0	0	0	0	14	\$1,900.00	
1.2	Topographical Survey	2	2	16	0	24	0	0	44	\$5,260.00	
1.3	Geotechnical Investigation	1	4	2	0	0	0	0	7	\$950.00	
1.4	Prepare FAA Design Report	0	8	12	0	0	0	4	24	\$2,740.00	
1.5	Construction Safety and Phasing Plan (CSPP)	0	4	8	8	0	0	0	20	\$2,160.00	
1.6	Prepare Modification of Airport Design Standards	0	16	4	0	0	0	0	20	\$2,680.00	
1.7	Prepare Preliminary Plans, Specifications, and Cost Estimate	2	24	120	80	0	0	24	250	\$25,900.00	
1.8	Final Plans, Specifications, and Cost Estimate	2	16	40	20	0	0	8	86	\$9,380.00	
1.9	Prepare Construction Management Plan	0	4	8	8	0	0	0	20	\$2,160.00	
1.10	Prepare Disadvantaged Business Plan (DBE)	1	4	0	0	0	0	24	29	\$2,530.00	
1.11	Prepare Advertisement for Bids	1	1	0	0	0	0	4	6	\$610.00	
1.12	Project Meetings	4	12	8	0	0	0	0	24	\$3,240.00	
1.13	Furnish Bid Documents	0	1	2	0	0	0	8	11	\$960.00	
1.14	Respond to Bidders Questions	0	4	2	0	0	0	0	6	\$780.00	
1.15	Prepare and Distribute Addendums	0	2	0	0	0	0	4	6	\$580.00	
1.16	Pre-Bid and Bid Opening	2	8	2	2	0	0	0	14	\$1,860.00	
1.17	Bid Review and Bid Tabulation	2	4	0	0	0	0	4	10	\$1,200.00	
1.18	Prepare Recommendation for Award	2	2	0	0	0	0	4	8	\$920.00	
1.19	Prepare Grant Application	2	8	0	0	0	0	4	14	\$1,760.00	
	Estimated Total Man-hours	23	132	228	118	24	0	88	613		
	Summary Costs	\$3,910.00	\$18,480.00	\$25,080.00	\$10,620.00	\$2,880.00	\$0.00	\$6,600.00			
	Expenses									Rate	
	Geotechnical Subconsultant	0	0	0	0	0	0	0	1	\$7,430.00	\$7,430.00
	Electrical Engineering Subconsultant	0	0	0	0	0	0	0	1	\$0.00	\$0.00
										Total Expenses	\$7,430.00
										TOTAL TASK 1 - DESIGN & BID ADMINISTRATION	\$75,000.00

ESTIMATED PERSON-HOURS AND FEES
 SPONSOR: CITY OF WILLMAR, MINNESOTA
 PROJECT: 2016 AIRPORT MASTER PLAN
 PROJECT No: T51.111122
 CONSULTANT: BOLTON & MENK, INC.
 AIRPORT MASTER PLANNING SERVICES

