

**COUNTY FACILITIES COMMITTEE MEETING
AIRPORT AGENDA
September 21, 2021**

Committee Members: *Magowan, Bruno, Wild, Shepler and Strough, Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board.*

I. Committee Meeting Call to Order by Chair

II. Approval of minutes of prior Committee Meeting

III. Action Agenda/New Business Items:

1. Request: Increase to Capital Project – Rehab Taxiway Lighting System
Rationale: For the grant funding received from FAA.
2. Request: New Contract – Baseline King
Rationale: For the Rehabilitation of the Taxiway Lighting Project.
3. Request: New Contract – Jacobs Engineering
Rationale: For CI for the Rehabilitation of the Taxiway Lighting Project.

IV. Discussion Items

1. SRE Building Update – Change Order
2. Balloon Festival 2021
3. Budget Review

V. Referrals/Pending Items

1. It was the consensus of the Committee for Rich Air to begin planning the construction of a new three-bay t-hangar at the Warren County Airport and return to the Committee with their plans when prepared. (07.20.21)

VI. Privilege of the floor and public comment (please allow for 15 second delay on live stream meetings)

VII. Motion to Adjourn

Attachments:

1. Resolution Request Form No. 9 Increase Capital Project
2. Resolution Request Form No. 3 – New Contract
3. Resolution Request Form No. 3 - New Contract

RESOLUTION REQUEST FORM NO. 9

Request to Increase or Decrease or Amend Existing Capital Project or Capital Reserve Project*

****If this is the result of a grant award, also complete and submit Form No. 5 or 6***

DEPARTMENT NAME: DPW - County Facilities

DATE: 9/21/2021

- (a) Exact Title and Number of Project*: H 403 Rehab Airfield Taxiway Lighting
- (b) Is this a Capital Project? Yes
- (c) Is this a Capital Reserve Project? No
- (d) Amount of Increase (if applicable): \$262,968
- (e) Amount of Decrease (if applicable):
- (f) Source of Funding (if Increase) (including name & title of codes, etc.): FAA - \$236,671 (90%), NYSDOT - \$13,148 (5%), Local - \$13,149 (A 892.00 Airport Repair & Projects)
- (g) Changes in Funding (if Amendment):
- (h) Purpose of Increase or Decrease or Amendment: Increase for construction inspection and construction of project



U.S. Department
of Transportation
Federal Aviation
Administration

FAA Airport Improvement Program (AIP)

GRANT AGREEMENT

Part I - Offer

Federal Award Offer Date	August 25, 2021
Airport/Planning Area	Floyd Bennett Memorial Airport
FY2021 AIP Grant Number	3-36-0033-070-2021
Unique Entity Identifier	098334733

TO: County of Warren
(herein called the "Sponsor")

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated April 30, 2021, for a grant of Federal funds for a project at or associated with the Floyd Bennett Memorial Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Floyd Bennett Memorial Airport (herein called the "Project") consisting of the following:

Rehabilitate the existing Taxiway A edge lighting system, Rehabilitate the existing Taxiway B edge lighting system, Rehabilitate the existing Taxiway C edge lighting system, Rehabilitate the existing Taxiway D edge lighting system, Rehabilitate the existing Taxiway E edge lighting system - Construct - Phase 2/2

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the FAA Reauthorization Act of 2018 (Public Law Number 115-254); Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L), as further amended by the American Rescue Plan Act of 2021 (Public Law 117-2); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto (b) the Sponsor's acceptance of this

Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay 100 percent of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is \$262,967.

The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):

\$ 0 for planning

\$ 262,967 airport development or noise program implementation; and,

\$ 0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:

- a. Period of Performance:

1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.
2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods. (2 Code of Federal Regulations (CFR) § 200.1).

- b. Budget Period:

1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the period of performance provided in Paragraph a.1. Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period.
2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to § 200.308.

- c. Close Out and Termination

1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the period of performance end date with the information available at the end of 120 days. (2 CFR § 200.344).

PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL	
1. Assistance Listing Number:	20.106
2. Functional or Other Breakout:	Airport Improvement Program

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense	\$ 1,000		\$ 1,000
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees	35,539		35,539
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement	226,429		226,429
12. Equipment			
13. Miscellaneous			
14. Subtotal (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. Less: Ineligible Exclusions (Section C, line 23 g.)			
18. Subtotal (Lines 16 through 17)			
19. Federal Share requested of Line 18			
20. Grantee share			
21. Other shares			
22. TOTAL PROJECT (Lines 19, 20 & 21)	\$ 262,968		\$ 262,968

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	13,149
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. TOTAL - Grantee share	
25. Other Shares	Amount
a. State	13,148
b. Other	
c. TOTAL - Other Shares	
26. TOTAL NON-FEDERAL FINANCING	\$ 26,297

SECTION E – REMARKS (Attach sheets if additional space is required)
<p>FAA Form 5100-100 does not allow cents. Whole dollar values were used.</p> <p>Plans and Specs Dated: April 2021</p>

PART IV – PROGRAM NARRATIVE
(Suggested Format)

PROJECT: Rehabilitate Taxiway Edge Lights (Construction)
AIRPORT: Floyd Bennet Memorial Airport
1. Objective: The project includes the construction to replace all existing incandescent elevated taxiway edge light fixtures with LED fixtures.
2. Benefits Anticipated: The taxiway lighting system is more than 10-years old and is outdated. LED light bulbs have a much longer life span and will need to be replaced much less frequently. This will reduce the maintenance needs and costs. Also, LED light bulbs use less energy which will provide a cost savings to the airport and County.
3. Approach: (See approved Scope of Work in Final Application) see attached scope of work
4. Geographic Location: The Airport is located three nautical miles (6 km) northeast of the central business district of Glens Falls.
5. If Applicable, Provide Additional Information:
6. Sponsor's Representative: (include address & telephone number) Robin Mapp, Telephone (518) 824-6645, Email: rmapp@warrencountydpw.com Address: 443 Queensbury Avenue, Queensbury, NY 12804

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - County Facilities

DATE: 9/21/2021

- (a) Is this a Result of a Bid or Request for Proposal? Bid WC 3-21

- (b) Purpose of Contract: Rehabilitate Taxiway Lighting at Floyd Bennett Memorial Airport

- (c) Name of Contractor: Baseline King Corp.

- (d) Address of Contractor: 111 Liberty Lane Barneveld, NY 13304

- (e) Contractor's Contact Person and Telephone Number: James King 315 896-6106

- (f) Has or will the Contract be provided, if so, please attach:

- (g) Commencement Date of Contract: upon execution

- (h) Termination Date of Contract: upon completion

- (i) Payment Provisions:
 - i) lump sum amount
 - ii) hourly rate amount
 - iii) total amount not to exceed \$226,428.94
 - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.

- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: H403.9550 280 Rehab Airfield Taxiway Light System

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 3-21 ITEM(S): REHABILITATE TAXIWAY LIGHTS AT FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NY DATE: APRIL 30, 2021 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER	
	Baseline King Corp. Attn: James King 111 Liberty Lane Barneveld, NY 13304 Ph: 315-896-6106 Fax: 315-896-8584		DLC Electric, LLC. Attn: Ralph Cioffi 479 State Route 40 Troy, NY 12182 Ph: 518-326-8130 Fax: 518-326-8132		KOBO Utility Construction Corp. Attn: Rebecca Curtis 4 Victory Drive Sandwich, MA 02563 Ph: 508-367-2058 Fax: 508-888-2224	
BID AWARDED TO:			RESOLUTION NO. Xxx of 2021			
✓ JULIE A. BUTLER, PURCHASING AGENT			TERM: Anticipated start of construction is Fall 2021 or Spring 2022 pending release of Federal funds and availability of materials to complete work. The maximum total time for construction is 67 calendar days.			
PROJECT:	BID PRICE		BID PRICE		BID PRICE	
BASE BID TOTAL FOR REHABILITATE TAXIWAY LIGHTS AT FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NY:	\$226,428.94		\$379,485.80		\$394,227.00	
ITEMIZED BREAKDOWN	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Safety and Phasing:	\$10,000.00	\$10,000.00	\$37,500.00	\$37,500.00	\$9,500.00	\$9,500.00
Contractor Provided Construction Barricades:	\$70.00	\$9,940.00	\$330.00	\$46,860.00	\$135.00	\$19,170.00
Taxiway Closure Marker:	\$250.00	\$500.00	\$1,100.00	\$2,200.00	\$4,850.00	\$9,700.00
Contractor's Safety Plan Compliance Document (SPCD):	\$2,500.00	\$2,500.00	\$9,000.00	\$9,000.00	\$18,900.00	\$18,900.00
As-Built Plans:	\$3,000.00	\$3,000.00	\$3,000.00	\$30,000.00	\$3,000.00	\$3,000.00
Mobilization:	\$5,000.00	\$5,000.00	\$10,000.00	\$10,000.00	\$18,000.00	\$18,000.00
Engineer/RPR Field Office:	\$3,000.00	\$3,000.00	\$12,500.00	\$12,500.00	\$16,580.00	\$16,580.00

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 3-21 ITEM(S): REHABILITATE TAXIWAY LIGHTS AT FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NY DATE: APRIL 30, 2021 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER	
	Baseline King Corp. Attn: James King 111 Liberty Lane Barneveld, NY 13304 Ph: 315-896-6106 Fax: 315-896-8584		DLC Electric, LLC. Attn: Ralph Cioffi 479 State Route 40 Troy, NY 12182 Ph: 518-326-8130 Fax: 518-326-8132		KOBO Utility Construction Corp. Attn: Rebecca Curtis 4 Victory Drive Sandwich, MA 02563 Ph: 508-367-2058 Fax: 508-888-2224	
ITEMIZED BREAKDOWN	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Cable Removal:	\$0.10	\$2,224.00	\$0.60	\$13,344.00	\$0.50	\$11,120.00
Removal of Existing Light Fixture:	\$100.00	\$20,300.00	\$160.00	\$32,480.00	\$115.00	\$23,345.00
No. 8 AWG, 5KV, L-824, Type C Cable, Installed in Duct Bank or Conduit:	\$0.60	\$18,536.40	\$2.20	\$67,966.80	\$2.00	\$61,788.00
Work in Existing Electrical Vault:	\$29,336.00	\$29,336.00	\$24,000.00	\$24,000.00	\$41,889.00	\$41,889.00
New L-861 (L) T LED Taxiway Edge Light Mounted in Existing Base:	\$552.18	\$1,120,902.54	\$545.00	\$110,635.00	\$745.00	\$151,235.00
Spare Equipment:	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL BASE BID:		\$226,428.94		\$379,485.80		\$394,227.00

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 3-21 ITEM(S): REHABILITATE TAXIWAY LIGHTS AT FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NY DATE: APRIL 30, 2021 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER	
	O'Connell Electric Company, Inc. Attn: Dave Poucher 830 Phillips Road Victor, NY 14564 Ph: 518-612-8233 Fax: 518-365-1652		LaCorte Companies, Inc. Attn: Eileen LaCorte 630 7 th Avenue Troy, NY 12182 Ph: 518-286-6000 Fax: 518-286-6110	
PROJECT:	BID PRICE		BID PRICE	
BASE BID TOTAL FOR REHABILITATE TAXIWAY LIGHTS AT FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NY:	\$414,420.88 (math error should be \$414,404.88)		\$1,278,180.08 (math error should be \$1,278,245.33)	
ITEMIZED BREAKDOWN	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
Safety and Phasing:	\$32,180.00	\$32,180.00	\$38,950.00	\$38,950.00
Contractor Provided Construction Barricades:	\$156.00	\$22,152.00	\$839.01	\$119,140.00 (math error should be \$119,139.42)
Taxiway Closure Marker:	\$1,125.00	\$2,250.00	\$10,050.00	\$20,100.00
Contractor's Safety Plan Compliance Document (SPCD):	\$4,440.00	\$4,440.00	\$42,700.00	\$42,700.00
As-Built Plans:	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Mobilization:	\$8,170.00	\$8,170.00	\$43,950.00	\$43,950.00
Engineer/RPR Field Office:	\$0.00	\$0.00	\$10,000.00	\$10,000.00