BOLTON & MENK		Fee
TASK 1 - AIRPORT MASTER PLAN		
PHASE I - PROJECT DEVELOPMENT AND CONTROL		
1.0	Project Formulation	\$2,128.00
2.0	Project Scoping	\$1,010.00
3.0	Project Management	\$5,884.00
SUBTOTAL PHASE I		\$9,022.00
PHASE II - PUBLIC INVOLVEMENT		
4.0	Public Involvement Plan	\$5,740.00
5.0	Public Involvement Meetings	\$27,070.00
6.0	Public Involvement Meeting Materials	\$6,470.00
SUBTOTAL PHASE II		\$39,280.00
PHASE III - DATA COLLECTION AND ANALYSIS		
7.0	Data Collection	\$6,460.00
8.0	Existing Airport Review	\$8,520.00
9.0	Aviation Demand Forecasts	\$9,270.00
10.0	Demand-Capacity Analysis	\$1,080.00
11.0	Facility Requirements	\$5,160.00
12.0	Alternatives Analysis	\$14,880.00
13.0	Environmental Overview	\$11,860.00
14.0	Implementation / Financial Feasibility Analysis	\$3,360.00
15.0	Documentation	\$7,620.00
SUBTOTAL PHASE III		\$68,210.00
TOTAL TASK 1 - AIRPORT MASTER PLAN		\$116,512.00
TASK 2 - AERONAUTICAL SURVEY		
1.0	Geodetic Control	\$6,568.00
2.0	Aerial Photography	\$5,312.00
3.0	Aeronautical Survey	\$8,240.00
4.0	FAA Obstruction Analysis	\$1,880.00
5.0	FAA Planimetric Mapping & GIS Attributes	\$940.00
6.0	User-Defined Planimetric Mapping & GIS Attributes	\$2,664.00
7.0	Project Management, Reporting, Deliverables	\$1,880.00
8.0	Alternative Obstruction Analysis	\$3,040.00
TOTAL TASK 2 - AERONAUTICAL SURVEY		\$30,524.00
TASK 3 - AIRPORT LAYOUT PLAN		
1.0	ALP Production	\$66,674.00
2.0	Project Management	\$3,280.00
TOTAL TASK 3 - AIRPORT LAYOUT PLAN		\$69,954.00
TASK 4 - FUNDING ADMINISTRATION		
1.0	Grant Application and Administration	\$2,440.00
2.0	DBE Plan or Update	\$2,630.00
3.0	Quarterly Performance Report	\$1,460.00
4.0	Prepare Environmental Documentation	\$0.00
5.0	Project Closeout	\$2,660.00
TOTAL TASK 4 - FUNDING ADMINISTRATION		\$9,190.00
TOTAL FEES		\$226,180.00

SUB-CONSULTANTS		Fee
Photogrammetrist for Imagery Obstruction Analysis (QUANTUM)		\$39,982.00
Financial Feasibility Analysis (MARR/ARNOLD)		\$38,856.00
TOTAL SUB-CONSULTANTS		\$78,838.00

TASK BREAKDOWN		Fee
TASK 1 - AIRPORT MASTER PLAN		\$116,512.00
TASK 2 - AERONAUTICAL SURVEY		\$30,524.00
TASK 3 - AIRPORT LAYOUT PLAN UPDATE		\$69,954.00
TASK 4 - FUNDING ADMINISTRATION		\$9,190.00
TOTAL FEES		\$226,180.00

TOTAL BOLTON & MENK FEES	\$226,180.00
TOTAL SUB-CONSULTANTS	\$78,838.00
TOTAL	\$305,018.00

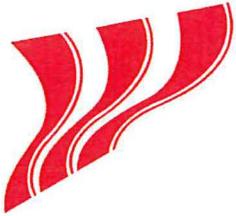
TOTAL ROUNDED FOR LUMP SUM \$305,000.00

Item No	2014 Billing Rates	Principal \$170.00	Airport Engineer \$140.00	Sr. Environmental Planner \$130.00	Lead Aviation Planner \$140.00	Staff/Aviation Planner \$95.00	Senior CAD/GIS Technician \$100.00	CAD/GIS Technician, Design Engineer \$95.00	Principal Surveyor \$112.00	Licensed Land Surveyor (2 person crew) \$150.00	Clerical \$65.00	Total Hours	Cost Summary
TASK 1 - AIRPORT MASTER PLAN													
PHASE I - PROJECT DEVELOPMENT AND CONTROL													
1.0 Project Formulation													
1.1	Project Scoping Meetings	0	2	0	4	0	0	0	0	0	0	6	\$840.00
1.2	Develop Project Scope of Work	0	2	0	4	0	0	0	4	0	0	10	\$1,288.00
Estimated Total Man-hours		0	4	0	8	0	0	0	4	0	0	16	
Summary Costs		\$0.00	\$560.00	\$0.00	\$1,120.00	\$0.00	\$0.00	\$0.00	\$448.00	\$0.00	\$0.00		\$2,128.00
2.0 Project Scoping													
Estimated Total Man-hours		1	2	0	4	0	0	0	0	0	0	7	\$1,010.00
Summary Costs		\$170.00	\$280.00	\$0.00	\$560.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,010.00
3.0 Project Management													
3.1	Project Management	2	8	0	8	0	0	0	2	0	0	20	\$2,804.00
3.2	Sponsor Coordination	0	8	0	8	0	0	0	0	0	0	16	\$2,240.00
3.3	Consultant Coordination	0	2	0	4	0	0	0	0	0	0	6	\$840.00
Estimated Total Man-hours		2	18	0	20	0	0	0	2	0	0	42	
Summary Costs		\$340.00	\$2,520.00	\$0.00	\$2,800.00	\$0.00	\$0.00	\$0.00	\$224.00	\$0.00	\$0.00		\$5,884.00
PHASE I - PROJECT DEVELOPMENT AND CONTROL												TOTAL	\$9,012.00
PHASE II - PUBLIC INVOLVEMENT													
4.0 Public Involvement Plan													
4.1	Develop Public Involvement Plan	0	2	2	16	8	0	0	0	0	0	28	\$3,540.00
4.2	Public Involvement Management	0	4	4	8	0	0	0	0	0	0	16	\$2,200.00
Estimated Total Man-hours		0	6	6	24	8	0	0	0	0	0	44	
Summary Costs		\$0.00	\$840.00	\$780.00	\$3,360.00	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,740.00
5.0 Public Involvement Meetings													
5.1	Advisory Group Meetings (6)	0	10	0	40	40	8	8	0	0	8	114	\$12,880.00
5.2	Project Meetings (2)	1	8	0	24	0	0	8	0	0	4	45	\$5,670.00
5.3	Public Information Meeting (1)	0	0	0	10	10	0	0	0	0	0	20	\$2,350.00
5.4	Local Business Representative Meetings	0	0	0	10	10	0	0	0	0	0	20	\$2,350.00
5.5	City Council / Commission / Board Meetings (3)	0	4	0	16	0	0	8	0	0	4	32	\$3,820.00
Estimated Total Man-hours		1	22	0	100	60	8	24	0	0	16	231	
Summary Costs		\$170.00	\$3,080.00	\$0.00	\$14,000.00	\$5,700.00	\$800.00	\$2,280.00	\$0.00	\$0.00	\$1,040.00		\$27,070.00
6.0 Public Involvement Meeting Materials													
6.1	Develop/Maintain/Update Project Website	0	1	4	4	0	4	0	0	0	0	13	\$1,620.00
6.2	Develop Newsletters	0	0	0	0	0	0	7	0	0	0	0	\$0.00
6.3	Prepare Meeting Minutes	0	2	0	10	10	0	7	0	0	7	36	\$3,750.00
6.4	Early Environmental Review	0	2	0	4	0	0	0	0	0	4	10	\$1,100.00
Estimated Total Man-hours		0	5	4	18	10	4	7	0	0	11	59	
Summary Costs		\$0.00	\$700.00	\$520.00	\$2,520.00	\$950.00	\$400.00	\$665.00	\$0.00	\$0.00	\$715.00		\$6,470.00
PHASE II - PUBLIC INVOLVEMENT												TOTAL	\$39,240.00

Item No.	2014 Billing Rates	Principal \$170.00	Airport Engineer \$140.00	Sr. Environmental Planner \$130.00	Lead Aviation Planner \$140.00	Staff/Aviation Planner \$95.00	Senior CAD/GIS Technician \$100.00	CAD/GIS Technician, Design Engineer \$95.00	Principal Surveyor \$112.00	Licensed Land Surveyor (2 person crew) \$150.00	Clerical \$65.00	Total Hours	Cost Summary	
PHASE III - DATA COLLECTION AND ANALYSIS														
7.0 Data Collection														
7.1	Obtain / Review Previous Reports / Data	0	1	0	4	8	8	0	0	0	0	21	\$2,260.00	
7.2	Perform Property Records Search	0	0	0	2	0	0	0	35	0	0	37	\$4,200.00	
	Estimated Total Man-hours	0	1	0	6	8	8	0	35	0	0	58		
	Summary Costs	\$0.00	\$140.00	\$0.00	\$840.00	\$760.00	\$800.00	\$0.00	\$3,920.00	\$0.00	\$0.00		\$6,460.00	
8.0 Existing Airport Review														
8.1	Conduct Site Inspection / Research	0	2	0	8	16	2	0	0	0	0	28	\$3,120.00	
8.2	Built & Natural Environment Considerations	0	0	4	4	4	0	4	0	0	0	16	\$1,840.00	
8.3	Prepare Existing Facilities Summary	0	1	0	8	12	4	8	0	0	0	33	\$3,560.00	
	Estimated Total Man-hours	0	3	4	20	32	6	12	0	0	0	77		
	Summary Costs	\$0.00	\$420.00	\$520.00	\$2,800.00	\$3,040.00	\$600.00	\$1,140.00	\$0.00	\$0.00	\$0.00		\$8,520.00	
9.0 Aviation Demand Forecasts														
9.1	Conduct Airport / Business User Survey	0	1	0	16	16	0	0	0	0	8	41	\$4,420.00	
9.2	Perform Aviation Forecasting	0	0	0	8	16	0	0	0	0	0	24	\$2,640.00	
9.3	Prepare Aviation Forecast Summary	0	0.5	0	8	8	0	0	0	0	4	20.5	\$2,210.00	
	Estimated Total Man-hours	0	1.5	0	32	40	0	0	0	0	12	85.5		
	Summary Costs	\$0.00	\$210.00	\$0.00	\$4,480.00	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.00		\$9,270.00	
10.0 Demand/Capacity Analysis														
10.1	Perform Demand/Capacity Analysis	0	0	0	2	2	0	0	0	0	0	4	\$470.00	
10.2	Prepare Aviation Capacity/Demand Summary	0	1	0	2	2	0	0	0	0	0	5	\$610.00	
	Estimated Total Man-hours	0	1	0	4	4	0	0	0	0	0	9		
	Summary Costs	\$0.00	\$140.00	\$0.00	\$560.00	\$380.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,080.00	
11.0 Facility Requirements														
11.1	Determine Facility Requirements	0	0	0	16	8	0	0	0	0	0	24	\$3,000.00	
11.2	Prepare Facility Requirements Summary	0	2	0	8	8	0	0	0	0	0	18	\$2,160.00	
	Estimated Total Man-hours	0	2	0	24	16	0	0	0	0	0	42		
	Summary Costs	\$0.00	\$280.00	\$0.00	\$3,360.00	\$1,520.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,160.00	
12.0 Alternatives Analysis														
12.1	Formulate Alternatives	0	2	0	8	16	0	6	0	0	0	32	\$3,490.00	
12.2	Develop Alternatives Analysis	0	2	0	12	16	0	0	0	0	0	30	\$3,480.00	
12.3	Prepare Alternatives Exhibits	0	0	0	4	16	18	16	0	0	0	54	\$5,400.00	
12.4	Prepare Alternatives Summary	0	0.5	0	12	8	0	0	0	0	0	20.5	\$2,510.00	
	Estimated Total Man-hours	0	4.5	0	36	56	18	22	0	0	0	136.5		
	Summary Costs	\$0.00	\$630.00	\$0.00	\$5,040.00	\$5,320.00	\$1,800.00	\$2,090.00	\$0.00	\$0.00	\$0.00		\$14,880.00	
13.0 Environmental Overview														
13.1	Airport Noise	0	0	2	0	0	0	0	0	0	0	2	\$260.00	
13.2	Compatible Land Use	0	2	4	4	8	4	0	0	0	0	22	\$2,520.00	
13.3	Historic and Archeological	0	0	2	4	8	1	0	2	0	0	15	\$1,680.00	
13.4	Water Quality	0	0	1	1	0	1	0	0	0	0	3	\$370.00	
13.5	Fish, Wildlife, Plants	0	0	1	1	0	1	0	0	0	0	3	\$370.00	
13.6	Hazardous Materials and Solid Waste	0	0	8	4	4	1	0	0	0	0	17	\$2,080.00	
13.7	Wetlands / Floodplain	0	1	4	1	0	2	0	0	0	0	8	\$1,000.00	
13.8	Perform Environmental Impact Analysis	0	0	4	2	8	4	0	0	0	0	18	\$1,960.00	
13.9	Prepare Environmental Impact Summary	0	0	2	2	0	4	0	0	0	0	8	\$940.00	
13.10	Prepare Preferred Alternative Summary	0	1	2	2	0	0	0	0	0	0	5	\$680.00	
	Estimated Total Man-hours	0	4	30	21	28	18	0	0	0	0	101		
	Summary Costs	\$0.00	\$560.00	\$3,900.00	\$2,940.00	\$2,660.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$0.00		\$11,860.00	
14.0 Implementation / Financial Feasibility Analysis														
14.1	Existing Airport Financial Structure	0	0	0	2	2	0	8	0	0	0	12	\$1,230.00	
14.2	ACIP Financial Feasibility Plan	0	0	4	2	0	0	0	0	0	0	6	\$800.00	
14.3	Meetings	0	2	0	2	0	0	0	0	0	0	4	\$560.00	
14.4	Prepare Implementation Summary	1	1	0	1	2	0	0	0	0	2	7	\$770.00	
	Estimated Total Man-hours	1	3	4	7	4	0	8	0	0	2	29		
	Summary Costs	\$170.00	\$420.00	\$520.00	\$980.00	\$380.00	\$0.00	\$760.00	\$0.00	\$0.00	\$130.00		\$3,360.00	
15.0 Documentation														
15.1	Compile Master Plan Report	0	1	0	16	24	0	0	0	0	12	53	\$5,440.00	
15.2	Prepare Executive Summary	0	2	0	8	4	4	0	0	0	0	18	\$2,180.00	
	Estimated Total Man-hours	0	3	0	24	28	4	0	0	0	12	71		
	Summary Costs	\$0.00	\$420.00	\$0.00	\$3,360.00	\$2,660.00	\$400.00	\$0.00	\$0.00	\$0.00	\$780.00		\$7,620.00	
												PHASE III - DATA COLLECTION AND ANALYSIS	TOTAL	\$68,210.00

Item No	2014 Billing Rates	Principal \$170.00	Airport Engineer \$140.00	Sr. Environmental Planner \$130.00	Lead Aviation Planner \$140.00	Staff/Aviation Planner \$95.00	Senior CAD/GIS Technician \$100.00	CAD/GIS Technician, Design Engineer \$95.00	Principal Surveyor \$112.00	Licensed Land Surveyor (2 person crew) \$150.00	Clerical \$65.00	Total Hours	Cost Summary
TASK 2 - AERONAUTICAL SURVEY													
1.0	Geodetic Control												
1.1	Set temporary geodetic control	0	0	0	2	0	0	0	24	24	0	50	\$6,568.00
	Estimated Total Man-hours	0	0	0	2	0	0	0	24	24	0	50	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$280.00	\$0.00	\$0.00	\$0.00	\$2,688.00	\$3,600.00	\$0.00		\$6,568.00
2.0	Aerial Photography												
2.1	Develop Airspace Models	0	0	0	4	0	0	0	8	8	0	20	\$2,656.00
2.2	Develop Obstruction Exhibits	0	0	0	4	0	0	0	8	8	0	20	\$2,656.00
	Estimated Total Man-hours	0	0	0	8	0	0	0	16	16	0	40	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$1,120.00	\$0.00	\$0.00	\$0.00	\$1,792.00	\$2,400.00	\$0.00		\$5,312.00
3.0	Aeronautical Survey												
3.1	Ground Survey (PAGs & SAGs)	0	0	0	0	0	0	0	20	40	0	60	\$8,240.00
	Estimated Total Man-hours	0	0	0	0	0	0	0	20	40	0	60	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,240.00	\$6,000.00	\$0.00		\$8,240.00
4.0	FAA Obstruction Analysis												
4.1	Obstacle Action Plan	0	0	0	8	0	0	8	0	0	0	16	\$1,880.00
	Estimated Total Man-hours	0	0	0	8	0	0	8	0	0	0	16	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$1,120.00	\$0.00	\$0.00	\$760.00	\$0.00	\$0.00	\$0.00		\$1,880.00
5.0	FAA Planimetric Mapping & GIS Attributes												
5.1	Assist with AGIS submittal	0	0	0	4	0	0	4	0	0	0	8	\$940.00
	Estimated Total Man-hours	0	0	0	4	0	0	4	0	0	0	8	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$560.00	\$0.00	\$0.00	\$380.00	\$0.00	\$0.00	\$0.00		\$940.00
6.0	User-Defined Planimetric Mapping & GIS Attributes												
6.1	Airport property information	0	0	0	4	0	0	8	12	0	0	24	\$2,664.00
	Estimated Total Man-hours	0	0	0	4	0	0	8	12	0	0	24	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$560.00	\$0.00	\$0.00	\$760.00	\$1,344.00	\$0.00	\$0.00		\$2,664.00
7.0	Project Management, Reporting, Deliverables												
7.1	Project management, reporting, deliverables	0	0	0	8	8	0	0	0	0	0	16	\$1,880.00
	Estimated Total Man-hours	0	0	0	8	8	0	0	0	0	0	16	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$1,120.00	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,880.00
8.0	Alternative Obstruction Analysis												
8.1	Alternative airspace analysis	0	0	0	8	8	4	8	0	0	0	28	\$3,040.00
	Estimated Total Man-hours	0	0	0	8	8	4	8	0	0	0	28	
	Summary Costs	\$0.00	\$0.00	\$0.00	\$1,120.00	\$760.00	\$400.00	\$760.00	\$0.00	\$0.00	\$0.00		\$3,040.00
TASK 2 - AERONAUTICAL SURVEY												TOTAL	\$30,524.00

Item No.	2014 Billing Rates	Principal \$170.00	Airport Engineer \$140.00	Sr. Environmental Planner \$130.00	Lead Aviation Planner \$140.00	Staff/Aviation Planner \$95.00	Senior CAD/GIS Technician \$100.00	CAD/GIS Technician, Design Engineer \$95.00	Principal Surveyor \$112.00	Licensed Land Surveyor (2 person crew) \$150.00	Clerical \$65.00	Total Hours	Cost Summary
TASK 3 - AIRPORT LAYOUT PLAN UPDATE													
1.0	ALP Production												
1.1	Title Sheet	0	0	0	1	6	0	4	0	0	0	11	\$1,090.00
1.2	Airport Data Sheets	0	0	0	4	12	0	4	0	0	0	20	\$2,080.00
1.3	Airport Layout Plan Drawing (Excavate)	0	1	0	8	20	0	4	0	0	0	33	\$3,540.00
1.4	Airport Layout Plan Drawing (Ultimate)	0	1	0	4	44	4	4	0	0	0	57	\$5,660.00
1.5	Airport Airspace Drawing	0	0	0	2	20	8	4	0	0	0	34	\$3,360.00
1.6	Runway 3 Inner Approach Surface Drawing	0	0	0	8	26	0	4	0	0	0	38	\$3,970.00
1.7	Runway 21 Inner Approach Surface Drawing	0	0	0	8	26	0	4	0	0	0	38	\$3,970.00
1.8	Runway 13 Inner Approach Surface Drawing	0	0	0	8	26	0	4	0	0	0	38	\$3,970.00
1.9	Runway 31 Inner Approach Surface Drawing	0	0	0	8	26	0	4	0	0	0	38	\$3,970.00
1.10	Building Area Drawing	0	0	0	4	30	0	4	0	0	0	38	\$3,790.00
1.11	Long-Term Building Area Drawing	0	1	0	4	20	0	4	0	0	0	29	\$2,980.00
1.12	Off-Airport Land Use Drawing	0	0	0	2	12	0	4	0	0	0	18	\$1,800.00
1.13	On-Airport Land Use Drawing	0	0	0	2	14	0	4	0	0	0	20	\$1,990.00
1.14	Airport Property Map - Exhibit "A"	0	1	0	1	14	0	32	12	0	0	60	\$5,994.00
1.15	Airport Departure Surface Map	0	0	0	4	14	0	4	0	0	0	22	\$2,270.00
1.16	Address MnDOT Review Comments	0	1	0	20	20	0	4	0	0	0	45	\$5,220.00
1.17	Address FAA Review Comments	0	1	0	20	20	0	4	0	0	0	45	\$5,220.00
1.18	Prepare ALP Checklist	0	1	0	8	8	0	4	0	0	0	21	\$2,400.00
1.19	Prepare Airport Layout Plan Sets, Submittals	0	2	0	10	10	0	4	0	0	6	32	\$3,400.00
	Estimated Total Man-hours	0	9	0	126	368	12	104	12	0	6	637	
	Summary Costs	\$0.00	\$1,260.00	\$0.00	\$17,640.00	\$34,960.00	\$1,200.00	\$9,880.00	\$1,344.00	\$0.00	\$390.00		\$66,674.00
2.0	Project Management												
2.1	Project Management	0	1	0	8	0	0	0	0	0	0	9	\$1,260.00
2.2	Sponsor Review	0	1	0	8	8	0	0	0	0	0	17	\$2,020.00
	Estimated Total Man-hours	0	2	0	16	8	0	0	0	0	0	26	
	Summary Costs	\$0.00	\$280.00	\$0.00	\$2,240.00	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$3,280.00
TASK 3 - AIRPORT LAYOUT PLAN UPDATE												TOTAL	\$69,954.00
TASK 4 - FUNDING ADMINISTRATION													
1.0	Grant Application and Administration												
	Estimated Total Man-hours	0	1	0	6	10	0	4	0	0	2	23	\$2,440.00
	Summary Costs	\$0.00	\$140.00	\$0.00	\$840.00	\$950.00	\$0.00	\$380.00	\$0.00	\$0.00	\$130.00		\$2,440.00
2.0	DRE Plan or Update												
	Estimated Total Man-hours	0	1	0	4	8	0	0	0	0	18	31	\$2,630.00
	Summary Costs	\$0.00	\$140.00	\$0.00	\$560.00	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,170.00		\$2,630.00
3.0	Quarterly Performance Report												
	Estimated Total Man-hours	0	1	0	4	8	0	0	0	0	0	13	\$1,460.00
	Summary Costs	\$0.00	\$140.00	\$0.00	\$560.00	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,460.00
4.0	Prepare Environmental Documentation												
	Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	0	0	\$0.00
	Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
5.0	Project Closeout												
	Estimated Total Man-hours	0	2	0	6	8	0	0	0	0	12	28	\$2,660.00
	Summary Costs	\$0.00	\$280.00	\$0.00	\$840.00	\$760.00	\$0.00	\$0.00	\$0.00	\$0.00	\$780.00		\$2,660.00
TASK 4 - FUNDING ADMINISTRATION												TOTAL	\$9,198.00



WILLMAR

Public Works Director

**City Office Building
333 SW 6th Street
Willmar, MN 56201
Main Number 320-214-5160
Fax Number 320-235-4917**

COUNCIL ACTION REQUEST

DATE: June 14, 2016

SUBJECT: Civic Center Roof Replacement Consideration of Bids

RECOMMENDATION: It is respectfully requested the City Council consider the following recommendation:

Award the project for the Civic Center roof replacement and authorize signatures on the contract.

BACKGROUND: Bids were opened for the Civic Center roof replacement on June 14th. The project includes removal of the existing membrane, ballast, existing cedar shingles related roofing material and furnishing and installing a membrane roofing system with new insulation and a 24 gauge prefinished roof panel system for the sloped roof.

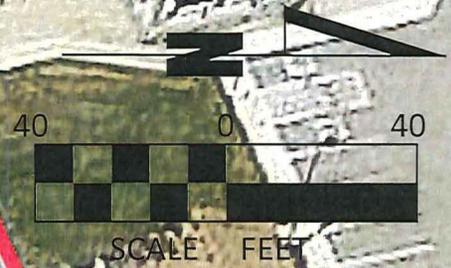
FINANCIAL CONSIDERATION: The 2016 CIP includes \$95,000 for the replacement of the roof. The project is estimated at \$134,900.

LEGAL: N/A

Department/Responsible Party: Sean E. Christensen, Public Works Director

Reviewed By: Larry Kruse, City Administrator

Willmar Civic Center



City To Select Color
Roof Panel Areas
All Exterior Wood Areas

Roof Panel Area
City To Select Color

City To Select Color
Roof Panel Areas
All Exterior Wood Areas