WARREN COUNTY BID TABULATION SHEET

BID NO: WC 3-21 ITEM(S): REHABILITATE TAXIWAY LIGHTS AT FLOYD BENNETT MEMORIAL AIRPORT, WARREN COUNTY, NY DATE: APRIL 30, 2021 TIME: 3:00 P.M.	NAME & ADDRESS OF BIDDER		NAME & ADDRESS OF BIDDER	
	O'Connell Electric Company, Inc. Attn: Dave Poucher 830 Phillips Road Victor, NY 14564 Ph: 518-612-8233 Fax: 518-365-1652		LaCorte Companies, Inc. Attn: Eileen LaCorte 630 7 th Avenue Troy, NY 12182 Ph: 518-286-6000 Fax: 518-286-6110	
PROJECT:	BID PRICE		BID PRICE	
Cable Removal:	\$1.85	\$41,160.00 (math error should be \$41,144.00)	\$5.59	\$124,333.00 (math error should be \$124,321.60)
Removal of Existing Light Fixture:	\$140.00	\$28,420.00	\$148.75	\$30,196.25
No. 8 AWG, 5KV, L-824, Type C Cable, Installed in Duct Bank or Conduit:	\$4.02	\$124,193.88	\$9.24	\$285,383.33 (math error should be \$285,460.56)
Work in Existing Electrical Vault:	\$40,000.00	\$40,000.00	\$64,750.00	\$64,750.00
New L-861 (L) T LED Taxiway Edge Light Mounted in Existing Base:	\$485.00	\$98,455.00	\$2,392.50	\$485,677.50
Spare Equipment:	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
TOTAL BASE BID:	\$414,420.88 (math error should be \$414,404.88)		\$1,278,180.08 (math error should be \$1,278,245.33)	

RESOLUTION REQUEST FORM NO. 3

Request for New Contract

DEPARTMENT NAME: DPW - Airport

DATE: September 21, 2021

- (a) Is this a Result of a Bid or Request for Proposal? N/A
- (b) Purpose of Contract: To provide the required services Construction Inspection/Construction Observation of the contractor for the Rehab Taxiway Lighting Project
- (c) Name of Contractor: Jacobs Civil Consultant , Inc.
- (d) Address of Contractor: 2 Executive Park Drive Suite 205 Bedford, NH 03110
- (e) Contractor's Contact Person and Telephone Number: Heath Marsden 603 518-1779
- (f) Has or will the Contract be provided, if so, please attach: Attached.
- (g) Commencement Date of Contract: Upon execution.
- (h) Termination Date of Contract: Upon final payment.
- (i) Payment Provisions: i) lump sum amount Cost Plus Fixed Fee
ii) hourly rate amount
iii) total amount not to exceed
iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (j) Where are the Funds for this Contract? List Budget Code, (with title), Object Code (with title), and Amount: **OR** Capital Project **OR** Capital Reserve Project Number, and Title, and Amount: Capital Project H-403 Rehab Taxiway Lighting

EXHIBIT A - SCOPE OF WORK
for
Rehabilitate Taxiway Lighting
at
FLOYD BENNETT MEMORIAL AIRPORT
Queensbury, NY

I. GENERAL

This contract includes construction phase services for replacement of the airport's elevated taxiway edge lights. In general, new elevated LED edge lights will be placed upon existing light bases and existing conduit is to remain. New components will include LED fixture (no heater), base plate, frangible coupling, and transformer. It is assumed that all existing cans and conduit can be reused in place. New cable will be installed for the entire taxiway system back to the airfield lighting vault. Additional work will include replacement of the existing constant current regulators to maximize efficiency due to the reduced load of the LED fixtures as well as modifications to the existing lighting controls. This scope of work does not include modifications to the existing airfield guidance signs.

Jacobs Engineering Group Inc., hereinafter referred to as the "Engineer", agrees to perform the following scope of services associated with the above referenced Project.

II. ARTICLE A - PROJECT SCOPING

A. This article includes efforts required to scope the construction phase services for the replacement of the elevated taxiway edge lights.

The specific items of work shall include:

1. The Engineer shall prepare the FAA Project Readiness form and supporting documents for the taxiway lighting project.
2. The Engineer shall participate in one project scoping meeting with the Owner and FAA Project Manager. After the meeting the Engineer shall prepare the meeting notes. The outcome of the meeting will confirm the eligibility of the project items, establish a target project schedule, identify interim submissions, review the Engineer's contract, establish design parameters, and review overall project coordination items.
3. The Engineer shall prepare one scope of work and fee estimate for construction administration services to be performed by Jacobs.
4. If necessary, The Engineer shall participate in one fee negotiation with the Owner and the independent fee estimator. It is estimated that this meeting will occur via teleconference.
5. The Engineer shall perform quality reviews of all documents prepared as part of this article prior to distribution.

III. ARTICLE B – PROJECT ADMINISTRATION

- A. The Engineer will undertake and complete the additional tasks associated with overseeing the overall project and execution of the overall financing and payment reimbursement for the various components of the project. Project administration effort is related to the tasks included in this scope of work. Most of the work performed under this article is anticipated to be completed by the Project Manager.

The specific items of work shall include:

1. The Engineer shall provide general administrative support and the resource management of the overall project. Generally, this task shall consist of, but is not limited to the following:
 - Consultation, coordination with, and advice to the Owner
 - Design team coordination and staff scheduling
 - Prepare and distribute internal and external correspondence to include: letters, memorandums, facsimiles, telephone calls, agency coordination, etc...
 - Prepare and maintain project schedule.
 - Review financial operations of the items, as required.
 - Project Coordination with the FAA.
 - Monthly internal project review and performance meetings
2. The Engineer shall prepare one (1) FAA grant application. The Engineer shall also prepare the necessary sponsor's certifications.
3. The Engineer shall prepare the periodic project reimbursement request forms for federal reimbursements for the duration of the project. A total of three (3) reimbursement requests have been assumed for this project.
4. The Engineer shall prepare the state reimbursement request form for the project. One (1) reimbursement request, to be submitted upon completion of the project, is anticipated.
5. The Engineer shall prepare and distribute the required project close-out documentation, as required by the FAA, the Owner, and other applicable funding agencies. This includes final project statement/narrative, FAA project summary spreadsheet, the SF-271 form, the SF-425 form, sponsor's certification of construction project final acceptance, the final inspection report, final DBE participation, final invoices, and the material testing summary.
6. The Engineer shall prepare the SF-271 forms for the end of year reporting. Annual reporting is due on or about December 1st. This item shall include coordination with the Owner and review, if required, of the SF-425 forms that are to be prepared by the Owner.
7. The Engineer shall prepare project records and retain records for a period of 7 years.
8. The Engineer shall perform quality reviews of all determinations and documentation performed or prepared as part of this article prior to distribution.

IV. ARTICLE C – GENERAL CONSTRUCTION ADMINISTRATION

- A. Engineer shall provide engineering services throughout the construction phase of the Project. Construction administration is performed by the Project Manager.

The specific items of work shall include:

1. The Engineer shall coordinate and send the Notice-To-Proceed letter to the Contractor.
2. The Engineer shall schedule and conduct one (1) pre-construction conference at the Airport. As a part of conducting this conference, the Engineer shall prepare/present the following (at a minimum) on behalf of the Owner to the Contractor:
 - A meeting agenda describing the elements of the project and its requirements in accordance with the FAA established criteria and any contract or Owner specific requirements.
 - A project location plan depicting the area of the proposed work.
 - A project safety and phasing plan depicting requirements for the proposed work.
 - A plan depicting a summary of the proposed work involved in the project.
 - Discuss AC 150/5370-2F – Operational Safety on Airports during Construction, as required
 - A Sign-in sheet recording the attending parties.
3. The Engineer shall review and analyze all detailed construction, shop, and erection drawings, as well as all laboratory, shop, and mill test reports and certificates for materials and equipment submitted by the contractors for compliance with design drawings and specifications. A total of fifteen (15) submittals have been assumed for this project.
4. The Engineer shall observe the work in progress and prepare and submit the required FAA Form 5370-1 – Construction Progress and Inspection Report, on a monthly basis or as dictated by the FAA. The Engineer has assumed a total of three (3) reports will be required.
5. The Engineer shall review, and process periodic payment applications submitted by the Contractor for partial and final payments. This effort will include review of project quantities, collection of certified payrolls, collection of DBE participation, and collection of lien waivers from the Contractor.
6. The Engineer shall review and analyze the certified payrolls submitted by the Contractor during construction for conformance with the federal wage rates and federal labor law requirements.
7. The Engineer shall provide general administrative support during the construction phase of the project. Generally, this task shall consist of, but is not limited to the following:
 - Consultation and advice to the Owner
 - Prepare supplementary sketches, as required to resolve actual field conditions
 - General coordination with and between the Owner, FAA, Contractor, and Inspector.
 - Review initial operation of the projects and/or of performance testing, as required
8. The Engineer shall field and respond to all inquiries regarding general and/or specific issues pertaining to the interpretation of the construction plans or technical specifications.
9. The Engineer shall schedule and conduct construction coordination meetings for the project. A total of six (6) coordination meetings has been assumed for this project.
10. The Engineer shall prepare the necessary forms, provide the required documentation, and negotiate any change orders on the Owners behalf, if required during the construction of the project.

11. The Engineer shall prepare and distribute any stop or start work orders during the construction phase, as required.
12. The Engineer shall schedule and conduct one (1) final inspection conference for the completed project at the Airport.
13. The Engineer shall prepare and distribute a project “punch list” for any deficiencies, corrective actions required, etc. as determined at the final inspection conference.
14. The Engineer shall prepare an “as-built” set of drawings based upon the construction information provided by the Airport’s Inspector and the construction Contractor.
15. The Engineer shall prepare and distribute one (1) letter of substantial completion for the project after receiving a schedule from the contractor for the completion of the project’s “punch list” items.
16. The Engineer shall perform quality reviews of all determinations and documentation performed or prepared as part of this article prior to distribution.

V. ARTICLE D - PART TIME CONSTRUCTION INSPECTION

- A. The Engineer shall provide **part-time inspection services** (1 day per week for 6 weeks) for the project, as requested by the Airport/Owner. The inspector for the project shall have field experience in the type of work to be performed, be fully qualified to make interpretations, decisions, field computations, and have knowledge of testing requirements and procedures. The inspector provided by the Engineer shall be approved by the Owner.

It is anticipated that the total project duration will be 42-Calendar Days (6-weeks) duration. It is further assumed the Airport will provide daily escort and inspection services to include completing a daily inspection report for each day construction is completed. Jacobs will provide support to the Airport inspector and conduct one site visit per week.

The specific items of work to be performed by Jacobs shall include:

1. Resolve issues identified by the Airport provided inspector.
2. Aid the Airport provided inspector with calculating quantities of installed items for payment.
3. Inform the Contractor of deficiencies in the work.
4. Review the work completed and conducted for conformance with the plans and specifications.

VI. WORK NOT INCLUDED IN THIS PROPOSAL

- A. The following items are not included in the scope of services, as provided by the Engineer:
1. Local building permits, special inspections, or any other permitting efforts not specifically covered in this scope of work. The Construction Contractor shall be required to pull any permits and perform any special inspections by hiring a third party.

EXHIBIT B - ESTIMATE OF STAFF EFFORT - PERSON HOURS

for

Engineering Services

Rehabilitate Taxiway Lighting

at

Floyd Bennett Memorial Airport

Queensbury, NY

SUMMARY		
AIP No. TBD		
ARTICLE A	Project Scoping	\$3,455.11
ARTICLE B	Project Administration	\$7,435.53
ARTICLE C	General Construction Administration	\$14,623.76
ARTICLE D	Part-Time Construction Inspection	\$10,024.43
<i>Total (Construction)</i>		<i>\$35,538.84</i>

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

****Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.***

DEPARTMENT NAME:

DATE:

(a) Purpose of Request:

(b) Details:

(c) Previous Resolution Number:

(d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS