

## AGENDA

**FOR A REGULAR MEETING OF THE AMARILLO CITY COUNCIL TO BE HELD ON TUESDAY, DECEMBER 18, 2018 AT 1:00 P.M., CITY HALL, 601 SOUTH BUCHANAN STREET, COUNCIL CHAMBER ON THE THIRD FLOOR OF CITY HALL, AMARILLO, TEXAS.**

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***Please note:*** The City Council may take up items out of the order shown on any Agenda. The City Council reserves the right to discuss all or part of any item in an executive session at any time during a meeting or work session, as necessary and allowed by state law. Votes or final decisions are made only in open Regular or Special meetings, not in either a work session or executive session.

### **INVOCATION:**

1. City Council will discuss or receive reports on the following current matters or projects.
  - A. Review agenda items for regular meeting and attachments;
  - B. Presentation by Consultants regarding automated/advanced metering infrastructure;
  - C. Update on Thompson Park Swimming Pool;
  - D. Update on Brush Sites;
  - E. Update on Curbside Carts; and
  - F. Consider future Agenda items and request reports from City Manager.

### **2. CONSENT ITEMS:**

It is recommended that the following items be approved and that the City Manager be authorized to execute all documents necessary for each transaction:

***THE FOLLOWING ITEMS MAY BE ACTED UPON BY ONE MOTION. NO SEPARATE DISCUSSION OR ACTION ON ANY OF THE ITEMS IS NECESSARY UNLESS DESIRED BY A COUNCILMEMBER, IN WHICH EVENT THE ITEM SHALL BE CONSIDERED IN ITS NORMAL SEQUENCE AFTER THE ITEMS NOT REQUIRING SEPARATE DISCUSSION HAVE BEEN ACTED UPON BY A SINGLE MOTION.***

#### **A. MINUTES:**

Approval of the City Council minutes for the meeting held on December 11, 2018.

#### **B. AWARD – GLOBE NEWS CENTER AIR COOLED CHILLER PACKAGE LOCATED AT 401 SOUTH BUCHANAN STREET:**

(Contact: Jerry Danforth, Facilities Director)

West Techs -- \$149,580.00

This award is for the construction contract to West Techs for the purchase and installation of a new center air cooled chiller package located at 401 South Buchanan Street.

#### **C. CONSIDER CHANGE ORDER NO. 4 2-INCH WATER MAIN REPLACEMENT AT VARIOUS LOCATIONS – PHASE I:**

(Contact: Kyle Schniederjan, CP&DE Director)

Amarillo Utility Contractors -- \$2,460.00

Change Order No. 4 allows for 20 additional working days for work performed as a result of Change Order No. 3, allows for 35 additional working days for the work performed on 4th Avenue between Tyler and Polk Streets shown on Sheet 3 of the plans, and provides cost of labor to re-dig the trench for the service connection at 320 South Polk Street.

Original Contract: \$ 1,621,258.00

Current Change Order: \$ 2,460.00

Previous Change Orders: \$ 324,261.00

Revised Contract Total: \$ 1,947,979.00

- D. **PURCHASE – TECHNOLOGY INFRASTRUCTURE:**  
(Contact: Michael Conner, Director of Aviation)  
Award on Texas Department of Information Resources (DIR) Cooperative Purchasing Contract to: Dell -- \$581,131.63  
This item approves the purchase of network, server, and end user computer hardware and related licensing, implementation, support, and staff training to modernize the environment and increase efficiency and data security.
- E. **CONSIDER AWARD FOR AIRFIELD ELECTRICAL UPGRADES AT THE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT:**  
(Contact: Michael Conner, Director of Aviation)  
Duke Electric Co., Inc. -- Total Bid Amount - \$4,105,074.73  
This project involves complete rehabilitation of the airfield electrical system at Rick Husband Amarillo International Airport. A new airfield lighting vault will be constructed and all equipment within the vault will be replaced, including the Airfield Lighting Control and Monitoring System (ALCMS). In addition, all runway and taxiway lighting circuits on the airfield will be replaced in their current location. This replacement will include all associated cabling and fixtures. Airfield signage throughout the airfield will be replaced.
- F. **CONSIDER TASK ORDER 32 BETWEEN RS&H, INC. AND THE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT FOR CONSTRUCTION ADMINISTRATION, RESIDENT PROJECT REPRESENTATION, AND MATERIALS TESTING SERVICES FOR THE AIRFIELD ELECTRICAL IMPROVEMENTS PROJECT:**  
(Contact: Michael W. Conner – Director of Aviation)  
The total amount for Task Order 32 is \$275,748.00  
This Task Order will provide Construction Administration and Resident Project Representation services for the replacement of the existing airfield electrical vault and airfield electrical systems. The anticipated Construction Schedule is 150 Calendar Days. Efforts included within Task Order 32 are based upon this timeline.
- G. **CONSIDER TASK ORDER 33 BETWEEN RS&H, INC. AND THE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT FOR CONSTRUCTION ADMINISTRATION AND RESIDENT PROJECT REPRESENTATION SERVICES FOR THE CCTV AND ACS UPGRADES PROJECT:**  
(Contact: Michael W. Conner – Director of Aviation)  
The total amount for Task Order 33 is \$377,357.00  
This Task Order will provide Construction Administration and Resident Project Representation services for the replacement of existing video management system (VMS) and upgrades to the existing access control system (ACS). The plans include the removal and replacement of existing video surveillance cameras, software upgrades of the existing access control system, additional workstations, and a new operator console. The anticipated Construction Schedule is 350 Calendar Days. Efforts included within Task Order 33 are based upon this timeline.
- H. **CONSIDER AWARD FOR RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT CCTV & ACCESS CONTROL SYSTEM UPGRADES FOR THE CITY OF AMARILLO:**  
(Contact: Michael Conner, Director of Aviation)  
Awarded to Convergent Technologies, LLC  
Total Base Bid Amount: \$1,191,807.00  
Total Bid Additive Alternate 1: -\$14,063.00  
Total Bid Amount: \$1,177,744.00  
This project involves replacement and improvement of the existing CCTV and Access Control System (ACS) at Rick Husband Amarillo International Airport. The scope includes replacement of the existing video management system, replacement of the existing cabling infrastructure and camera, additional camera installations, and upgrading the access control system software.

- I. **CONSIDER AWARD OF CONCRETE JOINT SEAL REPLACEMENT FOR RUNWAY 13-31 AND ASSOCIATED TAXIWAYS:**  
(Contact: Michael Conner, Director of Aviation)  
Awarded to Scodeller Construction -- \$916,160.00  
This item is the award of the bid for concrete joint seal replacement for Runway 13-31 and associated taxiways. It specifically involves the replacement of the existing concrete pavement joints on Runway 13-31 and the associated taxiways: Parallel Taxiway K, Taxiway F, Taxiway L, Taxiway M, Taxiway N, and Taxiway Q. There is approximately 228,800 linear feet of joint replacement included in this project.
- J. **CONSIDER TASK ORDER 31 BETWEEN RS&H, INC. AND THE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT FOR CONSTRUCTION ADMINISTRATION, RESIDENT PROJECT REPRESENTATION, AND MATERIALS TESTING SERVICES FOR THE CONCRETE JOINT SEAL REPLACEMENT – RUNWAY 13-31 AND ASSOCIATED TAXIWAYS PROJECT:**  
(Contact: Michael W. Conner – Director of Aviation)  
The total amount for Task Order 31 is \$103,825.00  
This Task Order will provide Construction Administration and Resident Project Representation services for the removal and replacement of existing concrete joint sealant. The area of work includes Runway 13-31 and the associated taxiways: Parallel Taxiway K, Taxiway F, Taxiway L, Taxiway M, Taxiway N, and Taxiway Q. The anticipated Construction Schedule is 80 Calendar Days. Efforts included within Task Order 31 are based upon this timeline.
- K. **CONSIDER APPROVAL OF A CONTRACT WITH JAN MUNCH-SOEGAARD FOR OPERATION OF THE AMARILLO NATIONAL TENNIS CENTER:**  
(Contact: Michael Kashuba, Director of Parks and Recreation)  
Total amount of agreement -- \$26,055 with Jan Munch-Soegaard  
This item is a 9-month contract with Jan Munch-Soegaard for the operation of the Amarillo National Tennis Center (effective from January 1, 2019 to September 30, 2019).
- L. **CONSIDER PURCHASE OF MID-SIZED BRUSH/WOOD GRINDER:**  
(Contact: Glenn Lavender, Fleet Services Superintendent)  
Award to Ecoverse Industries, Ltd. -- \$442,564.00  
Delivering Dealer, McCourt & Sons Equipment, Inc.  
Purchase will be thru HGAC Contract SM10-18A  
This purchase will be an addition to the fleet for Solid Waste Collection Division. This equipment will be used at the newly established brush sites for daily operational requirements.
- M. **CONSIDER APPROVAL OF PAPER GOODS ANNUAL SUPPLY AGREEMENT:**  
(Contact: Trent Davis, Purchasing Agent)  
This item is for the annual supply agreement to purchase paper goods for use by city departments.  
Award to:
- |                             |              |
|-----------------------------|--------------|
| Wagner Supply Company:      | \$184.00     |
| Miller Paper Company:       | \$1,381.60   |
| Empire Paper Company:       | \$87,117.56  |
| MSC Industrial Supply, Co.: | \$33,600.00  |
| Total Amount Awarded:       | \$122,283.16 |



N. **CONSIDER APPROVAL OF CHANGE ORDER NO. 2 – 2017/2018 MILLING AND OVERLAY OF VARIOUS STREETS:**

(Contact: Kyle Schniederjan, P.E.)

J. Lee Milligan

|                          |                |
|--------------------------|----------------|
| Original Contract Amount | \$1,104,726.85 |
| Previous Change Orders   | \$ (6.10)      |
| This Change Order No. 2  | \$ (86,959.25) |
| Revised Contract Total   | \$1,017,761.50 |

This item is to consider approval of Change Order No. 2 to J. Lee Milligan, Inc. to adjust the contract quantities to match what was actually installed as part of the project.

O. **CONSIDER APPROVAL OF A PROFESSIONAL SERVICES CONTRACT TO BRANDT ENGINEER GROUP, LTD. FOR IMPLEMENTATION OF THE BUS STOP AMENITIES PROJECT:**

(Contact: Marita Wellage-Reiley, Transit Director)

Professional Services Contract Awarded to Brandt Engineer Group, LTD in the amount of \$247,100.00

This item is the consideration of a professional services contract with Brandt Engineer Group, LTD to complete the Amarillo City Transit (ACT) bus stop amenities project. The contractor will design and engineer bus stops to meet the American with Disabilities Act (ADA) Accessible Design Guidelines where shelters and benches will be located. The contractor will prepare bid documents, provide quality control, and coordinate the purchase and installation of bus stop amenities.

3. **NON-CONSENT ITEMS:**

A. **RESOLUTION -- EXTENDING THE ENVIRONMENTAL TASK FORCE COMMITTEE:**

(Contact: Blair Snow, Interim Solid Waste Superintendent)

This item considers extending the Environmental Task Force Committee which was established by Resolution No. 06-20-17-2. It was charged with researching and evaluating recycling options for the community and to identify, research, and propose initiatives regarding other environmental concerns. The Environmental Task Force is scheduled to expire upon the completion of its assigned tasks or two years after the effective date of this Resolution, whichever is sooner.

B. **RESOLUTION – SUPPORT OF GRAND STREET LOFTS HOUSING PARTNERS, LP APPLICATION FOR HOUSING TAX CREDITS:**

(Contact: Andrew Freeman, Planning Development Services)

This resolution is support for an application for Affordable Housing Tax Credits to the Texas Department of Housing and Community Affairs, Housing Tax Credit Program by Grand Street Lofts Housing Partners, LP, a private entity, Grand Street Lofts, a development for affordable rental property located near the southeast corner of Grand Street and Southeast 34 Avenue.

C. **CONSIDER APPROVAL OF A U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) HOME PROGRAM RENTAL REHABILITATION PROJECT GRANT AWARDED TO CROSS STREET PROPERTIES:**

(Contact: Juliana Kitten, Community Development Director)

HUD HOME Program Grant Award to Cross Street Properties in the amount of \$600,000.00

Community Development is requesting approval of a HOME program rental rehabilitation project grant for construction of multi-family affordable housing rental units at 1430 Northwest 17 Avenue. This project will build six four-bedroom, two-bathroom duplexes providing affordable housing for approximate 48 persons.



D. **CHANGE ORDER FOR ADDITIONAL SCOPE FOR ELMORE SPORTS GROUP FUNDED COMPONENTS TO BE ADDED TO THE MPEV UNDER THE EXISTING CITY CONSTRUCTION CONTRACT WITH WESTERN/HUNT:**

(Contact: Jerry Danforth, Facilities Director)

This change order will not affect the GMP for the construction contract of \$39,995,000.00 or the Maximum Funding Approved \$45,540,000.00 for the project with the City and Western/Hunt as this added scope is for enhancements that the Elmore Sports Group wishes to provide and guarantee funding at \$2,270,849.00. This change order is only to allow for the Elmore Sports group to add the additional items to the construction contract and to be performed by Western/Hunt so that all items are available on opening day.

E. **APPROVAL -- MPEV FURNISHINGS:**

(Contact: Jerry Danforth, Facilities Director)

Navajo Office Products -- \$407,051.81

This item approves the purchase of the public spaces inside of the MPEV to be purchased from Navajo Office Products in the amount of \$407,051.81 on Cooperative Purchase Contracts.

F. **EXECUTIVE SESSION:**

City Council may convene in Executive Session to receive reports on or discuss any of the following pending projects or matters:

1) Section 551.087 - Deliberation regarding economic development negotiations; discussion of commercial or financial information received from an existing business or business prospect with which the City is negotiating for the location or retention of a facility, or for incentives the City is willing to extend, or financial information submitted by same:

(a) City Economic Development Project #18-13 in the vicinity of South Coulter Street and Wallace Boulevard.

Amarillo City Hall is accessible to individuals with disabilities through its main entry on the south side (601 South Buchanan Street) of the building. An access ramp leading to the main entry is located at the southwest corner of the building. Parking spaces for individuals with disabilities are available in the south parking lot. City Hall is equipped with restroom facilities, communications equipment and elevators that are accessible. Individuals with disabilities who require special accommodations or a sign language interpreter must contact the City Secretary's Office 48 hours prior to meeting time by telephoning 378-3013 or the City TDD number at 378-4229.

Posted this 14th day of December 2018.

Regular meetings of the Amarillo City Council stream live on Cable Channel 10 and are available online at:

<http://amarillo.gov/city-hall/city-government/view-city-council-meetings>

*Archived meetings are also available.*

STATE OF TEXAS  
COUNTIES OF POTTER  
AND RANDALL  
CITY OF AMARILLO

On the 11th day of December 2018, the Amarillo City Council met at 12:00 p.m. for a work session which was held in the Council Chamber located on the third floor of City Hall at 601 South Buchanan Avenue, with the following members present:

GINGER NELSON  
ELAINE HAYS  
FREDA POWELL  
EDDY SAUER  
HOWARD SMITH

MAYOR  
COUNCILMEMBER NO. 1  
COUNCILMEMBER NO. 2  
COUNCILMEMBER NO. 3  
COUNCILMEMBER NO. 4

Absent were none. Also in attendance were the following administrative officials:

JARED MILLER  
MICHELLE BONNER  
BRYAN MCWILLIAMS  
STEPHANIE COGGINS  
FRANCES HIBBS

CITY MANAGER  
DEPUTY CITY MANAGER  
CITY ATTORNEY  
ASSISTANT TO THE CITY MANAGER  
CITY SECRETARY

Mayor Nelson established a quorum, called the meeting to order, welcomed those in attendance and the following items of business were conducted:

**PUBLIC COMMENT**

Mike Fisher, 4410 Van Kriston Drive, commented on the Mayor's announcement on running for re-election. Claudette Smith, 4410 Van Kriston Drive, spoke on the City's debt and urbanization changing the fundamental of Amarillo. She further announced she was running for Mayor. Amanda Hunter, 4849 Mesquite Springs Trail, thanked the City for the "Coming Home" project. Bill Harris, 7802 Stuyvesant Avenue, thanked the Mayor and Councilmembers for all the time they spend, and he further stated the City was moving in the right direction. Rick Parsley, 5123 Lawrence Boulevard, signed up to speak but did not appear. There were no further comments.

ATTEST:

\_\_\_\_\_  
Frances Hibbs, City Secretary

\_\_\_\_\_  
Ginger Nelson, Mayor



STATE OF TEXAS  
COUNTIES OF POTTER  
AND RANDALL  
CITY OF AMARILLO

On the 11th day of December 2018, the Amarillo City Council met at 1:00 p.m. for a regular meeting held in the Council Chamber located on the third floor of City Hall at 601 South Buchanan Street, with the following members present:

GINGER NELSON  
ELAINE HAYS  
FREDA POWELL  
EDDY SAUER  
HOWARD SMITH

MAYOR  
COUNCILMEMBER NO. 1  
COUNCILMEMBER NO. 2  
COUNCILMEMBER NO. 3  
COUNCILMEMBER NO. 4

Absent were none. Also in attendance were the following administrative officials:

JARED MILLER  
MICHELLE BONNER  
BRYAN MCWILLIAMS  
STEPHANIE COGGINS  
FRANCES HIBBS

CITY MANAGER  
DEPUTY CITY MANAGER  
CITY ATTORNEY  
ASSISTANT TO THE CITY MANAGER  
CITY SECRETARY

The invocation was given by Howard Batson, First Baptist Church.

Mayor Nelson established a quorum, called the meeting to order, welcomed those in attendance and the following items of business were conducted:

ITEM 1:

- A. Review agenda times for regular meeting and attachments;
- B. Presentation and discussion of current potential uses for Santa Fe Depot property;
- C. Reports and updates from City Councilmembers serving on outside boards: Convention and Visitors Council, Environmental Task Force; and
- D. Consider future Agenda items and request reports from City Manager.

CONSENT ACTION ITEMS

ITEM 2. Mayor Nelson presented the consent agenda and asked if any item should be removed for discussion or separate consideration. Motion was made by Councilmember Powell to approve the consent items, seconded by Councilmember Smith.

- A. MINUTES:  
Approval of the City Council minutes for the meeting held on December 4, 2018.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

NON-CONSENT ITEMS

ITEM 3A: Mayor Nelson presented a resolution authorizing the Amarillo Convention and Visitor Council to bid on hosting the 2023 Texas Recreation and Park Society Institute and Expo. The Amarillo Convention and Visitor Council is submitting a bid to host the 2023 TRAPS Institute and Expo. The bid application requires a resolution pledging the resources necessary to support the Institute from the governing entity; involvement by the community's parks and recreation agency is required as part of the bid. This item was presented by Michael Kashuba, Director of Parks and Recreation. Motion was made by Councilmember Powell, seconded by Councilmember Sauer, that this item be approved as presented.



RESOLUTION NO. 12-11-18-1

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS DEDICATING RESOURCES TO SUPPORT THE BID FOR THE 2023 TEXAS RECREATION AND PARK SOCIETY INSTITUTE AND EXPO SUBMITTED BY THE AMARILLO CONVENTION AND VISITOR COUNCIL AND PROVIDING AND EFFECTIVE DATE.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

ITEM 3B: Mayor Nelson presented an item to consider the appointment of the Chair for the Center City Tax Increment Reinvestment No. 1. This item was presented by Andrew Freeman, Director of Planning and Development Services. Motion was made by Councilmember Powell, seconded by Councilmember Smith, that Dean Frigo be appointed the Chair of the Center City Tax Increment Reinvestment Zone #1.

Voting AYE were Mayor Nelson, Councilmembers Hays, Powell, Sauer and Smith; voting NO were none; the motion carried by a 5:0 vote of the Council.

ITEM 3C: Mr. McWilliams advised at 2:28 p.m. that the City Council would convene in Executive Session per Texas Government Code: (1) Section 551.072 - Discuss the purchase, exchange, lease, sell, or value of real property and public discussion of such would not be in the best interests of the City's bargaining position: (a) Discuss properties located in the N.E. quadrant of the Downtown Business District; (2) Section 551.087 - Deliberation regarding economic development negotiations; discussion of commercial or financial information received from an existing business or business prospect with which the City is negotiating for the location or retention of a facility, or for incentives the City is willing to extend, or financial information submitted by same: (a) City Economic Development Project #18-10 in the vicinity of East 34<sup>th</sup> Avenue and South Grand Street, (b) City Economic Development Project #18-11 in the vicinity of Big Texan Road and Interstate 40 Access Road, and (c) City Economic Development Project #18-12 in the vicinity of North Monroe Street and Northwest 13<sup>th</sup> Avenue.

Mr. McWilliams announced that the Executive Session was adjourned at 2.57 p.m. and recessed the Regular Meeting.

ATTEST:

\_\_\_\_\_  
Frances Hibbs, City Secretary

\_\_\_\_\_  
Ginger Nelson, Mayor



# Amarillo City Council Agenda Transmittal Memo



|              |                                     |                  |  |
|--------------|-------------------------------------|------------------|--|
| Meeting Date | December 18, 2018                   | Council Priority |  |
| Department   | Facilities Department               |                  |  |
| Contact      | Jerry Danforth, Facilities Director |                  |  |

**Agenda Caption**

**AWARD – Amarillo Globe News Center Air Cooled Chiller Package Located at 401 South Buchanan**  
(Contact: Jerry Danforth, Facilities Director)  
West Techs -- \$149,580  
This award is for the construction contract to West Techs for the purchase and installation of a new center air cooled chiller package located at 401 South Buchanan Amarillo Texas 79101.

**Agenda Item Summary**

This award is for the construction contract to West Techs for the purchase and installation of a new center air cooled chiller package located at 401 South Buchanan Amarillo Texas 79101.

**Requested Action**

Approval and award of the construction contract to West Techs for the amount of \$149,580

**Funding Summary**

City Job # 440516.17400.1040

**Community Engagement Summary**

**Staff Recommendation**

Staff recommends approval of contract award to West Techs for the purchase and installation of a new center air cooled chiller package located at 401 South Buchanan Amarillo Texas 79101.

Bid No. 6260-AMARILLO GLOBE NEWS CENTER AIR COOLED CHILLER PACKAGE  
Opened 4:00 p.m. November 29, 2018

| To be awarded as one lot                             |  |  |  |  | WEST TECHS    | LONESTAR SERVICES | LONESTAR SERVICES | TECHNOLOGY INTERNATIONAL |
|------------------------------------------------------|--|--|--|--|---------------|-------------------|-------------------|--------------------------|
| Line 1 Air cooler chiller system, per specifications |  |  |  |  |               |                   |                   |                          |
| 1 ea                                                 |  |  |  |  |               |                   |                   |                          |
| Unit Price                                           |  |  |  |  | \$149,580.000 | \$178,771.000     | \$183,347.000     | \$337,975.000            |
| Extended Price                                       |  |  |  |  | 149,580.00    | 178,771.00        | 183,347.00        | 337,975.00               |
| Bid Total                                            |  |  |  |  | 149,580.00    | 178,771.00        | 183,347.00        | 337,975.00               |
| Award by Vendor                                      |  |  |  |  | 149,580.00    |                   |                   |                          |





# Amarillo City Council

## Agenda Transmittal Memo



|              |                                            |                  |                           |
|--------------|--------------------------------------------|------------------|---------------------------|
| Meeting Date | 12/18/2018                                 | Council Priority | Infrastructure Initiative |
| Department   | Capital Projects & Development Engineering |                  |                           |
| Contact      | Kyle Schniederjan, CP&DE Director          |                  |                           |

### Agenda Caption

CONSIDER: Change Order No. 4-BID # 5747/JOB # 530004 2-Inch Water Main Replacement at Various Locations – Phase I, Amarillo Utility Contractors, \$2,460.00

### Agenda Item Summary

Change Order No. 4 allows 20 additional working days for work performed as a result of change order 3, allows 35 additional working days for the work performed on 4th Ave. between Tyler and Polk Street shown on Sheet 3 of the plans, and provides cost of labor to re-dig the trench for the service connection at 320 South Polk.

|                         |                 |
|-------------------------|-----------------|
| Original Contract:      | \$ 1,621,258.00 |
| Current Change Order:   | \$ 2,460.00     |
| Previous Change Orders: | \$ 324,261.00   |
| Revised Contract Total: | \$ 1,947,979.00 |

### Requested Action

Consider approval of Change Order No. 4 for execution by the City Manager.

### Funding Summary

Change Order No. 4 is funded through the project 530004, which was identified in the FY16/17 -20/21 Community Investment Program and funded through water and sewer revenue bonds issued in May 2017.

### Community Engagement Summary

This change order will be performed in conjunction with an ongoing project which has a modest impact to the neighborhood. City staff will continue to update the public with public announcements as necessary throughout the project.

### Staff Recommendation

City Staff is recommending approval of Change Order No. 4.

Bid No. 5747 2 Inch Watermain Replacement at Various Locations Phase 1  
Opened 4:00 p.m., January 19, 2017

| To be awarded as one lot                                                                                                                                                                                                                  |                | Amarillo Utility Contractors | LA Fuller & Sons Construction |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|------------------------------|-------------------------------|
|                                                                                                                                                                                                                                           |                | LTD                          |                               |
| Line 1 Mobilization/Demobilization including Insurance, Payment Bond, Performance Bond, Maintenance Bond and related Ancillary Costs (Shall not exceed five percent (5%) of the Total Construction Cost) (COA 10.01) , per specifications |                |                              |                               |
| 1                                                                                                                                                                                                                                         | ls             |                              |                               |
|                                                                                                                                                                                                                                           | Unit Price     | \$78,000.000                 | \$94,979.75                   |
|                                                                                                                                                                                                                                           | Extended Price | 78,000.00                    | 94,979.75                     |
| Line 2 Furnish, Install and Maintain Temporary Erosion, Sediment, and Water Pollution Control                                                                                                                                             |                |                              |                               |
| 1                                                                                                                                                                                                                                         | ls             |                              |                               |
|                                                                                                                                                                                                                                           | Unit Price     | \$2,800.000                  | \$20,823.00                   |
|                                                                                                                                                                                                                                           | Extended Price | 2,800.00                     | 20,823.00                     |
| Line 3 Furnish, install and maintain Traffic Control Plan (COA 9.04) complete, per specifications                                                                                                                                         |                |                              |                               |
| 1                                                                                                                                                                                                                                         | ls             |                              |                               |
|                                                                                                                                                                                                                                           | Unit Price     | \$30,000.000                 | \$170,407.00                  |
|                                                                                                                                                                                                                                           | Extended Price | 30,000.00                    | 170,407.00                    |
| Line 4 Furnish and Place Excavation Protection for Trenches 5 ft or greater in depth (COA 5.08) complete, per specifications                                                                                                              |                |                              |                               |
| 891                                                                                                                                                                                                                                       | lf             |                              |                               |
|                                                                                                                                                                                                                                           | Unit Price     | \$1.000                      | \$2.00                        |
|                                                                                                                                                                                                                                           | Extended Price | 891.00                       | 1,782.00                      |

| To be awarded as one lot                                                                              |  | Amarillo Utility Contractors |  | LA Fuller & Sons Construction LTD |           |
|-------------------------------------------------------------------------------------------------------|--|------------------------------|--|-----------------------------------|-----------|
| Line 5 Trench repair - Flexible Pavement as detailed on plans (COA 4.01) complete, per specifications |  |                              |  |                                   |           |
| 805 sy                                                                                                |  |                              |  |                                   |           |
| Unit Price                                                                                            |  | \$51.000                     |  | \$88.00                           |           |
| Extended Price                                                                                        |  | 41,055.00                    |  |                                   | 70,840.00 |
| Line 6 Trench repair - Concrete Pavement as detailed on plans (COA 9.04) complete, per specifications |  |                              |  |                                   |           |
| 54 lf                                                                                                 |  |                              |  |                                   |           |
| Unit Price                                                                                            |  | \$125.000                    |  | \$77.00                           |           |
| Extended Price                                                                                        |  | 6,750.00                     |  |                                   | 4,158.00  |
| Line 7 Trench repair - Brick Pavement as detailed on plans (COA 4.01) , complete , per specifications |  |                              |  |                                   |           |
| 25 sy                                                                                                 |  |                              |  |                                   |           |
| Unit Price                                                                                            |  | \$225.000                    |  | \$225.00                          |           |
| Extended Price                                                                                        |  | 5,625.00                     |  |                                   | 5,625.00  |
| Line 8 Furnish and Install Grass Sodding, per plans, complete, per specifications                     |  |                              |  |                                   |           |
| 26 sy                                                                                                 |  |                              |  |                                   |           |
| Unit Price                                                                                            |  | \$28.000                     |  | \$51.00                           |           |
| Extended Price                                                                                        |  | 728.00                       |  |                                   | 1,326.00  |
| Line 9 Remove & replace Concrete Sidewalk, per plans, complete, per specifications                    |  |                              |  |                                   |           |
| 7 sy                                                                                                  |  |                              |  |                                   |           |
| Unit Price                                                                                            |  | \$150.000                    |  | \$124.00                          |           |
| Extended Price                                                                                        |  | 1,050.00                     |  |                                   | 868.00    |



| To be awarded as one lot                                                                                        |           | Amarillo Utility Contractors |  | LA Fuller & Sons Construction LTD |          |
|-----------------------------------------------------------------------------------------------------------------|-----------|------------------------------|--|-----------------------------------|----------|
| Line 10 Remove & Replace Exposed Aggregate Sidewalk, complete , per specifications                              |           |                              |  |                                   |          |
| 20 sy                                                                                                           |           |                              |  |                                   |          |
| Unit Price                                                                                                      | \$200.000 | \$232.00                     |  |                                   |          |
| Extended Price                                                                                                  | 4,000.00  |                              |  |                                   | 4,640.00 |
| Line 11 Remove and replace Decorative Brick Sidewalk, complete, per specifications                              |           |                              |  |                                   |          |
| 22 sy                                                                                                           |           |                              |  |                                   |          |
| Unit Price                                                                                                      | \$525.000 | \$259.00                     |  |                                   |          |
| Extended Price                                                                                                  | 11,550.00 |                              |  |                                   | 5,698.00 |
| Line 12 Remove and replace existing Concrete Curb and Gutter, complete, per specifications                      |           |                              |  |                                   |          |
| 59 lf                                                                                                           |           |                              |  |                                   |          |
| Unit Price                                                                                                      | \$34.000  | \$56.00                      |  |                                   |          |
| Extended Price                                                                                                  | 2,006.00  |                              |  |                                   | 3,304.00 |
| Line 13 Remove and Remove and Replace Concrete Valley Gutter, per plans, complete , per specifications          |           |                              |  |                                   |          |
| 48 sy                                                                                                           |           |                              |  |                                   |          |
| Unit Price                                                                                                      | \$155.000 | \$124.00                     |  |                                   |          |
| Extended Price                                                                                                  | 7,440.00  |                              |  |                                   | 5,952.00 |
| Line 14 Remove & Replace Standard Concrete Apron, including saw cuts as necessary, complete, per specifications |           |                              |  |                                   |          |
| 72 sy                                                                                                           |           |                              |  |                                   |          |
| Unit Price                                                                                                      | \$155.000 | \$124.00                     |  |                                   |          |
| Extended Price                                                                                                  | 11,160.00 |                              |  |                                   | 8,928.00 |

| To be awarded as one lot                                                                             |           | Amarillo Utility Contractors |          | LA Fuller & Sons Construction LTD |           |
|------------------------------------------------------------------------------------------------------|-----------|------------------------------|----------|-----------------------------------|-----------|
| Line 15 Remove existing fittings and valves, complete, per specifications                            |           |                              |          |                                   |           |
| 108 ea                                                                                               |           |                              |          |                                   |           |
| Unit Price                                                                                           | \$220.000 |                              | \$230.00 |                                   |           |
| Extended Price                                                                                       |           | 23,760.00                    |          |                                   | 24,840.00 |
| Line 16 Plug and abandon water main with concrete, complete , per specifications                     |           |                              |          |                                   |           |
| 158 each                                                                                             |           |                              |          |                                   |           |
| Unit Price                                                                                           | \$85.000  |                              | \$439.00 |                                   |           |
| Extended Price                                                                                       |           | 13,430.00                    |          |                                   | 69,362.00 |
| Line 17 Furnish and inwstall 8" C900 RJ water pipe by HDD, complete, per specifications              |           |                              |          |                                   |           |
| 699 lf                                                                                               |           |                              |          |                                   |           |
| Unit Price                                                                                           | \$65.000  |                              | \$119.00 |                                   |           |
| Extended Price                                                                                       |           | 45,435.00                    |          |                                   | 83,181.00 |
| Line 18 Furnish and Install Eight (8") inch water pipe, complete, per specification                  |           |                              |          |                                   |           |
| 115 lf                                                                                               |           |                              |          |                                   |           |
| Unit Price                                                                                           | \$84.000  |                              | \$38.00  |                                   |           |
| Extended Price                                                                                       |           | 9,660.00                     |          |                                   | 4,370.00  |
| Line 19 Furnish and Install steel casing, twelve (12") inch, per plans, complete, per specifications |           |                              |          |                                   |           |
| 30 lf                                                                                                |           |                              |          |                                   |           |
| Unit Price                                                                                           | \$70.000  |                              | \$197.00 |                                   |           |
| Extended Price                                                                                       |           | 2,100.00                     |          |                                   | 5,910.00  |

| To be awarded as one lot                                                                                   |    | Amarillo Utility Contractors |  | LA Fuller & Sons Construction LTD |              |
|------------------------------------------------------------------------------------------------------------|----|------------------------------|--|-----------------------------------|--------------|
| Line 20 Furnish and install six inch (6") restrained joint water pipe by HDD, complete, per specifications |    |                              |  |                                   |              |
| 17,686                                                                                                     | If |                              |  |                                   |              |
| Unit Price                                                                                                 |    | \$30.000                     |  | \$77.50                           |              |
| Extended Price                                                                                             |    | 530,580.00                   |  |                                   | 1,370,665.00 |
| Line 21 Furnish and install six (6") inch water pipe, complete, per specifications                         |    |                              |  |                                   |              |
| 692                                                                                                        | If |                              |  |                                   |              |
| Unit Price                                                                                                 |    | \$45.000                     |  | \$29.00                           |              |
| Extended Price                                                                                             |    | 31,140.00                    |  |                                   | 20,068.00    |
| Line 22 Furnish and install four (4") inch water pipe, complete, per specifications                        |    |                              |  |                                   |              |
| 25                                                                                                         | If |                              |  |                                   |              |
| Unit Price                                                                                                 |    | \$27.000                     |  | \$26.00                           |              |
| Extended Price                                                                                             |    | 675.00                       |  |                                   | 650.00       |
| Line 23 Furnish and install tow (2") HDPE pipe by HDD, complete, per specifications                        |    |                              |  |                                   |              |
| 103                                                                                                        | If |                              |  |                                   |              |
| Unit Price                                                                                                 |    | \$36.000                     |  | \$54.00                           |              |
| Extended Price                                                                                             |    | 3,708.00                     |  |                                   | 5,562.00     |
| Line 24 Furnish and Install tow (2") HDPE pipe, complete , per specifications                              |    |                              |  |                                   |              |
| 200                                                                                                        | If |                              |  |                                   |              |
| Unit Price                                                                                                 |    | \$44.000                     |  | \$16.00                           |              |
| Extended Price                                                                                             |    | 8,800.00                     |  |                                   | 3,200.00     |

| To be awarded as one lot                                                            |  | Amarillo Utility Contractors |             | LA Fuller & Sons Construction LTD |  |
|-------------------------------------------------------------------------------------|--|------------------------------|-------------|-----------------------------------|--|
| Line 25 Furnish and install eight (8") MJ gate valve, complete , per specifications |  |                              |             |                                   |  |
| 12 ea                                                                               |  |                              |             |                                   |  |
| Unit Price                                                                          |  | \$1,900.000                  | \$3,198.00  |                                   |  |
| Extended Price                                                                      |  | 22,800.00                    |             | 38,376.00                         |  |
| Line 26 Furnish and install six (6") MJ gate valve, complete, per specifications    |  |                              |             |                                   |  |
| 78 ea                                                                               |  |                              |             |                                   |  |
| Unit Price                                                                          |  | \$1,200.000                  | \$2,613.00  |                                   |  |
| Extended Price                                                                      |  | 93,600.00                    |             | 203,814.00                        |  |
| Line27 Furnish and install four (4") MJ gate valve, complete, per specifications    |  |                              |             |                                   |  |
| 1 ea                                                                                |  |                              |             |                                   |  |
| Unit Price                                                                          |  | \$1,050.000                  | \$2,383.00  |                                   |  |
| Extended Price                                                                      |  | 1,050.00                     |             | 2,383.00                          |  |
| Line 28 Furnish and Install Standard Fire Hydrant, complete , per specifications    |  |                              |             |                                   |  |
| 3 ea                                                                                |  |                              |             |                                   |  |
| Unit Price                                                                          |  | \$3,000.000                  | \$3,969.00  |                                   |  |
| Extended Price                                                                      |  | 9,000.00                     |             | 11,907.00                         |  |
| Line 29 Furnish and Install AWWA C153 SSB-DI Fittings, complete, per specifications |  |                              |             |                                   |  |
| 3 Ton                                                                               |  |                              |             |                                   |  |
| Unit Price                                                                          |  | \$9,700.000                  | \$37,405.00 |                                   |  |
| Extended Price                                                                      |  | 31,525.00                    |             | 121,566.25                        |  |



| To be awarded as one lot                                                                           |             | Amarillo Utility Contractors |            | LA Fuller & Sons Construction LTD |              |
|----------------------------------------------------------------------------------------------------|-------------|------------------------------|------------|-----------------------------------|--------------|
| Line 30 Furnish and install four (4") MJ gate valve, complete, per specifications                  |             |                              |            |                                   |              |
| 4 ea                                                                                               |             |                              |            |                                   |              |
| Unit Price                                                                                         | \$2,500.000 | 10,000.00                    | \$5,149.00 |                                   | 20,596.00    |
| Extended Price                                                                                     |             |                              |            |                                   |              |
| Line 31 Furnish and install one water tap and reconnect service line, complete, per specifications |             |                              |            |                                   |              |
| 573 ea                                                                                             |             |                              |            |                                   |              |
| Unit Price                                                                                         | \$840.000   | 481,320.00                   | \$2,119.00 |                                   | 1,214,187.00 |
| Extended Price                                                                                     |             |                              |            |                                   |              |
| Line 32 Tie into existing water main, compete, per specifications                                  |             |                              |            |                                   |              |
| 48 ea                                                                                              |             |                              |            |                                   |              |
| Unit Price                                                                                         | \$990.000   | 47,520.00                    | \$855.00   |                                   | 41,040.00    |
| Extended Price                                                                                     |             |                              |            |                                   |              |
| Line 33 Tie into existing fire line, complete, per specifications                                  |             |                              |            |                                   |              |
| 2 ea                                                                                               |             |                              |            |                                   |              |
| Unit Price                                                                                         | \$4,800.000 | 9,600.00                     | \$839.00   |                                   | 1,678.00     |
| Extended Price                                                                                     |             |                              |            |                                   |              |
| Line 34 Furnish and Install wet connection, complete, per specifications                           |             |                              |            |                                   |              |
| 25 ea                                                                                              |             |                              |            |                                   |              |
| Unit Price                                                                                         | \$1,700.000 | 42,500.00                    | \$876.00   |                                   | 21,900.00    |
| Extended Price                                                                                     |             |                              |            |                                   |              |
| Bid Total                                                                                          |             | 1,621,258.00                 |            | 3,664,586.00                      |              |
| Award to Vendor                                                                                    |             |                              |            |                                   |              |
| Change Order                                                                                       |             | 1,621,258.00                 |            |                                   |              |
| Change Order #2                                                                                    |             | 278,439.00                   |            |                                   |              |
| Change Order #3                                                                                    |             | 3,400.00                     |            |                                   |              |
| Change Order #4                                                                                    |             | 42,422.00                    |            |                                   |              |
| Revised Amount                                                                                     |             | 2,460.00                     |            |                                   |              |
|                                                                                                    |             | 1,947,979.00                 |            |                                   |              |

2D



# Amarillo City Council

## Agenda Transmittal Memo



|              |                                         |                  |                        |
|--------------|-----------------------------------------|------------------|------------------------|
| Meeting Date | December 18, 2018                       | Council Priority | Transportation Systems |
| Department   | Aviation                                |                  |                        |
| Contact      | Michael W. Conner: Director of Aviation |                  |                        |

**Agenda Caption**

Purchase – Technology Infrastructure:  
Award on Texas Department of Information Resources (DIR) Cooperative Purchasing Contract to: Dell. -- \$581,131.63.

This item approves the purchase of network, server, and end user computer hardware and related licensing, implementation, support, and staff training to modernize the environment and increase efficiency and data security.

**Agenda Item Summary**

This purchase replaces and modernizes the Airport’s network, server environment, and Wi-Fi system providing capabilities not possible with existing equipment, which includes new hardware to better safeguard data.

**Requested Action**

Approval of award to Dell in the amount of \$581,131.63.

**Funding Summary**

Funding is available for this fiscal year’s purchase amount in Airport account 54110.69300. The remaining amount will be paid to Dell over a total 5 year term from the same Airport account.

**Community Engagement Summary**

N/A

**Staff Recommendation**

Staff recommends approval of award.

Bid No. 6303 TECHNOLOGY INFRASTRUCTURE FOR THE AIRPORT  
Opened 4:00 p.m. December 12, 2018

| To be awarded as one lot                               |             | DELL FINANCIAL SERVICES | DELL FINANCIAL SERVICES |
|--------------------------------------------------------|-------------|-------------------------|-------------------------|
|                                                        |             | QUOTE 1                 | QUOTE 2                 |
| Line 1 OptiPlex 5060 MFF, per specifications           |             |                         |                         |
| 20 ea                                                  |             |                         |                         |
| Unit Price                                             | \$719.000   |                         |                         |
| Extended Price                                         |             | 14,380.00               | -                       |
| Line 2 Latitude 7212, per specifications               |             |                         |                         |
| 5 ea                                                   |             |                         |                         |
| Unit Price                                             | \$2,239.000 |                         |                         |
| Extended Price                                         |             | 11,195.00               | -                       |
| Line 3 Keyboard cover w/ kickstand, per specifications |             |                         |                         |
| 5 ea                                                   |             |                         |                         |
| Unit Price                                             | \$275.500   |                         |                         |
| Extended Price                                         |             | 1,377.50                | -                       |
| Line 4 Latitude 5290, per specifications               |             |                         |                         |
| 3 ea                                                   |             |                         |                         |
| Unit Price                                             | \$1,443.330 |                         |                         |
| Extended Price                                         |             | 4,329.99                | -                       |
| Line 5 Business Dock WD15, per specifications          |             |                         |                         |
| 8 ea                                                   |             |                         |                         |

|                                                                 |           |          |   |
|-----------------------------------------------------------------|-----------|----------|---|
| Unit Price                                                      | \$176.670 | 1,413.36 | - |
| Extended Price                                                  |           |          |   |
| Line 6 Dell 27" monitor, per specifications                     |           |          |   |
| 5 ea                                                            |           |          |   |
| Unit Price                                                      | \$276.670 | 1,383.35 | - |
| Extended Price                                                  |           |          |   |
| Line 7 Dell ultra sharp 27" 4k, per specifications              |           |          |   |
| 2 ea                                                            |           |          |   |
| Unit Price                                                      | \$534.430 | 1,068.86 | - |
| Extended Price                                                  |           |          |   |
| Line 8 Dell ultra sharp 34 curved monitor, per specifications   |           |          |   |
| 2 ea                                                            |           |          |   |
| Unit Price                                                      | \$832.220 | 1,664.44 | - |
| Extended Price                                                  |           |          |   |
| Line 9 Dell 24" monitor, per specifications                     |           |          |   |
| 25 ea                                                           |           |          |   |
| Unit Price                                                      | \$221.110 | 5,527.75 | - |
| Extended Price                                                  |           |          |   |
| Line 10 Dell latitude 2-n-1 travel keyboard, per specifications |           |          |   |
| 3 ea                                                            |           |          |   |
| Unit Price                                                      | \$98.890  | 296.67   | - |
| Extended Price                                                  |           |          |   |



|                                                                |                |      |              |            |   |
|----------------------------------------------------------------|----------------|------|--------------|------------|---|
| Line 11 Data protection 4400, per specifications               |                | 2 ea |              |            |   |
|                                                                | Unit Price     |      | \$85,240.880 |            |   |
|                                                                | Extended Price |      |              | 170,481.76 | - |
|                                                                |                |      |              |            |   |
| Line 12 Dell EMC networking aerohive, per specifications       |                | 3 ea |              |            |   |
|                                                                | Unit Price     |      | \$774.790    |            |   |
|                                                                | Extended Price |      |              | 2,324.37   | - |
|                                                                |                |      |              |            |   |
| Line 13 Dell EMC networking, per specifications                |                | 5 ea |              |            |   |
|                                                                | Unit Price     |      | \$3,523.910  |            |   |
|                                                                | Extended Price |      |              | 17,619.55  | - |
|                                                                |                |      |              |            |   |
| Line 14 6in 12AWG hvy dty power adptr cord, per specifications |                | 2 ea |              |            |   |
|                                                                | Unit Price     |      | \$15.280     |            |   |
|                                                                | Extended Price |      |              | 30.56      | - |
|                                                                |                |      |              |            |   |
| Line 15 APC smart-UPS 2200VA, per specifications               |                | 5 ea |              |            |   |
|                                                                | Unit Price     |      | \$1,361.530  |            |   |
|                                                                | Extended Price |      |              | 6,807.65   | - |
|                                                                |                |      |              |            |   |
| Line 16 Dell networking S4128, per specifications              |                | 2 ea |              |            |   |

|                                                                     |    |             |           |   |
|---------------------------------------------------------------------|----|-------------|-----------|---|
| Unit Price                                                          |    | \$5,285.980 | 10,571.96 | - |
| Extended Price                                                      |    |             |           |   |
| Line 17 Dell EMC networking aerohive AP200, per specifications      |    |             |           |   |
| 36                                                                  | ea |             |           |   |
| Unit Price                                                          |    | \$613.590   |           |   |
| Extended Price                                                      |    |             | 22,089.24 | - |
| Line 18 Dell networking tranceiver, per specifications              |    |             |           |   |
| 12                                                                  | ea |             |           |   |
| Unit Price                                                          |    | \$346.720   |           |   |
| Extended Price                                                      |    |             | 4,160.64  | - |
| Line 19 Duplex multimode OM4 fiber cable(3ft), per specifications   |    |             |           |   |
| 12                                                                  | ea |             |           |   |
| Unit Price                                                          |    | \$19.790    |           |   |
| Extended Price                                                      |    |             | 237.48    | - |
| Line 20 Duplex multimode OM4 fiber cable(10 ft), per specifications |    |             |           |   |
| 20                                                                  | ea |             |           |   |
| Unit Price                                                          |    | \$22.190    |           |   |
| Extended Price                                                      |    |             | 443.80    | - |
| Line 21 Power cord, per specifications                              |    |             |           |   |
| 10                                                                  | ea |             |           |   |
| Unit Price                                                          |    | \$15.070    |           |   |
| Extended Price                                                      |    |             | 150.70    | - |

|                                                        |              |            |   |
|--------------------------------------------------------|--------------|------------|---|
| Line 22 Dell networking tranceiver, per specifications |              |            |   |
| 20 ea                                                  |              |            |   |
| Unit Price                                             | \$152.000    |            |   |
| Extended Price                                         |              | 3,040.00   | - |
| Line 23 VxRail E560F, per specifications               |              |            |   |
| 5 ea                                                   |              |            |   |
| Unit Price                                             | \$38,109.700 |            |   |
| Extended Price                                         |              | 190,548.50 | - |
| Line 24 Hivemanager NG, per specifications             |              |            |   |
| 39 ea                                                  |              |            |   |
| Unit Price                                             | \$178.500    |            |   |
| Extended Price                                         |              | 6,961.50   | - |
| Line 25 Airport cabling, per specifications            |              |            |   |
| 1 ea                                                   |              |            |   |
| Unit Price                                             | \$10,000.000 |            |   |
| Extended Price                                         |              | 10,000.00  | - |
| Line 26 Enterprise services, per specifications        |              |            |   |
| 1 ea                                                   |              |            |   |
| Unit Price                                             | \$16,784.000 |            |   |
| Extended Price                                         |              | 16,784.00  | - |
| Line 27 Block hours, per specifications                |              |            |   |
| 16 ea                                                  |              |            |   |

|                                                             |             |           |
|-------------------------------------------------------------|-------------|-----------|
| Unit Price                                                  | \$165.000   |           |
| Extended Price                                              | 2,640.00    | -         |
| Line 28 Enterprise plus for 1, per specifications           |             |           |
| 10 ea                                                       |             |           |
| Unit Price                                                  |             |           |
| Extended Price                                              | -           | -         |
| Line 29 VLA VMWARE prod sup/sub vsphere, per specifications |             |           |
| 50 ea                                                       |             |           |
| Unit Price                                                  | \$1,472.060 |           |
| Extended Price                                              | -           | 73,603.00 |
| Bid Total                                                   | 507,528.63  | 73,603.00 |
| Award by Vendor                                             | 507,528.63  | 73,603.00 |
| Total Awarded                                               | 581,131.63  |           |



# Amarillo City Council

## Agenda Transmittal Memo



|              |                                          |                  |                        |
|--------------|------------------------------------------|------------------|------------------------|
| Meeting Date | December 18, 2018                        | Council Priority | Transportation Systems |
| Department   | Aviation                                 |                  |                        |
| Contact      | Michael W. Conner – Director of Aviation |                  |                        |

### Agenda Caption

CONSIDER: Award Bid No. 6171 – Airfield Electrical Upgrades at the Rick Husband Amarillo International Airport.

Total Bid Amount - \$4,105,074.73 to be awarded to Duke Electric Co., Inc.

### Agenda Item Summary

This project involves complete rehabilitation of the airfield electrical system at Rick Husband Amarillo International Airport. A new airfield lighting vault will be constructed and all equipment within the vault will be replaced, including the Airfield Lighting Control and Monitoring System (ALCMS). In addition, all runway and taxiway lighting circuits on the airfield will be replaced in their current location. This replacement will include all associated cabling and fixtures. Airfield signage throughout the airfield will be replaced.

### Requested Action

Award bid in the amount of \$4,105,074.73 to Duke Electric Co., Inc.

### Funding Summary

Funding for this project will be from project 540139 which was in the Airport's approved CIP FY 17/18 budget. This item was contained in FAA Grant 43 for 90% reimbursement. 10% cost share to the airport is \$410,507.47.

### Community Engagement Summary

Level 1 – Modest impact on selected area and/or community group.

### Staff Recommendation

Airport staff recommends award of bid no. 6171 in the amount of \$4,105,074.73 to Duke Electric Co., Inc.

Bid No. 6171 AIRFIELD ELECTRICAL UPGRADES AT THE RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT FOR THE CITY OF AMARILLO  
Opened 4:00 p.m. August 24, 2018

| To be awarded as one lot                                                |               | DUKE ELECTRIC CO. |
|-------------------------------------------------------------------------|---------------|-------------------|
| Line 1 Mobilization,per specifications                                  |               |                   |
| 1 LS                                                                    |               |                   |
| Unit Price                                                              | \$44,233.000  |                   |
| Extended Price                                                          |               | 44,233.00         |
| Line 2 Insurance - Parties as "Additional Insureds", per specifications |               |                   |
| 1 LS                                                                    |               |                   |
| Unit Price                                                              | \$0.000       |                   |
| Extended Price                                                          |               |                   |
| Line 3 Safety & Security ,per specifications                            |               |                   |
| 1 LS                                                                    |               |                   |
| Unit Price                                                              | \$115,829.000 |                   |
| Extended Price                                                          |               | 115,829.00        |
| Line 4 Electrical Utility Allowance, per specifications                 |               |                   |
| 1 AL                                                                    |               |                   |
| Unit Price                                                              | \$40,000.000  |                   |
| Extended Price                                                          |               | 40,000.00         |
| Line 5 Communications Utility Allowance , per specifications            |               |                   |
| 1 AL                                                                    |               |                   |
| Unit Price                                                              | \$40,000.000  |                   |
| Extended Price                                                          |               | 40,000.00         |
| Line 6 Chain link Fence Fabric, per specifications                      |               |                   |
| 70 LF                                                                   |               |                   |
| Unit Price                                                              | \$315.100     |                   |
| Extended Price                                                          |               | 22,057.00         |

Line 7 Remove Airfield Lighting Cable  
from Existing Ducts or Conduits, per  
specifications

1 LS

Unit Price

\$65,293.000

Extended Price

65,293.00

Line 8 1/C No. 8 AWG, 5kV, L824  
Type C, Unshielded Cable, Installed in  
Duct Bank or Conduit , per  
specifications

235,750 LF

Unit Price

\$1.850

Extended Price

436,137.50

| To be awarded as one lot                                                                             | DUKE ELECTRIC CO. |            |
|------------------------------------------------------------------------------------------------------|-------------------|------------|
| Line 9 1/C No. 6 AWG, 600V, THWN-2, Installed in Duct Bank or Conduit, per specifications            |                   |            |
| 620 LF                                                                                               |                   |            |
| Unit Price                                                                                           | \$0.860           |            |
| Extended Price                                                                                       |                   | 533.20     |
| Line 10 1/C No. 10 AWG, 600V, THWN-2, Installed in Duct Bank or Conduit, per specification           |                   |            |
| 320 LF                                                                                               |                   |            |
| Unit Price                                                                                           | \$0.420           |            |
| Extended Price                                                                                       |                   | 134.40     |
| Line 11 Prefabricated Airfield Electrical Vault and Foundation, Complete, per specifications         |                   |            |
| 1 LS                                                                                                 |                   |            |
| Unit Price                                                                                           | \$797,319.000     |            |
| Extended Price                                                                                       |                   | 797,319.00 |
| Line 12 Airfield Electrical Vault Mechanical and Electrical Equipment, Complete , per specifications |                   |            |
| 1 LS                                                                                                 |                   |            |
| Unit Price                                                                                           | \$386,867.000     |            |
| Extended Price                                                                                       |                   | 386,867.00 |
| Line 13 4-4" Schedule 80 PVC, Concrete Encased Communications, per specification                     |                   |            |
| 250 LF                                                                                               |                   |            |
| Unit Price                                                                                           | \$262.06          |            |
| Extended Price                                                                                       |                   | 65,515.00  |

|                                                                                                      |    |           |            |
|------------------------------------------------------------------------------------------------------|----|-----------|------------|
| Line 14 16-2" Schedule 80 PVC,<br>Concrete Encased Airfield Lighting<br>Duct Bank, per specification |    |           |            |
| 250                                                                                                  | LF | \$334.200 |            |
| Unit Price                                                                                           |    |           |            |
| Extended Price                                                                                       |    |           | 83,550.00  |
| Line 15 1-2" PVC Schedule 40 PVC,<br>Direct Buried ,per specification                                |    |           |            |
| 250                                                                                                  | LF | \$177.00  |            |
| Unit Price                                                                                           |    |           |            |
| Extended Price                                                                                       |    |           | 44,250.00  |
| Line 16 Remove Elevated<br>Runway/Taxiway Edge Light and<br>Transformer ,per specification           |    |           |            |
| 970                                                                                                  | ea | \$104.58  |            |
| Unit Price                                                                                           |    |           |            |
| Extended Price                                                                                       |    |           | 101,442.60 |



| To be awarded as one lot                                                                                |  | DUKE ELECTRIC CO. |            |
|---------------------------------------------------------------------------------------------------------|--|-------------------|------------|
| Line 17 Remove In-Pavement Runway Edge Light and Transformer, per specifications                        |  |                   |            |
| 17 ea                                                                                                   |  | \$64.94           |            |
| Unit Price                                                                                              |  |                   |            |
| Extended Price                                                                                          |  |                   | 1,103.98   |
| Line 18 Provide 3/8" Blank Cover Plate on Existing L-867B Base, per specifications                      |  |                   |            |
| 46 ea                                                                                                   |  | \$194.08          |            |
| Unit Price                                                                                              |  |                   |            |
| Extended Price                                                                                          |  |                   | 8,927.68   |
| Line 19 Remove Guidance Sign and Transformer, per specifications                                        |  |                   |            |
| 51 ea                                                                                                   |  | \$233.11          |            |
| Unit Price                                                                                              |  |                   |            |
| Extended Price                                                                                          |  |                   | 11,888.61  |
| Line 20 Remove Guidance Sign, Transformer, Base and Handhole, per specifications                        |  |                   |            |
| 43 ea                                                                                                   |  | \$1,666.79        |            |
| Unit Price                                                                                              |  |                   |            |
| Extended Price                                                                                          |  |                   | 71,671.97  |
| Line 21 L-862 Runway Elevated Edge Light and Transformer on Existing Base, per specifications           |  |                   |            |
| 192 ea                                                                                                  |  | \$826.33          |            |
| Unit Price                                                                                              |  |                   |            |
| Extended Price                                                                                          |  |                   | 158,655.36 |
| Line 22 L-862E Runway Elevated Threshold/End Light and Transformer on Existing Base, per specifications |  |                   |            |

|                                                                                                       |  |                   |            |
|-------------------------------------------------------------------------------------------------------|--|-------------------|------------|
| 32 ea                                                                                                 |  | \$670.47          |            |
| Unit Price                                                                                            |  |                   |            |
| Extended Price                                                                                        |  |                   | 21,455.04  |
| Line 23 L-850C Runway In-pavement Edge Light and Transformer on Existing Base, per specifications     |  |                   |            |
| 18 ea                                                                                                 |  | \$1,011.78        |            |
| Unit Price                                                                                            |  |                   |            |
| Extended Price                                                                                        |  |                   | 18,212.04  |
| Line 24 L-861T (L) Elevated Taxiway Edge Light and Transformer on Existing Base, per specifications   |  |                   |            |
| 698 ea                                                                                                |  | \$602.67          |            |
| Unit Price                                                                                            |  |                   |            |
| Extended Price                                                                                        |  |                   | 420,663.66 |
| To be awarded as one lot                                                                              |  | DUKE ELECTRIC CO. |            |
| Line 25 L-858Y/R/L, Size 3 LED Guidance Sign, Style 2, 1 Module on Existing Base , per specifications |  |                   |            |
| 5 ea                                                                                                  |  | \$2,031.40        |            |
| Unit Price                                                                                            |  |                   |            |
| Extended Price                                                                                        |  |                   | 10,157.00  |
| Line 26 L-858Y/R/L, Size 3 LED Guidance Sign, Style 2, 2 Module on Existing Base, per specifications  |  |                   |            |
| 6 ea                                                                                                  |  | \$2,743.00        |            |
| Unit Price                                                                                            |  |                   |            |
| Extended Price                                                                                        |  |                   | 16,458.00  |

|                                                                                                                                                    |       |             |            |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-------|-------------|------------|
| Line 27 L-858Y/R/L, Size 3 LED<br>Guidance Sign, Style 2, 2 Module on<br>Modified Base , per specifications                                        | 14 ea | \$7,678.21  |            |
| Unit Price                                                                                                                                         |       |             | 107,494.94 |
| Extended Price                                                                                                                                     |       |             |            |
| Line 28 L-858Y/R/L, Size 3 LED<br>Guidance Sign, Style 2, 2 Module on<br>New Base , per specifications                                             | 9 ea  | \$13,004.44 |            |
| Unit Price                                                                                                                                         |       |             | 117,039.96 |
| Extended Price                                                                                                                                     |       |             |            |
| Line 29 L-858Y/R/L, Size 3 LED<br>Guidance Sign, Style 2, 3 Module on<br>Existing Base, per specifications                                         | 21 ea | \$3,457.42  |            |
| Unit Price                                                                                                                                         |       |             | 72,605.82  |
| Extended Price                                                                                                                                     |       |             |            |
| Line 30 L-858Y/R/L, Size 3 LED<br>Guidance Sign, Style 3, 3 Module on<br>Existing Base, per specifications on<br>Existing Base, per specifications | 13 ea | \$3,765.46  |            |
| Unit Price                                                                                                                                         |       |             | 48,950.98  |
| Extended Price                                                                                                                                     |       |             |            |
| Line 31 L-858Y/R/L, Size 3 LED<br>Guidance Sign, Style 2, 3 Module on<br>Modified Base, per specifications                                         | 10 ea | \$9,779.00  |            |
| Unit Price                                                                                                                                         |       |             | 97,790.00  |
| Extended Price                                                                                                                                     |       |             |            |

| To be awarded as one lot                                                                             |              | DUKE ELECTRIC CO. |
|------------------------------------------------------------------------------------------------------|--------------|-------------------|
| Line 32 L-858Y/R/L, Size 3 LED Guidance Sign, Style 2, 3 Module on New Base, per specifications      |              |                   |
| 5 ea                                                                                                 | \$27,184.60  |                   |
| Unit Price                                                                                           |              |                   |
| Extended Price                                                                                       |              | 135,923.00        |
| Line 33 L-858Y/R/L, Size 3 LED Guidance Sign, Style 2, 4 Module on New Base, per specifications      |              |                   |
| 3 ea                                                                                                 | \$25,077.33  |                   |
| Unit Price                                                                                           |              |                   |
| Extended Price                                                                                       |              | 75,231.99         |
| Line 34 L-858Y/R/L, Size 3 LED Guidance Sign, Style 2, 4 Module on Modified Base, per specifications |              |                   |
| 2 ea                                                                                                 | \$20,062.00  |                   |
| Unit Price                                                                                           |              |                   |
| Extended Price                                                                                       |              | 40,124.00         |
| Line 35 L-858B, Size 4 LED Distance Remaining Sign on Existing Base, per specifications              |              |                   |
| 6 ea                                                                                                 | \$3,482.00   |                   |
| Unit Price                                                                                           |              |                   |
| Extended Price                                                                                       |              | 20,892.00         |
| Line 36 Temporary Airport Lighting Systems , per specifications                                      |              |                   |
| 1 LS                                                                                                 | \$139,871.00 |                   |
| Unit Price                                                                                           |              |                   |
| Extended Price                                                                                       |              | 139,871.00        |

Line 37 Remove Dirt and Silt from  
Existing Manhole, per specifications

|   |                |             |
|---|----------------|-------------|
| 1 | LS             | \$13,200.00 |
|   | Unit Price     |             |
|   | Extended Price | 13,200.00   |

Line 38 ALCMS System, Complete,  
per specifications

|   |                |              |
|---|----------------|--------------|
| 1 | LS             | \$237,075.00 |
|   | Unit Price     |              |
|   | Extended Price | 237,075.00   |

Line 39 Fiber Optic Cable, 6-Strand,  
Multimode, per specifications

|       |                  |                     |
|-------|------------------|---------------------|
| 1,100 | LF               | \$15.02             |
|       | Unit Price       |                     |
|       | Extended Price   | 16,522.00           |
|       | <b>Bid Total</b> | <b>4,105,074.73</b> |

Award to Vendor

4,105,074.73



2F



# Amarillo City Council Agenda Transmittal Memo



|              |                                          |                  |                        |
|--------------|------------------------------------------|------------------|------------------------|
| Meeting Date | December 18, 2018                        | Council Priority | Transportation Systems |
| Department   | Aviation                                 |                  |                        |
| Contact      | Michael W. Conner – Director of Aviation |                  |                        |

## Agenda Caption

CONSIDER: Task Order 32 between RS&H, Inc. and the Rick Husband Amarillo International Airport for construction administration, resident project representation, and materials testing services for the airfield electrical improvements project. The total amount for Task Order 32 is \$275,748.00.

## Agenda Item Summary

This Task Order will provide Construction Administration and Resident Project Representation services for the replacement of the existing airfield electrical vault and airfield electrical systems. The anticipated Construction Schedule is 150 Calendar Days. Efforts included within Task Order 32 are based upon this timeline.

## Requested Action

Approval of Task Order 32 in the amount of \$275,748.00.

## Funding Summary

Funding for this project will be from project 540139 which was in the Airport's approved CIP FY 17/18 budget. This item was contained in FAA Grant 43 for 90% reimbursement. 10% cost share to the airport is \$27,574.80.

## Community Engagement Summary

Level 1 – Modest impact on selected area and/or community group.

## Staff Recommendation

Airport staff recommends the approval of Task Order 32 between RS&H, Inc. and Rick Husband Amarillo International Airport to execute construction administration, resident project representation, and materials testing services for the airfield electrical upgrades project in the amount of \$275,748.00.

RS&H Project No. 227.0247.032  
Short Title: AMA Airfield Electrical Improvements  
CA / RPR Services  
Effective Date: November 20, 2018

TASK ORDER NO. 32

RS&H, INC., a Florida corporation (hereinafter "Consultant") agrees to perform and complete the following work (hereinafter "Work") for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter "Client"), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport (AMA)

Project Description: This project includes construction administration, resident project representation, and materials testing services for the Airfield Electrical Improvements project at Amarillo International Airport.

Scope of Services and Deliverables

The full scope of services and deliverables are described in "Exhibit A-Attachment A", which is made a part hereof.

Compensation Terms

The method of payment shall be Lump Sum as described in "Exhibit A-Attachment B". The total compensation is as follows:

| TASK                                                   | CONTRACT VALUE |
|--------------------------------------------------------|----------------|
| Task 1: Construction Administration (CA) Services      | \$94,148       |
| Task 2: Resident Project Representative (RPR) Services | \$181,600      |
| TOTAL (CA + RPR)                                       | \$275,748      |

Schedule

Schedule shall be as described in "Exhibit A-Attachment A".

CLIENT  
CITY OF AMARILLO, TEXAS

By: \_\_\_\_\_  
Typed Name: Jared Miller  
Title: City Manager

Attest: \_\_\_\_\_  
Typed Name: Frances Hibbs  
Title: City Secretary  
[CORPORATE SEAL]

CONSULTANT  
RS&H, INC.

By: \_\_\_\_\_  
Typed Name: Broutin Sherrill  
Title: Vice President

DocuSigned by:  
Attest: Melanie Nichols  
EFF831F7B43347D...

Typed Name: Melanie L. Nichols  
Title: Asst. Corporate Secretary  
[CORPORATE SEAL]





**“EXHIBIT A”**



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# **Rick Husband-Amarillo International Airport**

## **Airfield Electrical Improvements Construction Administration and RPR Services**

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### **PROJECT PROPOSAL / SCOPE OF WORK**

**RS&H Project No: 227-0247-032**



**RS&H, Inc.**

11011 Richmond Avenue, Suite 900  
Houston, Texas 77042

713.914.4455 (P) 713.914.0155 (F)

**November 2018**

**AIRFIELD ELECTRICAL IMPROVEMENTS  
PROJECT PROPOSAL AND SCOPE OF WORK**

**1. Project Description**

RS&H, Inc. (Consultant) prepared design plans for the replacement of the existing airfield electrical vault and airfield electrical systems.

This proposal is to provide Construction Administration and Resident Project Representation services for the elements of work stated above. The anticipated Construction Schedule is 150 Calendar Days, and the efforts included in this proposal are based upon anticipated efforts during that duration, as described below. If construction time is extended, or additional efforts are necessary, those efforts will be included as an amendment to this assignment.

**2. Scope of Services**

**TASK 1: CONSTRUCTION ADMINISTRATION (CA) SERVICES**

---

**Task 1.1**    *Project Initiation / Setup*

This task includes coordination with the Client and Sub-consultants to develop and coordinate internal kickoff meeting. The objective of this coordination/meeting will be to review schedules, project goals and requirements for team members to ensure consistency with Client goals.

**Task 1.2**    *Pre-Construction Conference*

The Consultant shall prepare for and attend one (1) pre-construction meeting at the Airport, with the RS&H Project Manager, the Engineer and the RPR present. The Consultant shall prepare meeting minutes and distribute to attendees within five (5) working days of the meeting.

**Task 1.3**    *Shop Drawing Review / RFI Response*

The Consultant shall review and note disposition of Contractor-submitted shop drawings, samples, and other RFI submissions furnished by the contractor and submitted to the Consultant. The Consultant shall maintain a log of all contractor submittals, which shall include the submittal date, the action taken, and the date returned.

The Consultant shall respond within fourteen (14) calendar days to all requests for information, claims, disputes and other matters in question between the Owner and the Contractor relating to the execution or progress of the Work or Interpretation of the Contract Documents. Interpretations and decisions of the Consultant will be in written form.

The Consultants review is for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant is not responsible for work or requirements that are the Contractor's responsibility as defined in the Contractor's contract with the Owner.

**Task 1.4 Construction Coordination and Administration**

The estimate of CA services is an hourly figure based on a contract duration of 150 calendar days. Any extension of time beyond that period will be negotiated as an amendment to this Contract.

The Consultant, as a representative of the Airport/Owner, will visit the site at intervals appropriate to the stage of the Contractor's operations and completion of the work, and will perform the following tasks:

- Become generally familiar with and keep the Airport Administration informed about the progress and quality of the portion of the work completed.
- Endeavor to guard the Airport against defects and deficiencies in the work.
- Determine, in general, if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents.

As part of this Task, the Consultant will provide the following:

- **Isolated Observation.** On-site CA representation for the start of construction, to help ensure collective understanding between engineer/sponsor expectation, RPR responsibilities, and contractor understanding.
- **Site visits.** During the construction of the project, anticipated to include **up to 6** by the Engineer. These site visits are anticipated to coincide with scheduled weekly construction meetings, and will include on-site representation for the balance of the construction day. Exhaustive or continuous site visits to observe the quantity or quality of the work are not required or included as part of the CA task.
- Attendance (via teleconference) at weekly construction meetings to provide direction and responses to contractor and/or Client questions.
- General administration and coordination with sub-consultants, Client and contractor; including coordination of information for FAA monthly reports, assistance with certified payroll receipt and wage rate investigation forms. This subtask is estimated at 4 hours per week throughout the duration of the contract.

The Consultant shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the contractor, subcontractors, any of their agents or subcontractor's employees, or any other person performing any of the work, or for the failure of such persons to carry out the work in accordance with the contract documents. Accordingly, the Consultant shall not have the authority or responsibility to issue direct instructions to the contractor, to reject work done by the contractor, or to require special inspections and/or tests.

The Consultant shall make monthly written reports to the Owner to advise of any deviation from the contract documents or the contractor's construction schedule observed by or brought to the attention of the Consultant.

If any work does not conform to the Contract Documents, the Consultant shall recommend the rejection of any such work to the Owner in writing. At any point during the construction phase, the Consultant may recommend that the Owner require special inspection or testing of the Work in accordance with the provisions of the Contract Documents.

**Task 1.5** *Pay Applications / Change Orders*

The Consultant shall review contractor applications for payment and supporting data, review the amount owed to contractor and approve in writing all payments to contractor in accordance with the contract documents.

The Consultant shall also prepare routine change orders as required; act as interpreter of the contract plans and technical specifications and judge of the performance thereunder by the parties thereto and make recommendations on claims of airport and contractor(s) relating to the execution and progress of the work and other matters and questions related thereto.

It is anticipated that Pay Applications and Change Orders will be processed monthly throughout the course of the project.

**Task 1.6** *Clarifications*

The Consultant shall provide design clarification and recommendations to assist the Airport in resolving field problems relating to the construction. The Consultant shall evaluate contractor change and cost proposals and substitutions and recommend to the airport to either approve or disapprove the contractor's proposal or substitution.

**Task 1.7** *Substantial Completion Inspection / Punchlist Coordination*

The Consultant shall complete one (1) substantial completion inspection of contract elements and shall produce a construction punchlist outlining deficiencies to be corrected prior to release of retainage. The Consultant shall provide written correspondence of all punchlist items within 7 days of the inspection.

**Task 1.8** *Final Inspection*

The Consultant shall complete one (1) final inspection of all contract elements, and shall produce a final written recommendation to the Owner for acceptance of the project elements and release of retainage. The Consultant shall provide this written correspondence within 7 days of the final inspection.

**Task 1.9** *Prepare Closeout Documentation*

The Consultant shall prepare record documents including major contract changes throughout the course of construction. The record documents shall incorporate all work detailed in compiled change orders, change directives and field orders and shall be based on red-line markups provided by the Contractor and/or RPR.

**Task 1.10** *Submit Closeout Documentation*

The Consultant shall submit electronic files on CD or DVD, two (2) sets of full-size prints and two (2) project book including all testing reports, daily diaries, pay applications, etc compiled throughout the course of the project.

**Task 1.11** *Project Management*

The Consultant shall manage the project, assign qualified individuals to review project documentation and submittals, and shall work closely with the Airport to help accommodate the completion of the project within the specified time frame and budget estimates.



The Consultant will submit a monthly invoice providing an overview of the work accomplished during the billing period and budget remaining on the project.

**Task 1.12 Warranty Period Assistance**

The Consultant shall assist the Client with issues that arise during the 1-year duration of the warranty period. This assistance shall include coordination with the contractor to remedy outstanding issues or correct deficiencies, up to 40 hours for the PM and Engineer.

**TASK 2: RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES**

---

**Task 2.1 Resident Project Representation**

The Consultant shall coordinate with a qualified Sub-consultant to perform Resident Project Representation (RPR) services. The following shall be included in the Resident Project Representation Task:

- RPR shall be present during all construction activities; anticipated hours per phase are detailed below. RPR shall coordinate with Contractor should any activities be scheduled outside the projected work schedule.
- RPR shall maintain daily logs of construction activities. The log format shall be provided by RS&H and can be found attached to this RFP. Log shall include daily construction quantities for purposes of completing pay applications; results of QA testing performed during the construction activities; summary of important discussion(s) with contractor; circumstances and observations related to conflicts; names of individuals visiting the site; and a general description of work performed.
- RPR shall provide daily construction photos related to construction activity, and shall upload photos to RS&H file-sharing service (access to be provided by RS&H). Photos shall include all new construction to take place each day as well as any potential concerns/issues experienced during construction.
- **RPR shall provide verification survey of signs, lights, and manholes during construction to provide confirmation that project elements are installed in accordance with the plans and specifications.**
- RPR shall coordinate and oversee all QA testing during construction as the elements of construction progress. The anticipated field testing can be found attached to this RFP. Note that the number of tests shown are estimated based upon proposed quantities. Actual number may vary due to progression of construction.
- RPR shall attend weekly construction meetings at the Airport site. These meetings will be led by the Contractor and will be focused on previous week's progress and two-week look-ahead. RPR shall coordinate upcoming construction activities with RS&H to help determine/coordinate important elements of construction to pay specific attention to.
- RPR shall alert RS&H to any anticipated schedule impacts should construction activities be delayed due to weather or Contractor scheduling.
- RPR shall obtain applicable Airport badging required for access to the site. Badging shall be coordinated with RS&H and the Airport prior to the beginning of construction. Badging will

require background check and successful completion of AOA testing provided by the Airport Administration.

- The RPR shall compile project documentation into a 3-ring binder to remain in the field office located on site. RPR shall keep binder updated with daily diaries, construction correspondence, engineer issued field directives and RFI responses, Pay Applications, Change Orders, Test Reports, and other pertinent construction information. RPR shall also keep a full-size set of plans in the Engineer's Field Office that details and changes during construction via red-line markup. Documents shall also be scanned and uploaded to RS&H file-sharing service for review by the Engineer.

The RPR services are based upon the following anticipated schedule of construction:

**Phase 0 (Mobilization) – 30 Calendar Days**

- Work Schedule – None

**Phase 1 – 120 Calendar Days**

- Work Schedule – 7AM – 6PM; M-F

**Phase 2 – 40 Calendar Days**

- Work Schedule – 7AM – 6PM; M-F
- To be performed concurrent with Phase 1

**Phase 3 – 10 Calendar Days**

- Work Schedule – 7AM – 6PM; M-F
- To be performed concurrent to Phase 1

**Phase 4 – 10 Calendar Days**

- Work Schedule – 7AM – 6PM; M-F
- To be performed concurrent to Phase 1

**Phase 5 – 10 Calendar Days**

- Work Schedule – 7AM – 6PM; M-F
- To be performed concurrent to Phase 1

**Phase 6 – 10 Calendar Days**

- Work Schedule – 7AM – 6PM; M-F
- To be performed concurrent to Phase 1

**Phase 7 – 40 Calendar Days (Night Work)**

- Work Schedule – 11PM – 6AM; M-F
- To be performed concurrent to Phase 1
- Will require Day and Night inspectors

Work scheduled/allowed outside anticipated durations will be negotiated separately under separate authorization.

**SCHEDULED MEETING SUMMARY**

- (1) Pre-Construction Meeting
- (21) Weekly Progress Meetings (teleconference)
- (6) Site Visit / Meetings by Engineer
- (1) Substantial Completion / Punchlist Visit
- (1) Final Acceptance / Inspection Visit

**DELIVERABLES**

- Construction Administration
  - Monthly Reports ..... Electronic Submittal
  - Pay Applications/Change Orders .....Monthly / Electronic Submittal
  - Invoices .....Monthly / Electronic Submittal
- Post Construction Administration
  - Record Documents ..... 2 Hard Copies of Plans / Closeout Book / Electronic Submittal

**EXCLUSIONS/ASSUMPTIONS**

Excluded from this scope are the following:

- Permitting
- NEPA Documentation
- ALP Update / AGIS upload of project data
- As-Built Survey
- Services not explicitly defined in this scope of work
- Services outside the anticipated schedule of construction
- Materials testing services beyond those outlined in the attached proposal

**3. Schedule**

A preliminary construction schedule follows. The Consultant understands that this schedule must be flexible to accommodate the construction season.

- Bid Opening .....August 23, 2018
- Notice of Award/ Notice to Proceed..... September 14, 2018
- Pre-Construction Meeting/ Construction Commence ..... October 2, 2018
- Construction Substantial Completion ..... March 1, 2019
- Record Documents Complete ..... May 1, 2019

\*Current dates are estimated, and will be contingent upon FAA grant award.

**4. Fee Structure**

Lump Sum Fee shall be in accordance with the attached Work Breakdown Structure (attached).



Rick Husband Amarillo International Airport  
City of Amarillo, Texas

AMA Airfield Electrical Improvements  
Proposal for CA and RPR Services

| SCOPE / TASK TITLE                                     |                                                             | PROJ OFCR/<br>DIRECTORS                                | PROJECT<br>MANAGER | SENIOR<br>CONSTR. INSP. | ENGINEER<br>III | ENGINEER<br>II | ADMIN    | TOTAL       |
|--------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------|--------------------|-------------------------|-----------------|----------------|----------|-------------|
| Task 1: Construction Administration and RPR (Base Bid) |                                                             |                                                        |                    |                         |                 |                |          |             |
| Task 1.1                                               | Project Initiation and Setup                                | 2                                                      | 2                  |                         | 4               | 4              | 2        | 14          |
| Task 1.2                                               | Pre-Construction Conference                                 |                                                        | 4                  |                         | 8               | 12             |          | 24          |
| Task 1.3                                               | Shop Drawing Review / RFI Response                          |                                                        | 12                 | 2                       | 12              | 40             |          | 66          |
| Task 1.4                                               | Construction Coordination and Administration                |                                                        |                    |                         |                 |                |          |             |
|                                                        | Periodic Site Visits (up to 6)                              |                                                        | 8                  |                         | 24              | 72             |          | 104         |
|                                                        | Attendance at weekly construction meetings (teleconference) |                                                        | 12                 |                         | 20              | 42             |          | 74          |
|                                                        | General Administration and Coordination, As Described       |                                                        | 24                 |                         | 24              | 60             |          | 108         |
| Task 1.5                                               | Pay Applications / Change Orders                            |                                                        | 6                  |                         | 6               | 6              |          | 18          |
| Task 1.6                                               | Clarifications                                              |                                                        | 12                 | 4                       | 4               | 24             |          | 44          |
| Task 1.7                                               | Substantial Completion Inspection / Punchlist Coord.        |                                                        | 8                  |                         | 8               | 16             |          | 32          |
| Task 1.8                                               | Final Inspection                                            |                                                        | 8                  |                         | 8               | 12             |          | 28          |
| Task 1.9                                               | Prepare Closeout Documentation                              |                                                        | 8                  |                         | 24              | 40             |          | 72          |
| Task 1.10                                              | Submit Closeout Documentation                               |                                                        |                    |                         |                 | 2              | 2        | 4           |
| Task 1.11                                              | Project Management                                          | 2                                                      | 12                 |                         | 12              |                |          | 26          |
| Task 1.12                                              | Warranty Period Assistance                                  |                                                        |                    |                         |                 | 24             |          | 24          |
| TOTAL HOURS                                            |                                                             | 4                                                      | 116                | 6                       | 154             | 354            | 4        | 638         |
| BURDENED LABOR                                         |                                                             | \$ 288.62                                              | \$ 214.87          | \$ 164.02               | \$ 127.20       | \$ 97.88       | \$ 78.32 |             |
| TOTAL BURDENED LABOR                                   |                                                             | \$1,154                                                | \$24,925           | \$984                   | \$19,589        | \$34,650       | \$313    | \$81,700.00 |
| OTHER DIRECT NON-SALARY COSTS                          |                                                             |                                                        |                    |                         |                 |                |          |             |
|                                                        |                                                             | # DWGS                                                 | # PAGES            |                         |                 |                |          |             |
| REPRODUCTION                                           |                                                             | @                                                      | @                  |                         |                 |                |          |             |
|                                                        |                                                             | \$1.60                                                 | \$0.10             | #SETS                   |                 |                |          |             |
| Drawings                                               |                                                             | 7                                                      |                    | 3                       | \$34            |                |          |             |
| Reports/Specifications                                 |                                                             |                                                        | 200                | 3                       | \$60            |                |          |             |
| TOTAL REPRODUCTION                                     |                                                             | \$94                                                   |                    |                         |                 |                |          |             |
|                                                        |                                                             | # PCKGS                                                | # PCKGS            |                         |                 |                |          |             |
| POSTAGE/DELIVERY                                       |                                                             | @                                                      | @                  |                         |                 |                |          |             |
|                                                        |                                                             | \$15.00                                                | \$3.00             |                         |                 |                |          |             |
| Drawings and Specifications                            |                                                             | 3                                                      | 3                  | \$54                    |                 |                |          |             |
| TOTAL POSTAGE/DELIVERY                                 |                                                             | \$54                                                   |                    |                         |                 |                |          |             |
| SPECIALTY SUBCONSULTANTS                               |                                                             | None                                                   |                    |                         |                 |                |          |             |
| TOTAL SPECIALTY SUBCONSULTANTS                         |                                                             | \$0                                                    |                    |                         |                 |                |          |             |
| TRAVEL                                                 |                                                             |                                                        |                    |                         |                 |                |          |             |
|                                                        |                                                             | # People                                               | # Days             | Airfare @               | Car @           | Lodging @      | Per Diem |             |
| Pre-Construction Conference                            |                                                             | 2                                                      | 1                  | \$750                   | \$100           | \$125          | \$51     | \$1,952     |
| Site Visits                                            |                                                             | 1                                                      | 12                 | \$3,000                 | \$1,200         | \$1,500        | \$612    | \$6,312     |
| Substantial Inspection                                 |                                                             | 2                                                      | 1                  | \$1,500                 | \$100           | \$250          | \$102    | \$1,952     |
| Final Inspection                                       |                                                             | 2                                                      | 1                  | \$1,500                 | \$100           | \$250          | \$102    | \$1,952     |
|                                                        |                                                             | \$12,200                                               |                    |                         |                 |                |          |             |
| MILEAGE                                                |                                                             | 200                                                    | Miles @            | \$0.50                  | \$100           |                |          |             |
| TOTAL ODC's                                            |                                                             | \$12,448                                               |                    |                         |                 |                |          |             |
| Total Proposed Lump Sum Fee for:                       |                                                             | Task 1: Construction Administration and RPR (Base Bid) |                    |                         |                 |                |          |             |
|                                                        |                                                             | \$94,148                                               |                    |                         |                 |                |          |             |





Rick Husband Amarillo International Airport  
City of Amarillo, Texas

AMA Airfield Electrical Improvements  
Proposal for CA and RPR Services

| SCOPE / TASK TITLE                            |                                                 | PROJ OFCR/<br>DIRECTORS                            | PROJECT<br>MANAGER | SENIOR<br>CONSTR. INSP. | ENGINEER<br>III | ENGINEER<br>II | ADMIN    | TOTAL  |
|-----------------------------------------------|-------------------------------------------------|----------------------------------------------------|--------------------|-------------------------|-----------------|----------------|----------|--------|
| Task 2: Resident Project Representative (RPR) |                                                 |                                                    |                    |                         |                 |                |          |        |
| Task 2.1                                      | Resident Project Representation (Subconsultant) |                                                    |                    |                         |                 |                |          |        |
| TOTAL HOURS                                   |                                                 | 0                                                  | 0                  | 0                       | 0               | 0              | 0        | 0      |
| BURDENED LABOR                                |                                                 | \$ 297.28                                          | \$ 246.93          | \$ 164.02               | \$ 127.20       | \$ 99.22       | \$ 78.32 |        |
| TOTAL BURDENED LABOR                          |                                                 | \$0                                                | \$0                | \$0                     | \$0             | \$0            | \$0      | \$0.00 |
| OTHER DIRECT NON-SALARY COSTS                 |                                                 |                                                    |                    |                         |                 |                |          |        |
| REPRODUCTION                                  |                                                 | # DWGS                                             | # PAGES            |                         |                 |                |          |        |
|                                               |                                                 | @                                                  | @                  |                         |                 |                |          |        |
|                                               |                                                 | \$1.60                                             | \$0.10             | #SETS                   |                 |                |          |        |
| Drawings                                      |                                                 | 0                                                  |                    | 0                       |                 |                |          |        |
| Reports/Specifications                        |                                                 |                                                    | 0                  | 0                       |                 |                |          |        |
| TOTAL REPRODUCTION                            |                                                 |                                                    |                    |                         |                 |                |          |        |
|                                               |                                                 | \$0                                                |                    |                         |                 |                |          |        |
| POSTAGE/DELIVERY                              |                                                 | # PCKGS                                            | # PCKGS            |                         |                 |                |          |        |
|                                               |                                                 | @                                                  | @                  |                         |                 |                |          |        |
|                                               |                                                 | \$15.00                                            | \$3.00             |                         |                 |                |          |        |
| Drawings and Specifications                   |                                                 |                                                    |                    |                         |                 |                |          |        |
| TOTAL POSTAGE/DELIVERY                        |                                                 |                                                    |                    |                         |                 |                |          |        |
|                                               |                                                 | \$0                                                |                    |                         |                 |                |          |        |
| SPECIALTY SUBCONSULTANTS                      |                                                 |                                                    |                    |                         |                 |                |          |        |
| Resident Project Representative               |                                                 | Brandt Engineers                                   |                    |                         |                 |                |          |        |
| TOTAL SPECIALTY SUBCONSULTANTS                |                                                 | \$181,600                                          |                    |                         |                 |                |          |        |
|                                               |                                                 | \$181,600                                          |                    |                         |                 |                |          |        |
| TRAVEL                                        |                                                 |                                                    |                    |                         |                 |                |          |        |
|                                               |                                                 | # People # Days Airfare @ Car @ Lodging @ Per Diem |                    |                         |                 |                |          |        |
| None                                          |                                                 | # People # Days \$750 \$100 \$125 \$51             |                    |                         |                 |                |          |        |
|                                               |                                                 | \$0                                                |                    |                         |                 |                |          |        |
| MILEAGE                                       |                                                 | 0 Miles @ \$0.50                                   |                    |                         |                 |                |          |        |
|                                               |                                                 | \$0                                                |                    |                         |                 |                |          |        |
| TOTAL ODC's                                   |                                                 | \$181,600                                          |                    |                         |                 |                |          |        |
| Total Proposed Lump Sum Fee for:              |                                                 | Task 2: Resident Project Representative (RPR)      |                    |                         |                 |                |          |        |
|                                               |                                                 | \$181,600                                          |                    |                         |                 |                |          |        |
| TOTAL LUMP SUM FEE FOR ALL PROJECT TASKS:     |                                                 | \$275,748                                          |                    |                         |                 |                |          |        |



**VAULT IMPROVEMENTS AND AIRFIELD ELECTRICAL UPGRADES**  
**Rick Husband International Airport**  
**AMA Bid No. 6171**  
**RS&H Project No. 227-0247-018**  
**11/20/2018**

Brandt will provide  
Vehicle(s)  
Computer  
GPS Survey Equipment  
Camera  
Cell Phone(s)  
Office Supplies

|                              |                   |  |
|------------------------------|-------------------|--|
| <b>Phases 1-6</b>            |                   |  |
| 150 Calendar Days            |                   |  |
| 110 RPR Work Days (22 weeks) |                   |  |
| 7:00 AM TO 6:00 PM M-F       | 1320 Hours        |  |
| Engineering Surveys          |                   |  |
| 8:00 AM TO 5:00 PM 5days     | 40 Hours          |  |
| Administrative Support       | 240 Hours         |  |
| <b>TOTAL</b>                 | <b>1600 Hours</b> |  |

|                        |      |           |                      |
|------------------------|------|-----------|----------------------|
| RPR Hours              | 1320 | \$ 85.00  | \$ 112,200.00        |
| Engineering Surveys    | 40   | \$ 175.00 | \$ 7,000.00          |
| Administrative Support | 240  | \$ 140.00 | \$ 33,600.00         |
| <b>Fee - Phase 1</b>   |      |           | <b>\$ 152,800.00</b> |

|                         |                  |  |
|-------------------------|------------------|--|
| <b>Phase 7</b>          |                  |  |
| 40 Calendar Days        |                  |  |
| 30 Work Days (6 weeks)  |                  |  |
| 10:30 PM TO 6:30 AM M-F | 240 Hours        |  |
| Administrative Support  | 60 Hours         |  |
| <b>TOTAL</b>            | <b>300 Hours</b> |  |

|                        |     |           |                     |
|------------------------|-----|-----------|---------------------|
| RPR Hours              | 240 | \$ 85.00  | \$ 20,400.00        |
| Administrative Support | 60  | \$ 140.00 | \$ 8,400.00         |
| <b>Fee - Phase 7</b>   |     |           | <b>\$ 28,800.00</b> |

|              |  |  |                      |
|--------------|--|--|----------------------|
| <b>TOTAL</b> |  |  | <b>\$ 181,600.00</b> |
|--------------|--|--|----------------------|



# Amarillo City Council

## Agenda Transmittal Memo



|                     |                                          |                         |                        |
|---------------------|------------------------------------------|-------------------------|------------------------|
| <b>Meeting Date</b> | December 18, 2018                        | <b>Council Priority</b> | Transportation Systems |
| <b>Department</b>   | Aviation                                 |                         |                        |
| <b>Contact</b>      | Michael W. Conner – Director of Aviation |                         |                        |

### Agenda Caption

CONSIDER: Task Order 33 between RS&H, Inc. and the Rick Husband Amarillo International Airport for construction administration and resident project representation services for the CCTV and ACS Upgrades project. The total amount for Task Order 33 is \$377,357.00.

### Agenda Item Summary

This Task Order will provide Construction Administration and Resident Project Representation services for the replacement of existing video management system (VMS) and upgrades to the existing access control system (ACS). The plans include the removal and replacement of existing video surveillance cameras, software upgrades of the existing access control system, additional workstations, and a new operator console. The anticipated Construction Schedule is 350 Calendar Days. Efforts included within Task Order 33 are based upon this timeline.

### Requested Action

Approval of Task Order 33 in the amount of \$377,357.00.

### Funding Summary

Funding for this project will be from project 540150 which was in the Airport's approved CIP FY 17/18 budget. This item was contained in FAA Grant 43 for 90% reimbursement. 10% cost share to the airport is \$37,735.70.

### Community Engagement Summary

Level 1 – Modest impact on selected area and/or community group.

### Staff Recommendation

Airport staff recommends the approval of Task Order 33 between RS&H, Inc. and Rick Husband Amarillo International Airport to execute construction administration and resident project representation services for the CCTV and ACS upgrades project in the amount of \$377,357.00.



RS&H Project No. 227.0247.033  
Short Title: AMA CCTV & ACS Upgrades  
CA / RPR Services  
Effective Date: November 20, 2018

TASK ORDER NO. 33

RS&H, INC., a Florida corporation (hereinafter “Consultant”) agrees to perform and complete the following work (hereinafter “Work”) for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter “Client”), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport (AMA)

Project Description: This project includes construction administration and resident project representation for the CCTV and ACS Upgrades project at Amarillo International Airport.

Scope of Services and Deliverables

The full scope of services and deliverables are described in “Exhibit A-Attachment A”, which is made a part hereof.

Compensation Terms

The method of payment shall be Lump Sum as described in “Exhibit A-Attachment B”. The total compensation is as follows:

| TASK                                                   | CONTRACT VALUE |
|--------------------------------------------------------|----------------|
| Task 1: Construction Administration (CA) Services      | \$114,022      |
| Task 2: Resident Project Representative (RPR) Services | \$263,335      |
| TOTAL (CA + RPR)                                       | \$377,357      |

Schedule

Schedule shall be as described in “Exhibit A-Attachment A”.

CLIENT  
CITY OF AMARILLO, TEXAS

By: \_\_\_\_\_

Typed Name: Jared Miller

Title: City Manager

Attest: \_\_\_\_\_

Typed Name: Frances Hibbs

Title: City Secretary  
[CORPORATE SEAL]

CONSULTANT  
RS&H, INC.

By: \_\_\_\_\_

Typed Name: Broutin Sherrill

Title: Vice President

Attest: \_\_\_\_\_

Typed Name: Melanie L. Nichols

Title: Asst. Corporate Secretary  
[CORPORATE SEAL]

DocuSigned by:  
*Melanie Nichols*  
EFF831F7B43347D...  
DS  
RS&H, INC.  
CORPORATE  
SEAL  
1989  
FLORIDA

“EXHIBIT A”



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# **Rick Husband-Amarillo International Airport**

## **CCTV and ACS Upgrades Construction Administration and RPR Services**

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### **PROJECT PROPOSAL / SCOPE OF WORK**

**RS&H Project No: 227-0247-033**



**RS&H, Inc.**  
4835 LBJ Freeway, Suite 800  
Dallas, Texas 75244  
469-857-7721 (P)

**November 2018**



## **CCTV AND ACS UPGRADES PROJECT PROPOSAL AND SCOPE OF WORK**

### **1. Project Description**

RS&H, Inc. (Consultant) prepared design plans for the replacement of existing video management system (VMS) and upgrades to the existing access control system (ACS). The plans include the removal and replacement of existing video surveillance cameras, software upgrades of the existing Software House ACS to a C-CURE 9000 system, additional workstations, and a new operator console.

This proposal is to provide Construction Administration and Resident Project Representation services for the elements of work stated above. The anticipated Construction Schedule is 350 Calendar Days, and the efforts included in this proposal are based upon anticipated efforts during that duration, as described below. If construction time is extended, or additional efforts are necessary, those efforts will be included as an amendment to this assignment.

### **2. Scope of Services**

#### **TASK 1: CONSTRUCTION ADMINISTRATION (CA) SERVICES**

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##### **Task 1.1**    *Project Initiation / Setup*

This task includes coordination with the Client to develop and coordinate an internal kickoff meeting. The objective of this coordination/meeting will be to review schedules, project goals and requirements for team members to ensure consistency with Client goals.

##### **Task 1.2**    *Pre-Construction Conference*

The Consultant shall prepare for and attend one (1) pre-construction meeting at the Airport, with the RS&H Project Manager and the RPR present with the Engineer on conference call. The Consultant shall prepare meeting minutes and distribute to attendees within five (5) working days of the meeting.

##### **Task 1.3**    *Shop Drawing Review / RFI Response*

The Consultant shall review and note disposition of Contractor-submitted product data, qualifications, shop drawings, samples, and other RFI submissions furnished by the contractor and submitted to the Consultant. The Consultant shall maintain a log of all contractor submittals, which shall include the submittal date, the action taken, and the date returned. For the purposes of this proposal, it is assumed 20 RFI's and 20 shop drawings will be received from the Contractor. Additionally, it is assumed that resubmissions of shop drawings will be limited to no more than two resubmissions.

The Consultant shall respond within fourteen (14) calendar days to all requests for information, claims, disputes and other matters in question between the Owner and the Contractor relating to the execution or progress of the Work or interpretation of the Contract Documents. Interpretations and decisions of the Consultant will be in written form.

The Consultants review is for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant is not responsible for work or requirements that are the Contractor's responsibility as defined in the Contractor's contract with the Owner.



**Task 1.4 Construction Coordination and Administration**

The estimate of CA services is an hourly figure based on a contract duration of 350 calendar days. Any extension of time beyond that period will be negotiated as an amendment to this Contract.

The Consultant, as a representative of the Airport/Owner, will visit the site at intervals appropriate to the stage of the Contractor's operations and completion of the work, and will perform the following tasks:

- Become generally familiar with and keep the Airport Administration informed about the progress and quality of the portion of the work completed.
- Endeavor to guard the Airport against defects and deficiencies in the work.
- Determine, in general, if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents.

As part of this Task, the Consultant will provide the following:

- **Isolated Observation.** On-site CA representation for the start of construction, to help ensure collective understanding between engineer/sponsor expectation, RPR responsibilities, and contractor understanding.
- **Site visits.** During the construction of the project, anticipated to include **up to 4** by the Engineer. These site visits are anticipated to coincide with scheduled weekly construction meetings, and will include on-site representation for the balance of the construction day. Exhaustive or continuous site visits to observe the quantity or quality of the work are not required or included as part of the CA task.
- Attendance (via teleconference) at weekly construction meetings to provide direction and responses to contractor and/or Client questions.
- General administration and coordination with sub-consultants, Client and contractor; including coordination of information for FAA monthly reports, assistance with certified payroll receipt and wage rate investigation forms. This subtask is estimated at 2 hours per week throughout the duration of the contract.

The Consultant shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the contractor, subcontractors, any of their agents or subcontractor's employees, or any other person performing any of the work, or for the failure of such persons to carry out the work in accordance with the contract documents. Accordingly, the Consultant shall not have the authority or responsibility to issue direct instructions to the contractor, to reject work done by the contractor, or to require special inspections and/or tests.

The Consultant shall make monthly written reports to the Owner to advise of any deviation from the contract documents or the contractor's construction schedule observed by or brought to the attention of the Consultant.

If any work does not conform to the Contract Documents, the Consultant shall recommend the rejection of any such work to the Owner in writing. At any point during the construction phase, the Consultant may recommend that the Owner require special inspection or testing of the Work in accordance with the provisions of the Contract Documents.

**Task 1.5    *Pay Applications / Change Orders***

The Consultant shall review contractor applications for payment and supporting data, review the amount owed to contractor and approve in writing all payments to contractor in accordance with the contract documents. The Consultant shall also prepare routine change orders as required; act as interpreter of the contract plans and technical specifications and judge of the performance thereunder by the parties thereto and make recommendations on claims of airport and contractor(s) relating to the execution and progress of the work and other matters and questions related thereto. It is anticipated that Pay Applications and Change Orders will be processed monthly throughout the course of the project.

**Task 1.6    *Clarifications***

The Consultant shall provide design clarification and recommendations to assist the Airport in resolving field problems relating to the construction. The Consultant shall evaluate contractor change and cost proposals and substitutions and recommend to the airport to either approve or disapprove the contractor's proposal or substitution.

**Task 1.7    *Substantial Completion Inspection / Punchlist Coordination***

The Consultant shall complete one (1) substantial completion inspection of contract elements and shall produce a construction punchlist outlining deficiencies to be corrected prior to release of retainage. The Consultant shall provide written correspondence of all punchlist items within 7 days of the inspection.

**Task 1.8    *Final Inspection***

The Consultant shall witness one (1) final testing and inspection of all contract elements, and shall produce a final written recommendation to the Owner for acceptance or rejection of the project elements and release of retainage. The Consultant shall provide this written correspondence within 7 days of the final inspection. The final testing shall be conducted by the Contractor and afford the Consultant advance notice to schedule the final inspection.

**Task 1.9    *Prepare Closeout Documentation***

The Consultant shall prepare record documents including major contract changes throughout the course of construction. The record documents shall incorporate all work detailed in compiled change orders, change directives and field orders and shall be based on red-line markups provided by the Contractor and/or RPR.

**Task 1.10    *Submit Closeout Documentation***

The Consultant shall submit electronic files on CD or DVD, two (2) sets of full-size prints and two (2) project book including all testing reports, daily diaries, pay applications, etc. compiled throughout the course of the project.

**Task 1.11    *Project Management***

The Consultant shall manage the project, assign qualified individuals to review project documentation and submittals, and shall work closely with the Airport to help accommodate the completion of the project within the specified time frame and budget estimates.

The Consultant will submit a monthly invoice providing an overview of the work accomplished during the billing period and budget remaining on the project.

**Task 1.12**    *Warranty Period Assistance*

The Consultant shall assist the Client with issues that arise during the 1-year duration of the warranty period. This assistance shall include coordination with the contractor to remedy outstanding issues or correct deficiencies, up to 40 hours for the PM and Engineer.

**TASK 2: RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES**

---

**Task 2.1**    *Resident Project Representation*

The Consultant shall coordinate with a qualified Sub-consultant to perform Resident Project Representation (RPR) services. The following shall be included in the Resident Project Representation Task:

- RPR shall be present during all construction activities; anticipated hours per phase are detailed below. RPR shall coordinate with Contractor should any activities be scheduled outside the projected work schedule.
- RPR shall maintain daily logs of construction activities. The log format shall be provided by RS&H and can be found attached to this RFP. Log shall include daily construction activities for purposes of completing pay applications; results of QA testing performed during the construction activities; summary of important discussion(s) with contractor; circumstances and observations related to conflicts; names of individuals visiting the site; and a general description of work performed.
- RPR shall provide daily construction photos related to construction activity, and shall upload photos to RS&H file-sharing service (access to be provided by RS&H). Photos shall include all demolition and new construction to take place each day as well as any potential concerns/issues experienced during construction. The RPR shall bring any concerns/issues up to the Engineer as soon as possible.
- RPR shall coordinate and oversee all materials/acceptance testing during construction as the elements of construction progress. The anticipated field testing can be found in the Contract Documents written specifications. Note that the number of tests and re-tests indicated may vary due to progression of construction.
- RPR shall attend weekly construction meetings at the Airport site. These meetings will be led by the Contractor and will be focused on previous week's progress and two-week look-ahead. RPR shall coordinate upcoming construction activities with RS&H to help determine/coordinate important elements of construction to pay specific attention to.
- RPR shall alert RS&H to any anticipated schedule impacts should construction activities be delayed due to weather, delivery delays, Contractor scheduling or deficiencies.
- RPR shall obtain applicable Airport badging required for access to the site. Badging shall be coordinated with RS&H and the Airport prior to the beginning of construction. Badging will require background check and successful completion of SIDA testing provided by the Airport Administration.
- The RPR shall compile project documentation into a 3-ring binder to remain in the field office located on site. RPR shall keep binder updated with daily diaries, construction correspondence, engineer issued field directives and RFI responses, Pay Applications,

Change Orders, Test Reports, and other pertinent construction information. RPR shall also keep a full-size set of plans in the Engineer's Field Office that details and changes during construction via red-line markup. This full size set of documents provided by RS&H shall remain in the Engineer's Field Office for the duration of the project. The RPR can be provided with an additional set of documents for field use if requested. Documents shall also be scanned and uploaded to RS&H file-sharing service for review by the Engineer.

The RPR services are based upon the following anticipated schedule of construction:

**Phase 1 – 350 Days**

- Work Schedule – 7AM – 6PM; M-F

Work scheduled/allowed outside anticipated durations will be negotiated separately under separate authorization.

**SCHEDULED MEETING SUMMARY**

- (1) Pre-Construction Meeting
- (25) Bi-Weekly Progress Meetings (teleconference)
- (4) Site Visit / Meetings by Engineer
- (1) Substantial Completion / Punchlist Visit
- (1) Final Acceptance / Inspection Visit

**DELIVERABLES**

- Construction Administration
  - Monthly Reports ..... Electronic Submittal
  - Pay Applications/Change Orders ..... Monthly / Electronic Submittal
  - Invoices ..... Monthly / Electronic Submittal
- Post Construction Administration
  - Record Documents ..... 2 Hard Copies of Plans / Closeout Book / Electronic Submittal

**EXCLUSIONS/ASSUMPTIONS**

Excluded from this scope are the following:

- Permitting
- As-Built Survey
- Services not explicitly defined in this scope of work
- Services outside the anticipated schedule of construction
- Materials testing services beyond those outlined in the attached proposal

**3. Schedule**

A preliminary construction schedule follows. The Consultant understands that this schedule must be flexible to accommodate the construction season.

- Bid Opening ..... August 23, 2018
- Notice of Award/ Notice to Proceed ..... September 28, 2018\*
- Pre-Construction Meeting/ Construction Commence ..... October 2, 2018\*

\*Current dates are estimated, and will be contingent upon FAA grant award.



**4. Fee Structure**

Lump Sum Fee shall be in accordance with the attached Work Breakdown Structure (attached).



Rick Husband Amarillo International Airport  
City of Amarillo, Texas

AMA CCTV and ACS Upgrades  
Proposal for CA and RPR Services

| SCOPE / TASK TITLE                                             | PROJ OFCR/<br>DIRECTORS                        | PROJECT<br>MANAGER | SENIOR<br>CONSTR. INSP. | ENGINEER<br>III | CONSULTANT<br>IV | ADMIN         | TOTAL       |
|----------------------------------------------------------------|------------------------------------------------|--------------------|-------------------------|-----------------|------------------|---------------|-------------|
| Task 1: Construction Administration (Base Bid)                 |                                                |                    |                         |                 |                  |               |             |
| Task 1.1 Project Initiation and Setup                          | 2                                              | 2                  |                         | 4               | 2                | 2             | 12          |
| Task 1.2 Pre-Construction Conference                           |                                                | 2                  |                         | 8               |                  |               | 10          |
| Task 1.3 Shop Drawing Review / RFI Response                    |                                                | 8                  |                         | 2               | 40               | 2             | 52          |
| Task 1.4 Construction Coordination and Administration          |                                                |                    |                         |                 |                  |               |             |
| Periodic Site Visits (up to 4)                                 |                                                | 32                 |                         |                 | 32               |               | 64          |
| Attendance at bi-weekly construction meetings (teleconference) |                                                | 5                  |                         | 5               | 20               |               | 30          |
| General Administration and Coordination, As Described          |                                                | 10                 |                         | 52              | 16               |               | 78          |
| Task 1.5 Pay Applications / Change Orders                      |                                                | 6                  |                         | 6               |                  |               | 12          |
| Task 1.6 Clarifications                                        |                                                | 4                  |                         | 2               | 25               |               | 31          |
| Task 1.7 Substantial Completion Inspection / Punchlist Coord.  |                                                |                    |                         |                 | 12               |               | 12          |
| Task 1.8 Final Inspection                                      |                                                |                    |                         |                 | 12               |               | 12          |
| Task 1.9 Prepare Closeout Documentation                        |                                                | 2                  |                         |                 | 36               |               | 38          |
| Task 1.10 Submit Closeout Documentation                        |                                                |                    |                         |                 | 4                | 2             | 6           |
| Task 1.11 Project Management                                   | 8                                              | 6                  |                         | 24              |                  |               | 38          |
| Task 1.12 Warranty Period Assistance                           |                                                | 4                  |                         | 4               | 32               |               | 40          |
| TOTAL HOURS                                                    | 10                                             | 81                 | 0                       | 107             | 231              | 6             | 435         |
| BURDENED LABOR                                                 | \$ 288.62                                      | \$ 344.01          | \$ 75.00                | \$ 127.20       | \$ 229.34        | \$ 78.32      |             |
| TOTAL BURDENED LABOR                                           | \$2,886                                        | \$27,865           | \$0                     | \$13,610        | \$52,978         | \$470         | \$97,900.00 |
| OTHER DIRECT NON-SALARY COSTS                                  |                                                |                    |                         |                 |                  |               |             |
| REPRODUCTION                                                   | # DWGS @ \$1.60                                | # PAGES @ \$0.10   |                         |                 | #SETS            |               |             |
| Drawings                                                       | 23                                             |                    |                         | 3               |                  |               | \$110       |
| Reports/Specifications                                         |                                                | 200                |                         | 3               |                  |               | \$60        |
| TOTAL REPRODUCTION                                             |                                                |                    |                         |                 |                  |               | \$170       |
| POSTAGE/DELIVERY                                               | # PCKGS @ \$15.00                              | # PCKGS @ \$3.00   |                         |                 |                  |               |             |
| Drawings and Specifications                                    | 3                                              | 3                  |                         |                 |                  |               | \$54        |
| TOTAL POSTAGE/DELIVERY                                         |                                                |                    |                         |                 |                  |               | \$54        |
| SPECIALTY SUBCONSULTANTS                                       | None                                           |                    |                         |                 |                  |               |             |
| TOTAL SPECIALTY SUBCONSULTANTS                                 |                                                |                    |                         |                 |                  |               | \$0         |
| TRAVEL                                                         | # People                                       | # Days             | Airfare @ \$750         | Car @ \$100     | Lodging @ \$125  | Per Diem \$75 |             |
| Pre-Construction Conference                                    | 1                                              | 1                  | \$750                   | \$100           | \$125            | \$75          | \$1,050     |
| Site Visits                                                    | 1                                              | 8                  | \$6,000                 | \$800           | \$1,000          | \$600         | \$8,400     |
| Substantial Inspection                                         | 1                                              | 3                  | \$2,250                 | \$300           | \$375            | \$225         | \$3,150     |
| Final Inspection                                               | 1                                              | 3                  | \$2,250                 | \$300           | \$375            | \$225         | \$3,150     |
|                                                                |                                                |                    |                         |                 |                  |               | \$15,800    |
| MILEAGE                                                        | 196                                            | Miles @            | \$0.50                  |                 |                  |               | \$98        |
| TOTAL ODC's                                                    |                                                |                    |                         |                 |                  |               | \$16,122    |
| Total Proposed Lump Sum Fee for:                               | Task 1: Construction Administration (Base Bid) |                    |                         |                 |                  |               | \$114,022   |



Rick Husband Amarillo International Airport  
City of Amarillo, Texas

AMA CCTV and ACS Upgrades  
Proposal for CA and RPR Services

| SCOPE / TASK TITLE                            | PROJ OFCR/<br>DIRECTORS                       | PROJECT<br>MANAGER | SENIOR<br>CONSTR. INSP. | ENGINEER<br>III | CONSULTANT<br>IV | ADMIN    | TOTAL     |
|-----------------------------------------------|-----------------------------------------------|--------------------|-------------------------|-----------------|------------------|----------|-----------|
| Task 2: Resident Project Representative (RPR) |                                               |                    |                         |                 |                  |          |           |
| Task 2.1 Resident Project Representation      |                                               |                    | 0                       |                 |                  |          | 0         |
| TOTAL HOURS                                   | 0                                             | 0                  | 0                       | 0               | 0                | 0        | 0         |
| BURDENED LABOR                                | \$ 297.28                                     | \$ 246.93          | \$ 75.00                | \$ 127.20       | \$ 99.22         | \$ 78.32 |           |
| TOTAL BURDENED LABOR                          | \$0                                           | \$0                | \$0                     | \$0             | \$0              | \$0      | \$0.00    |
| OTHER DIRECT NON-SALARY COSTS                 |                                               |                    |                         |                 |                  |          |           |
| REPRODUCTION                                  | # DWGS                                        | # PAGES            |                         |                 |                  |          |           |
|                                               | @                                             | @                  |                         |                 |                  |          |           |
|                                               | \$1.60                                        | \$0.10             | #SETS                   |                 |                  |          |           |
| Drawings                                      | 0                                             |                    | 0                       |                 |                  |          | \$0       |
| Reports/Specifications                        |                                               | 0                  | 0                       |                 |                  |          | \$0       |
| TOTAL REPRODUCTION                            |                                               |                    |                         |                 |                  |          | \$0       |
| POSTAGE/DELIVERY                              | # PCKGS                                       | # PCKGS            |                         |                 |                  |          |           |
|                                               | @                                             | @                  |                         |                 |                  |          |           |
|                                               | \$15.00                                       | \$3.00             |                         |                 |                  |          |           |
| Drawings and Specifications                   |                                               |                    |                         |                 |                  |          | \$0       |
| TOTAL POSTAGE/DELIVERY                        |                                               |                    |                         |                 |                  |          | \$0       |
| SPECIALTY SUBCONSULTANTS                      |                                               |                    |                         |                 |                  |          |           |
| Resident Project Representative               | Chuck Sander                                  |                    |                         |                 |                  |          | \$263,335 |
| TOTAL SPECIALTY SUBCONSULTANTS                |                                               |                    |                         |                 |                  |          | \$263,335 |
| TRAVEL                                        |                                               |                    |                         |                 |                  |          |           |
|                                               | Airfare @ Car @ M & I @ Per Diem              |                    |                         |                 |                  |          |           |
|                                               | # People                                      | # Days             | \$750                   | \$100           | \$55             | \$108    |           |
| Expenses                                      | 0                                             | 0                  |                         |                 | \$0              | \$0      | \$0       |
| MILEAGE                                       | 0                                             | Miles @            | \$0.50                  |                 |                  |          | \$0       |
| TOTAL ODC's                                   |                                               |                    |                         |                 |                  |          | \$263,335 |
| Total Proposed Lump Sum Fee for:              | Task 2: Resident Project Representative (RPR) |                    |                         |                 |                  |          | \$263,335 |
| TOTAL LUMP SUM FEE FOR ALL PROJECT TASKS:     |                                               |                    |                         |                 |                  |          | \$377,357 |



# **CHARLES C SANDER, S.P. PROPOSAL FOR RESIDENT PROJECT REPRESENTATION (RPR) SERVICES**

**Proposal No.: CCS-RS&H – AMA 9.14.18 – 001**

**Dated: September 14, 2018**

## **OVERVIEW**

Charles C Sander, S.P. is pleased to submit this proposal to support RS&H, Inc. in achieving its goals by providing Resident Project Representation (RPR) Services, onsite, daily for RS&H Project No. 227-0247-XXX, Short Title: Amarillo GC 2014 for the Period specified in the RS&H, Inc. Subcontract for Professional Services. Having a career of 54 years in the Aviation Industry as an Executive, Manager, Owner, Contractor and Consultant I understand the critical role of the RPR during the process of a project and I invite you to review my credentials as described in the resume previously provided. I Certify that I have the knowledge necessary to deliver all elements of construction projects pursuant to industry rules/regulations/advisories/and best practices, building codes, project management and General Provisions, Special Provisions, FAA Advisory Circulars, FAR's governing the Aviation Industry. I acknowledge Receipt from RS&H Inc. of the following documents and agree to execute all responsibilities as specified in these documents:

1. AMA CCTV and ACS Upgrades Project, Rick Husband International Airport, Amarillo, Texas, REQUEST FOR PROPOSAL – RESIDENT PROJECT REPRESENTATION (RPR) SERVICES + DAILY CHECKLIST
2. RS&H Project No. 227-0247-XXX Short Title: Amarillo GC 2014 – SUBCONTACT FOR PROFESSIONAL SERVICES
3. SUBCONTRACTOR'S/SUBCONSULTANT CERTIFICATION AND WAIVER

The RS&H, Inc. Contract and Project documents have been signed and dated (where appropriate); "no exceptions taken".

## **PROPOSAL**

Based on the Requirements outlined in the Resident Project Representation (RPR) services and prior to the Notice to Proceed (NTP):

1. Review all Project Documents submitted to date (i.e., Consultant Specification, Request for Proposal issued by Amarillo International Airport (AMA), all project drawings, Airport Layout Plan (ALP), Contractor Responses to the AMA RFP and all associated documents so as to become totally familiar with the project.
2. Research all applicable AMA RFP identified FAR's, CFR's, Advisory Circulars, Local Building Codes, to fully understand the intent, design and constructability of the Consultants plans and Contractors response.

Based on the Requirements outlined in the Resident Project Representation (RPR) services and the Notice to Proceed (NTP):

1. Review all Project Documents submitted to date (i.e., Contractor Submittals, Minutes of the Pre-Construction meeting (in the event it occurs prior to 10/22/2018)
2. Fulfill all of the RPR Responsibilities as stated in the RS& H, Inc. "Request For Proposal ,Resident Project Representation (RPR) services, paragraph's 1 – 9, pages 1 & 2RPR SERVICES FOR S&H.

## RPR Services Proposal to RS&H, Inc. – AMA 9.14.18 – 001

Dated: September 14, 2018

### SCHEDULE

1. The anticipated phasing durations as follows
  - Phase 0 –Mobilization/Submittals – 30 days (No Construction Activities)
  - Phase 1 – 320 Days
    - Work Schedule – 7am-6pm; M-F
2. Based on the phasing outlined above, the anticipated efforts are as follows

### PRICING – NOT –TO- EXCEED FEE

1. I agree that the fee is based on "Time and Materials" basis.
2. I agree to the fee structure as stated in RS&H Request for Proposal RPR Services "Not-To-Exceed Fee" section to include all descriptions including itemized 1-4 statements. Summarized \$57,085 expenses, \$206,250.00 Labor up to 250 days for a combined total, \$263,335.00.
3. I understand that RS&H will provide the RPR with office space including a desk, chair, printer/scanner/copier, ink cartridges, and onsite internet access.

### SUMMARY

I look forward to the opportunity of working with RS&H on this exciting project and commit to providing the very best of services in my Role as the RPR sub-contractor to RS&H. If I have omitted any contract documents and/or there is a need for additional information or clarification please contact me by Phone at 703-717-3081 or by email at [ccsand@earthlink.net](mailto:ccsand@earthlink.net).

Thank you for your consideration,

Charles C Sander





**AMA CCTV and ACS Upgrades Project**  
**RICK HUSBAND INTERNATIONAL AIRPORT**  
**AMARILLO, TEXAS**

**REQUEST FOR PROPOSAL – RESIDENT PROJECT REPRESENTATION (RPR) SERVICES**

The Resident Project Representative (RPR) is a very important and critical element of the construction process of a project. The inspection personnel must be knowledgeable, trained and experienced when it comes to inspecting the construction elements, reviewing construction plans and interpreting them, and performing / interpreting test results. Additionally, they must be methodical in the reporting of the issues and conditions surrounding the construction project, be consistent in the recording of all relevant data associated with the construction project and be diplomatic and courteous but firm when interacting with the Contractor(s).

The RPR must understand all aspects of the project and be willing to call in appropriate expertise from the Engineers when the knowledge base is insufficient to understand or identify problems occurring in the construction. It is incumbent upon the RPR that they have thoroughly read and understood the specifications, contract documents and other pertinent data related to the project such as General Provisions, Special Provisions, FAA Advisory Circulars associated with the contract documents, etc.

The RPR and the inspection staff must have reviewed the construction plans in detail and have a full grasp of the intent, design and constructability of the plans. The RPR must review the plans sufficiently so that they can respond to questions the contractor poses or be able to contact the Engineer to have the question resolved.

Additionally, the RPR must be comfortable enough with the elements of construction in order to coordinate and initiate materials testing / acceptance testing services, where applicable. The RPR shall consistently coordinate with both the Contractor and Materials Testing firm in order to keep the progress of the construction moving forward. In addition to the general responsibilities listed above, specific responsibilities associated with the RPR services are as detailed below:

**RPR Responsibilities**

1. RPR shall be present during all construction activities; anticipated hours per phase are detailed below. RPR shall coordinate with Contractor should any activities be scheduled outside the projected work schedule. It is imperative that the RPR coordinate staffing to ensure a qualified representative is on site at all times.
2. RPR shall maintain daily logs of construction activities. The log format shall be provided by RS&H and can be found attached to this RFP. Log shall include daily construction activities for purposes of completing pay applications; results of QA testing performed during the construction activities; summary of important discussion(s) with contractor;

**RS&H**

/ces



circumstances and observations related to conflicts; names of individuals visiting the site; and a general description of work performed.

3. RPR shall take and provide daily construction photos related to construction activity, and shall upload photos to RS&H file-sharing service (access to be provided by RS&H). Photos shall include all demolition and new construction to take place each day as well as any potential concerns/issues experienced during construction. The RPR shall bring any concerns/issues up to the Engineer as soon as possible.
4. RPR shall coordinate and oversee all materials/acceptance testing during construction as the elements of construction progress. The anticipated field testing can be found in the Contract Document written-specifications. Note that the number of tests and re-tests indicated may vary due to progression of construction.
5. RPR shall attend weekly construction meetings at the Airport site. These meetings will be led by the Contractor and will be focused on previous week's progress and two-week look-ahead. RPR shall coordinate upcoming construction activities with RS&H to help determine/coordinate important elements of construction to pay specific attention to.
6. RPR shall alert RS&H to any anticipated schedule impacts should construction activities be delayed due to weather, delivery delays, Contractor scheduling or deficiencies.
7. RPR shall obtain applicable Airport badging required for access to the site. Badging shall be coordinated with RS&H and the Airport prior to the beginning of construction. Badging will require background check and successful completion of SIDA testing provided by the Airport Administration.
8. The RPR shall compile project documentation into a 3-ring binder to remain in the field office located on site. RPR shall keep binder updated with daily diaries, construction correspondence, engineer issued field directives and RFI responses, Pay Applications, Change Orders, Test Reports, and other pertinent construction information. RPR shall also keep a full-size set of plans in the Engineer's Field Office that details changes during construction via red-line markup. This full size set of documents provided by RS&H shall remain in the Engineer's Field Office for the duration of the project. The RPR can be provided with an additional set of documents for field use if requested. Project documents shall also be scanned and uploaded to RS&H file-sharing service for review by the Engineer.
9. The RPR must provide their own laptop and cellular phone.



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## Schedule

1. The anticipated phasing durations are as follows:
  - **Phase 0 - Mobilization/Submittals** – 30 Days (No Construction Activities)
  - **Phase 1 – 320 Days**
    - Work Schedule – 7AM – 6PM; M-F
2. Based on the phasing outlined above, the anticipated efforts are as follows:
  - **Task 1: 320 Calendar Day Duration**
    - Work Days - 7AM-6PM (Weekends are not anticipated)
    - Include 30 additional days in proposal for contingency.

## Not-to-Exceed Fee

The fee proposal for the project shall be a time and materials not-to-exceed amount to perform all work and to provide all required reports as detailed in this RFP (labor and expenses). Proposal shall also provide a unit price sheet showing all labor and material costs should additional efforts be required. Compensation will be as follows:

1. Hourly labor rate: \$75 per hour (actual hours worked).
2. Per diem (lodging only): \$94 per calendar day, plus 7% city occupancy tax (\$6.58), plus 6% state occupancy tax (\$5.64), plus 2% county tax (\$1.88) for a total of \$108.10 per calendar day.
3. Meals and incidentals: \$55 per calendar day.
4. Airfare: not included.

Therefore, the not-to-exceed amount is \$57,085 expenses (\$163.10 per day for per diem and meals & incidentals up to 350 calendar days) plus \$206,250 direct labor (a maximum of 11 hours per day @ \$75/hr labor up to 250 working days) totaling \$263,335.

RS&H will provide RPR with office space including desk, chair, printer/scanner/copier, paper, ink cartridges, and on-site Internet access.

## Acknowledgement

*I acknowledge that I understand the proposed intent of the RPR scope of services and that I am willing and able to enter into an agreement with RS&H to perform these services under the described conditions. A separate contract will be produced to outline all terms and conditions of the RPR services, including compensation.*

Charles C. Gander

RPR

September 14, 2018

date

**RS&H**

/s/



Rick Husband Amarillo International Airport  
CCTV & ACS Upgrades  
FAA AIP No. TBD  
RS&H Project No. 227-0247-033  
City of Amarillo Project No. TBD

RS&H, Inc.  
8240 N. Mopac Expy  
Suite 300  
Austin, TX 78759

## RPR DAILY REPORT

[illegible]

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Rick Husband Amarillo International Airport  
CCTV & ACS Upgrades  
FAA AIP No. TBD  
RS&H Project No. 227-0247-033  
City of Amarillo Project No. TBD

RS&H, Inc.  
8240 N. Mopac Expy  
Suite 300  
Austin, TX 78759

RPR DAILY REPORT  
CONTINUATION SHEET[illegible]

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# Amarillo City Council

## Agenda Transmittal Memo



2/4



|              |                                          |                  |                        |
|--------------|------------------------------------------|------------------|------------------------|
| Meeting Date | December 18, 2018                        | Council Priority | Transportation Systems |
| Department   | Aviation                                 |                  |                        |
| Contact      | Michael W. Conner – Director of Aviation |                  |                        |

### Agenda Caption

CONSIDER: Award Bid No. 6172 – Rick Husband Amarillo International Airport CCTV & Access Control System Upgrades for the City of Amarillo.

Total Base Bid Amount: \$1,191,807.00

Total Bid Additive Alternate 1: -\$14,063.00

Total Bid Amount: \$1,177,744.00 to be awarded to Convergent Technologies LLC

### Agenda Item Summary

This project involves replacement and improvement of the existing CCTV and Access Control System (ACS) at Rick Husband Amarillo International Airport. The scope includes replacement of the existing video management system, replacement of the existing cabling infrastructure and camera, additional camera installations, and upgrading the access control system software.

### Requested Action

Award bid in the amount of \$1,177,744.00 to Convergent Technologies LLC.

### Funding Summary

Funding for this project will be from project 540150 which was in the Airport's approved CIP FY 17/18 budget. This item was contained in FAA Grant 43 for 90% reimbursement. 10% cost share to the airport is \$117,774.40.

### Community Engagement Summary

Level 1 – Modest impact on selected area and/or community group.

### Staff Recommendation

Airport staff recommends award of bid no. 6172 in the amount of \$1,177,744.00 to Convergent Technologies LLC.

Bid No. 6172 RICK HUSBAND AMARILLO INTERNATIONAL AIRPORT CCTV & ACCESS CONTROL SYSTEMS UPGRADE FOR THE CITY OF AMARILLO  
Opened 4:00 p.m. August 23, 2018

| To be awarded as one lot                                                                                                                                                                                                                                                                                                  | VTI SECURITY  | CONVERGINT TECHNOLOGIES LLC |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-----------------------------|
| Line 1 The scope include replacement of the existing video management system, replacement of the existing cabling infrastructure and camera, additional camera installations, and upgrading the access control system software. Existing cameras and video consoles and workstations shall be removed, per specifications |               |                             |
| 1 ea                                                                                                                                                                                                                                                                                                                      |               |                             |
| Unit Price                                                                                                                                                                                                                                                                                                                | \$535,162.320 | \$1,191,807.000             |
| Extended Price                                                                                                                                                                                                                                                                                                            | 535,162.32    | 1,191,807.00                |
| Line 2 Credit for not installing additional supports for cameras located on the roof., per specifications                                                                                                                                                                                                                 |               |                             |
| 1 ea                                                                                                                                                                                                                                                                                                                      |               |                             |
| Unit Price                                                                                                                                                                                                                                                                                                                | \$0.000       | (\$14,063.000)              |
| Extended Price                                                                                                                                                                                                                                                                                                            | -             | (14,063.00)                 |
| Bid Total                                                                                                                                                                                                                                                                                                                 | 535,162.32    | 1,177,744.00                |
| DID NOT MEET SPECS                                                                                                                                                                                                                                                                                                        |               |                             |
| Award to Vendor                                                                                                                                                                                                                                                                                                           |               | 1,177,744.00                |



# Amarillo City Council

## Agenda Transmittal Memo



|              |                                          |                  |                        |
|--------------|------------------------------------------|------------------|------------------------|
| Meeting Date | December 18, 2018                        | Council Priority | Transportation Systems |
| Department   | Aviation                                 |                  |                        |
| Contact      | Michael W. Conner – Director of Aviation |                  |                        |

### Agenda Caption

CONSIDER: Award Bid No. 6170 – Concrete Joint Seal Replacement for Runway 13-31 and Associated Taxiways.

Total Bid Amount - \$916,160.00 to be awarded to Scodeller Construction.

### Agenda Item Summary

This item is the award of the bid for concrete joint seal replacement for Runway 13-31 and associated taxiways. It specifically involves the replacement of the existing concrete pavement joints on Runway 13-31 and the associated taxiways: Parallel Taxiway K, Taxiway F, Taxiway L, Taxiway M, Taxiway N, and Taxiway Q. There is approximately 228,800 Linear Feet of joint replacement included in this project.

### Requested Action

Award bid in the amount of \$916,160.00 to Scodeller Construction.

### Funding Summary

Funding for this project will be from project 540174 which was in the Airport's approved CIP FY 17/18 budget. This item was contained in FAA Grant 43 for 90% reimbursement. 10% cost share to the airport is \$91,616.00.

### Community Engagement Summary

Level 1 – Modest impact on selected area and/or community group.

### Staff Recommendation

Airport staff recommends award of bid no. 6170 in the amount of \$916,160.00 to Scodeller Construction.

Bid No. 6170 - CONCRETE JOINT SEAL REPLACEMENT FOR RUNWAY 13-31 AND ASSOCIATED TAXIWAYS  
Opened 4:00 p.m., August 23, 2018

| AMERICAN PAVEMENT SOLUTIONS<br>INC                                      |                |                    |             |              | SCODELLER CONSTRUCTION | SILVER CREEK CONSTRUCTION | SCR CIVIL CONSTRUCTION LLC |
|-------------------------------------------------------------------------|----------------|--------------------|-------------|--------------|------------------------|---------------------------|----------------------------|
| To be awarded as one lot                                                |                |                    |             |              |                        |                           |                            |
| Line 1 Mobilization and General Conditions, per specifications          |                |                    |             |              |                        |                           |                            |
| 1 LS                                                                    | Unit Price     | \$121,000.00       | \$50,000.00 | \$95,000.00  | \$99,400.00            |                           |                            |
|                                                                         | Extended Price | 121,000.00         | 50,000.00   | 95,000.00    | 99,400.00              |                           |                            |
| Line 2 Insurance - Parties as "Additional Insureds", per specifications |                |                    |             |              |                        |                           |                            |
| 1 LS                                                                    | Unit Price     | \$1,000.00         | \$1,000.00  | \$1,000.00   | \$400.00               |                           |                            |
|                                                                         | Extended Price | 1,000.00           | 1,000.00    | 1.00         | 400.00                 |                           |                            |
| Line 3 Safety and Security, per specifications                          |                |                    |             |              |                        |                           |                            |
| 1 LS                                                                    | Unit Price     | \$2,000.00         | \$20,000.00 | \$50,000.00  | \$55,000.00            |                           |                            |
|                                                                         | Extended Price | 2,000.00           | 20,000.00   | 50,000.00    | 55,000.00              |                           |                            |
| Line 4 Temporary Construction Items, per specifications                 |                |                    |             |              |                        |                           |                            |
| 1 LS                                                                    | Unit Price     | \$1,000.00         | \$10,000.00 | \$50,000.00  | \$145,000.00           |                           |                            |
|                                                                         | Extended Price | 1,000.00           | 10,000.00   | 50,000.00    | 145,000.00             |                           |                            |
| Line 5 Joint Sealing Filler, per specifications                         |                |                    |             |              |                        |                           |                            |
| 191,400 LF                                                              | Unit Price     | \$2.550            | \$3.60      | \$2.610      | \$2.75                 |                           |                            |
|                                                                         | Extended Price | 488,070.00         | 689,040.00  | 499,554.00   | 526,350.00             |                           |                            |
| Line 6 PCC Expansion Joint Sealing Filler, per specifications           |                |                    |             |              |                        |                           |                            |
| 2,500 LF                                                                | Unit Price     | \$3.500            | \$5.00      | \$15.000     | \$13.00                |                           |                            |
|                                                                         | Extended Price | 8,750.00           | 12,500.00   | 37,500.00    | 32,500.00              |                           |                            |
| Line 7 Butt Joint Sealing Filler, per specifications                    |                |                    |             |              |                        |                           |                            |
| 34,900 LF                                                               | Unit Price     | \$1.500            | \$3.80      | \$6.000      | \$3.20                 |                           |                            |
|                                                                         | Extended Price | 52,350.00          | 132,620.00  | 209,400.00   | 111,680.00             |                           |                            |
| Line 8 Marking Repair, per specifications                               |                |                    |             |              |                        |                           |                            |
| 1 LS                                                                    | Unit Price     | \$10,000.000       | \$1,000.00  | \$20,000.000 | \$86,000.00            |                           |                            |
|                                                                         | Extended Price | 10,000.00          | 1,000.00    | 20,000.00    | 86,000.00              |                           |                            |
| Bid Total                                                               |                | 684,170.00         | 916,160.00  | 961,455.00   | 1,056,330.00           |                           |                            |
| Award to Vendor                                                         |                |                    |             |              |                        |                           |                            |
|                                                                         |                | DID NOT MEET SPECS |             | 916,160.00   |                        |                           |                            |



# Amarillo City Council

## Agenda Transmittal Memo



|                     |                                          |                         |                        |
|---------------------|------------------------------------------|-------------------------|------------------------|
| <b>Meeting Date</b> | December 18, 2018                        | <b>Council Priority</b> | Transportation Systems |
| <b>Department</b>   | Aviation                                 |                         |                        |
| <b>Contact</b>      | Michael W. Conner – Director of Aviation |                         |                        |

### Agenda Caption

CONSIDER: Task Order 31 between RS&H, Inc. and the Rick Husband Amarillo International Airport for construction administration, resident project representation, and materials testing services for the concrete joint seal replacement – Runway 13-31 and Associated Taxiways project. The total amount for Task Order 31 is \$103,825.00.

### Agenda Item Summary

This Task Order will provide Construction Administration and Resident Project Representation services for the removal and replacement of existing concrete joint sealant. The area of work includes Runway 13-31 and the associated taxiways: Parallel Taxiway K, Taxiway F, Taxiway L, Taxiway M, Taxiway N, and Taxiway Q. The anticipated Construction Schedule is 80 Calendar Days. Efforts included within Task Order 31 are based upon this timeline.

### Requested Action

Approval of Task Order 31 in the amount of \$103,825.00.

### Funding Summary

Funding for this project will be from project 540174 which was in the Airport's approved CIP FY 17/18 budget. This item was contained in FAA Grant 43 for 90% reimbursement. 10% cost share to the airport is \$10,382.50.

### Community Engagement Summary

Level 1 – Modest impact on selected area and/or community group.

### Staff Recommendation

Airport staff recommends the approval of Task Order 31 between RS&H, Inc. and Rick Husband Amarillo International Airport to execute construction administration, resident project representation, and materials testing services for the Runway 13-31 and Associated Taxiways Joint Seal Replacement Project in the amount of \$103,825.00.



RS&H Project No. 227.0247.031  
Short Title: AMA Concrete Joint Seal Replacement  
CA / RPR Services  
Effective Date: August 30, 2018

TASK ORDER NO. 31

RS&H, INC., a Florida corporation (hereinafter “Consultant”) agrees to perform and complete the following work (hereinafter “Work”) for the City of Amarillo, Texas which owns and operates Rick Husband Amarillo International Airport (hereinafter “Client”), in accordance with the terms and conditions of the Master Consulting Service Agreement, dated December 8, 2014, all of which terms and conditions are incorporated herein by reference:

Project Location and Description:

Project Location: Rick Husband Amarillo International Airport (AMA)

Project Description: This project includes construction administration, resident project representation, and materials testing services for the Concrete Joint Seal Replacement – Runway 13-31 and Associated Taxiways project at Amarillo International Airport.

Scope of Services and Deliverables

The full scope of services and deliverables are described in “Attachment A”, which is made a part hereof.

Compensation Terms

The method of payment shall be Lump Sum. The total compensation is as follows:

| TASK                                                   | CONTRACT VALUE |
|--------------------------------------------------------|----------------|
| Task 1: Construction Administration (CA) Services      | \$52,285       |
| Task 2: Resident Project Representative (RPR) Services | \$51,540       |
| TOTAL (CA + RPR)                                       | \$103,825      |

Schedule

Schedule shall be as described in “Attachment A”.

CLIENT  
CITY OF AMARILLO, TEXAS

By: \_\_\_\_\_

Typed Name: Jared Miller

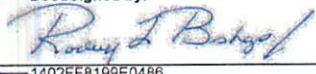
Title: City Manager

Attest: \_\_\_\_\_

Typed Name: Frances Hibbs

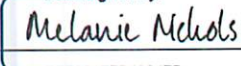
Title: City Secretary  
[CORPORATE SEAL]

CONSULTANT  
RS&H, INC.

DocuSigned by:  
  
1402FF8199E0486...

Typed Name: Rodney L. Bishop Jr.

Title: Vice President

DocuSigned by:  
  
EFF831F7B43347D...

Typed Name: Melanie L. Nichols

Title: Asst. Corporate Secretary  
[CORPORATE SEAL]





**“ATTACHMENT A”**



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# **Rick Husband-Amarillo International Airport**

## **Concrete Joint Seal Replacement Runway 13-31 and Associated Construction Administration and RPR Services**

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### **PROJECT PROPOSAL / SCOPE OF WORK**

**RS&H Project No: 227-0247-031**



**RS&H, Inc.**

11011 Richmond Avenue, Suite 900  
Houston, Texas 77042

713.914.4455 (P) 713.914.0155 (F)

**August 30, 2018**

**CONCRETE JOINT SEAL REPLACEMENT  
RUNWAY 13-31 AND ASSC. - CA / RPR SERVICES  
PROJECT PROPOSAL AND SCOPE OF WORK**

**1. Project Description**

RS&H, Inc. (Consultant) prepared design plans for the replacement of concrete joint seals for Runway 13-31 and its associated taxiways. The plans include the removal and replacement of existing concrete joint sealant.

This proposal is to provide Construction Administration and Resident Project Representation services for the elements of work stated above. The anticipated Construction Schedule is 80 Calendar Days, and the efforts included in this proposal are based upon anticipated efforts during that duration, as described below. If construction time is extended, or additional efforts are necessary, those efforts will be included as an amendment to this assignment.

**2. Scope of Services**

**TASK 1: CONSTRUCTION ADMINISTRATION (CA) SERVICES**

---

**Task 1.1**    *Project Initiation / Setup*

This task includes coordination with the Client and Sub-consultants to develop and coordinate internal kickoff meeting. The objective of this coordination/meeting will be to review schedules, project goals and requirements for team members to ensure consistency with Client goals.

**Task 1.2**    *Pre-Construction Conference*

The Consultant shall prepare for and attend one (1) pre-construction meeting at the Airport, with the RS&H Project Manager, the Engineer and the RPR present. The Consultant shall prepare meeting minutes and distribute to attendees within five (5) working days of the meeting.

**Task 1.3**    *Shop Drawing Review / RFI Response*

The Consultant shall review and note disposition of Contractor-submitted shop drawings, samples, and other RFI submissions furnished by the contractor and submitted to the Consultant. The Consultant shall maintain a log of all contractor submittals, which shall include the submittal date, the action taken, and the date returned.

The Consultant shall respond within fourteen (14) calendar days to all requests for information, claims, disputes and other matters in question between the Owner and the Contractor relating to the execution or progress of the Work or Interpretation of the Contract Documents. Interpretations and decisions of the Consultant will be in written form.

The Consultants review is for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Consultant is not responsible for work or requirements that are the Contractor's responsibility as defined in the Contractor's contract with the Owner.

**Task 1.4** *Construction Coordination and Administration*

The estimate of CA services is an hourly figure based on a contract duration of 80 calendar days. Any extension of time beyond that period will be negotiated as an amendment to this Contract.

The Consultant, as a representative of the Airport/Owner, will visit the site at intervals appropriate to the stage of the Contractor's operations and completion of the work, and will perform the following tasks:

- Become generally familiar with and keep the Airport Administration informed about the progress and quality of the portion of the work completed.
- Endeavor to guard the Airport against defects and deficiencies in the work.
- Determine, in general, if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents.

As part of this Task, the Consultant will provide the following:

- **Isolated Observation.** On-site CA representation for the start of construction, to help ensure collective understanding between engineer/sponsor expectation, RPR responsibilities, and contractor understanding.
- **Site visits.** During the construction of the project, anticipated to include **up to 4** by the Engineer. These site visits are anticipated to coincide with scheduled weekly construction meetings, and will include on-site representation for the balance of the construction day. Exhaustive or continuous site visits to observe the quantity or quality of the work are not required or included as part of the CA task.
- Attendance (via teleconference) at weekly construction meetings to provide direction and responses to contractor and/or Client questions.
- General administration and coordination with sub-consultants, Client and contractor; including coordination of information for FAA monthly reports, assistance with certified payroll receipt and wage rate investigation forms. This subtask is estimated at 4 hours per week throughout the duration of the contract.

The Consultant shall not have control or charge of, and shall not be responsible for construction means, methods, techniques, sequences or procedures or for the safety precautions and programs in connection with the project construction, for the acts or omissions of the contractor, subcontractors, any of their agents or subcontractor's employees, or any other person performing any of the work, or for the failure of such persons to carry out the work in accordance with the contract documents. Accordingly, the Consultant shall not have the authority or responsibility to issue direct instructions to the contractor, to reject work done by the contractor, or to require special inspections and/or tests.

The Consultant shall make monthly written reports to the Owner to advise of any deviation from the contract documents or the contractor's construction schedule observed by or brought to the attention of the Consultant.

If any work does not conform to the Contract Documents, the Consultant shall recommend the rejection of any such work to the Owner in writing. At any point during the construction phase, the Consultant may recommend that the Owner require special inspection or testing of the Work in accordance with the provisions of the Contract Documents.

**Task 1.5    *Pay Applications / Change Orders***

The Consultant shall review contractor applications for payment and supporting data, review the amount owed to contractor and approve in writing all payments to contractor in accordance with the contract documents.

The Consultant shall also prepare routine change orders as required; act as interpreter of the contract plans and technical specifications and judge of the performance thereunder by the parties thereto and make recommendations on claims of airport and contractor(s) relating to the execution and progress of the work and other matters and questions related thereto.

It is anticipated that Pay Applications and Change Orders will be processed monthly throughout the course of the project.

**Task 1.6    *Clarifications***

The Consultant shall provide design clarification and recommendations to assist the Airport in resolving field problems relating to the construction. The Consultant shall evaluate contractor change and cost proposals and substitutions and recommend to the airport to either approve or disapprove the contractor's proposal or substitution.

**Task 1.7    *Substantial Completion Inspection / Punchlist Coordination***

The Consultant shall complete one (1) substantial completion inspection of contract elements and shall produce a construction punchlist outlining deficiencies to be corrected prior to release of retainage. The Consultant shall provide written correspondence of all punchlist items within 7 days of the inspection.

**Task 1.8    *Final Inspection***

The Consultant shall complete one (1) final inspection of all contract elements, and shall produce a final written recommendation to the Owner for acceptance of the project elements and release of retainage. The Consultant shall provide this written correspondence within 7 days of the final inspection.

**Task 1.9    *Prepare Closeout Documentation***

The Consultant shall prepare record documents including major contract changes throughout the course of construction. The record documents shall incorporate all work detailed in compiled change orders, change directives and field orders and shall be based on red-line markups provided by the Contractor and/or RPR.

**Task 1.10    *Submit Closeout Documentation***

The Consultant shall submit electronic files on CD or DVD, two (2) sets of full-size prints and two (2) project book including all testing reports, daily diaries, pay applications, etc compiled throughout the course of the project.

**Task 1.11    *Project Management***

The Consultant shall manage the project, assign qualified individuals to review project documentation and submittals, and shall work closely with the Airport to help accommodate the completion of the project within the specified time frame and budget estimates.

The Consultant will submit a monthly invoice providing an overview of the work accomplished during the billing period and budget remaining on the project.



**Task 1.12**   *Warranty Period Assistance*

The Consultant shall assist the Client with issues that arise during the 1-year duration of the warranty period. This assistance shall include coordination with the contractor to remedy outstanding issues or correct deficiencies, up to 40 hours for the PM and Engineer.

**TASK 2: RESIDENT PROJECT REPRESENTATIVE (RPR) SERVICES**

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**Task 2.1**   *Resident Project Representation*

The Consultant shall coordinate with a qualified Sub-consultant to perform Resident Project Representation (RPR) services. The following shall be included in the Resident Project Representation Task:

- RPR shall be present during all construction activities; anticipated hours per phase are detailed below. RPR shall coordinate with Contractor should any activities be scheduled outside the projected work schedule.
- RPR shall maintain daily logs of construction activities. The log format shall be provided by RS&H and can be found attached to this RFP. Log shall include daily construction quantities for purposes of completing pay applications; results of QA testing performed during the construction activities; summary of important discussion(s) with contractor; circumstances and observations related to conflicts; names of individuals visiting the site; and a general description of work performed.
- RPR shall provide daily construction photos related to construction activity, and shall upload photos to RS&H file-sharing service (access to be provided by RS&H). Photos shall include all new construction to take place each day as well as any potential concerns/issues experienced during construction.
- RPR shall coordinate and oversee all QA testing during construction as the elements of construction progress. The anticipated field testing can be found attached to this RFP. Note that the number of tests shown are estimated based upon proposed quantities. Actual number may vary due to progression of construction.
- RPR shall attend weekly construction meetings at the Airport site. These meetings will be led by the Contractor and will be focused on previous week's progress and two-week look-ahead. RPR shall coordinate upcoming construction activities with RS&H to help determine/coordinate important elements of construction to pay specific attention to.
- RPR shall alert RS&H to any anticipated schedule impacts should construction activities be delayed due to weather or Contractor scheduling.
- RPR shall obtain applicable Airport badging required for access to the site. Badging shall be coordinated with RS&H and the Airport prior to the beginning of construction. Badging will require background check and successful completion of AOA testing provided by the Airport Administration.
- The RPR shall compile project documentation into a 3-ring binder to remain in the field office located on site. RPR shall keep binder updated with daily diaries, construction correspondence, engineer issued field directives and RFI responses, Pay Applications, Change Orders, Test Reports, and other pertinent construction information. RPR shall also keep a full-size set of plans in the Engineer's Field Office that details and changes during

construction via red-line markup. Documents shall also be scanned and uploaded to RS&H file-sharing service for review by the Engineer.

The RPR services are based upon the following anticipated schedule of construction:

**Mobilization Phase – 30 Days**

- Work Schedule – None

**Phase 1 – 30 Days**

- Work Schedule – 7AM – 6PM; M-F

**Phase 1A – 4 Days**

- Work Schedule – 7AM – 6PM; M-F
- To be performed subsequent to Phase 1

**Phase 2 – 20 Calendar Days**

- Work Schedule – 7AM – 6PM; M-F
- Night work to be coordinated with Airport during Construction
- May be concurrent with Phase 1

Work scheduled/allowed outside anticipated durations will be negotiated separately under separate authorization.

**SCHEDULED MEETING SUMMARY**

- (1) Pre-Construction Meeting
- (10) Weekly Progress Meetings (teleconference)
- (4) Site Visit / Meetings by Engineer
- (1) Substantial Completion / Punchlist Visit
- (1) Final Acceptance / Inspection Visit

**DELIVERABLES**

- Construction Administration
  - Monthly Reports ..... Electronic Submittal
  - Pay Applications/Change Orders .....Monthly / Electronic Submittal
  - Invoices .....Monthly / Electronic Submittal
- Post Construction Administration
  - Record Documents ..... 2 Hard Copies of Plans / Closeout Book / Electronic Submittal

**EXCLUSIONS/ASSUMPTIONS**

Excluded from this scope are the following:

- Permitting
- NEPA Documentation
- ALP Update / AGIS upload of project data
- As-Built Survey
- Services not explicitly defined in this scope of work
- Services outside the anticipated schedule of construction
- Materials testing services beyond those outlined in the attached proposal

3. Schedule

A preliminary construction schedule follows. The Consultant understands that this schedule must be flexible to accommodate the construction season.

- ➔ Bid Opening .....August 23, 2018
- ➔ Notice of Award/ Notice to Proceed..... September 14, 2018
- ➔ Pre-Construction Meeting/ Construction Commence ..... October 2, 2018
- ➔ Construction Substantial Completion ..... December 3, 2018
- ➔ Record Documents Complete .....February 3, 2019

\*Current dates are estimated, and will be contingent upon FAA grant award.

4. Fee Structure

Lump Sum Fee shall be in accordance with the attached Work Breakdown Structure (attached).



Rick Husband Amarillo International Airport  
City of Amarillo, Texas

Amarillo Concrete Joint Seal Replacement - Runway 13-31 and Assoc.  
Proposal for CA and RPR Services

| SCOPE / TASK TITLE                                            | PROJECT OFFICER                     | PROJECT DIRECTOR | SENIOR CONSTR. INSP. | PROJECT MANAGER (EIII) | ENGINEER II | ADMIN    | TOTAL    |
|---------------------------------------------------------------|-------------------------------------|------------------|----------------------|------------------------|-------------|----------|----------|
| <b>Task 1: Construction Administration</b>                    |                                     |                  |                      |                        |             |          |          |
| Task 1.1 Project Initiation and Setup                         | 2                                   | 2                |                      | 4                      | 4           | 2        | 14       |
| Task 1.2 Pre-Construction Conference                          |                                     |                  |                      | 8                      | 12          |          | 20       |
| Task 1.3 Shop Drawing Review / RFI Response                   |                                     |                  | 4                    | 12                     | 24          | 0        | 40       |
| Task 1.4 Construction Coordination and Administration         |                                     |                  |                      |                        |             |          |          |
| Isolated Observation                                          |                                     |                  |                      | 8                      | 8           |          | 16       |
| Periodic Site Visits (up to 4)                                |                                     |                  |                      |                        | 48          |          | 48       |
| Attendance at weekly construction meetings (teleconference)   |                                     |                  |                      | 12                     | 24          |          | 36       |
| General Administration and Coordination, As Described         |                                     |                  | 2                    | 12                     | 24          |          | 38       |
| Task 1.5 Pay Applications / Change Orders                     |                                     |                  |                      | 12                     |             |          | 12       |
| Task 1.6 Clarifications                                       |                                     |                  | 4                    | 4                      | 8           |          | 16       |
| Task 1.7 Substantial Completion Inspection / Punchlist Coord. |                                     |                  |                      | 8                      | 16          |          | 24       |
| Task 1.8 Final Inspection                                     |                                     |                  |                      | 8                      | 16          |          | 24       |
| Task 1.9 Prepare Closeout Documentation                       |                                     |                  |                      | 10                     | 40          |          | 50       |
| Task 1.10 Submit Closeout Documentation                       |                                     |                  |                      |                        | 2           | 2        | 4        |
| Task 1.11 Project Management                                  | 2                                   | 2                |                      | 12                     |             |          | 16       |
| Task 1.12 Warranty Period Assistance                          |                                     |                  |                      | 12                     |             |          | 12       |
| TOTAL HOURS                                                   | 4                                   | 4                | 10                   | 122                    | 226         | 4        | 370      |
| BURDENED LABOR                                                | \$ 288.62                           | \$ 246.93        | \$ 164.02            | \$ 127.20              | \$ 99.22    | \$ 78.32 |          |
| TOTAL BURDENED LABOR                                          | \$1,154                             | \$988            | \$1,640              | \$15,518               | \$22,423    | \$313    | \$42,037 |
| <b>OTHER DIRECT NON-SALARY COSTS</b>                          |                                     |                  |                      |                        |             |          |          |
|                                                               | # DWGS                              | # PAGES          |                      |                        |             |          |          |
| REPRODUCTION                                                  | @                                   | @                |                      |                        |             |          |          |
|                                                               | \$1.60                              | \$0.10           |                      | #SETS                  |             |          |          |
| Drawings                                                      | 7                                   |                  |                      | 3                      |             |          | \$34     |
| Reports/Specifications                                        |                                     | 200              |                      | 3                      |             |          | \$60     |
| TOTAL REPRODUCTION                                            |                                     |                  |                      |                        |             |          | \$94     |
|                                                               | # PCKGS                             | # PCKGS          |                      |                        |             |          |          |
| POSTAGE/DELIVERY                                              | @                                   | @                |                      |                        |             |          |          |
|                                                               | \$15.00                             | \$3.00           |                      |                        |             |          |          |
| Drawings and Specifications                                   | 3                                   | 3                |                      |                        |             |          | \$54     |
| TOTAL POSTAGE/DELIVERY                                        |                                     |                  |                      |                        |             |          | \$54     |
| SPECIALTY SUBCONSULTANTS                                      | None                                |                  |                      |                        |             |          |          |
| TOTAL SPECIALTY SUBCONSULTANTS                                |                                     |                  |                      |                        |             |          | \$0      |
|                                                               |                                     |                  |                      |                        |             |          |          |
| TRAVEL                                                        |                                     |                  | Airfare @            | Car @                  | Lodging @   | Per Diem |          |
|                                                               | # People                            | # Days           | \$750                | \$100                  | \$125       | \$50     |          |
| Pre-Construction Conference                                   | 2                                   | 1                | \$1,500              | \$100                  | \$250       | \$100    | \$1,950  |
| Site Visits                                                   | 1                                   | 4                | \$3,000              | \$400                  | \$500       | \$200    | \$4,100  |
| Substantial Inspection                                        | 2                                   | 1                | \$1,500              | \$100                  | \$250       | \$100    | \$1,950  |
| Final Inspection                                              | 2                                   | 1                | \$1,500              | \$100                  | \$250       | \$100    | \$1,950  |
|                                                               |                                     |                  |                      |                        |             |          | \$10,000 |
| MILEAGE                                                       |                                     | 200 Miles @      | \$0.50               |                        |             |          | \$100    |
| TOTAL ODC's                                                   |                                     |                  |                      |                        |             |          | \$10,248 |
| Total Proposed Lump Sum Fee for:                              | Task 1: Construction Administration |                  |                      |                        |             |          | \$52,285 |





Rick Husband Amarillo International Airport  
City of Amarillo, Texas

Amarillo Concrete Joint Seal Replacement - Runway 13-31 and Assoc.  
Proposal for CA and RPR Services

| SCOPE / TASK TITLE                                       | PROJECT OFFICER                               | PROJECT DIRECTOR | SENIOR CONSTR. INSP. | PROJECT MANAGER (EIII) | ENGINEER II | ADMIN    | TOTAL     |
|----------------------------------------------------------|-----------------------------------------------|------------------|----------------------|------------------------|-------------|----------|-----------|
| Task 2: Resident Project Representative (RPR)            |                                               |                  |                      |                        |             |          |           |
| Task 2.1 Resident Project Representation (Subconsultant) |                                               |                  |                      |                        |             |          |           |
|                                                          |                                               |                  |                      |                        |             |          |           |
| TOTAL HOURS                                              | 0                                             | 0                | 0                    | 0                      | 0           | 0        | 0         |
| BURDENED LABOR                                           | \$ 297.28                                     | \$ 246.93        | \$ 164.02            | \$ 127.20              | \$ 99.22    | \$ 78.32 |           |
| TOTAL BURDENED LABOR                                     | \$0                                           | \$0              | \$0                  | \$0                    | \$0         | \$0      | \$0.00    |
| OTHER DIRECT NON-SALARY COSTS                            |                                               |                  |                      |                        |             |          |           |
|                                                          | # DWGS                                        | # PAGES          |                      |                        |             |          |           |
| REPRODUCTION                                             | @                                             | @                |                      |                        |             |          |           |
|                                                          | \$1.60                                        | \$0.10           | #SETS                |                        |             |          |           |
| Drawings                                                 | 0                                             |                  |                      | 0                      |             |          | \$0       |
| Reports/Specifications                                   |                                               | 0                |                      | 0                      |             |          | \$0       |
|                                                          |                                               |                  |                      |                        |             |          |           |
| TOTAL REPRODUCTION                                       |                                               |                  |                      |                        |             |          | \$0       |
|                                                          | # PCKGS                                       | # PCKGS          |                      |                        |             |          |           |
| POSTAGE/DELIVERY                                         | @                                             | @                |                      |                        |             |          |           |
|                                                          | \$15.00                                       | \$3.00           |                      |                        |             |          |           |
| Drawings and Specifications                              |                                               |                  |                      |                        |             |          | \$0       |
| TOTAL POSTAGE/DELIVERY                                   |                                               |                  |                      |                        |             |          | \$0       |
|                                                          |                                               |                  |                      |                        |             |          |           |
| SPECIALTY SUBCONSULTANTS                                 |                                               |                  |                      |                        |             |          |           |
| Resident Project Representative                          | Brandt Engineers                              |                  |                      |                        |             |          | \$51,540  |
| TOTAL SPECIALTY SUBCONSULTANTS                           |                                               |                  |                      |                        |             |          | \$51,540  |
|                                                          |                                               |                  |                      |                        |             |          |           |
| TRAVEL                                                   | Airfare @ Car @ Lodging @ Per Diem            |                  |                      |                        |             |          |           |
|                                                          | # People                                      | # Days           | \$750                | \$100                  | \$125       | \$51     |           |
| None                                                     |                                               |                  |                      |                        |             |          | \$0       |
|                                                          |                                               |                  |                      |                        |             |          |           |
| MILEAGE                                                  | 0                                             | Miles @          | \$0.50               |                        |             |          | \$0       |
|                                                          |                                               |                  |                      |                        |             |          |           |
| TOTAL ODC's                                              |                                               |                  |                      |                        |             |          | \$51,540  |
| Total Proposed Lump Sum Fee for:                         | Task 2: Resident Project Representative (RPR) |                  |                      |                        |             |          | \$51,540  |
| TOTAL LUMP SUM FEE FOR ALL PROJECT TASKS:                |                                               |                  |                      |                        |             |          | \$103,825 |

**AMA APRON - CONCRETE JOINT SEAL REPLACEMENT**  
**Runway 13-31 and Associated Taxiways**  
**Rick Husband International Airport**  
**8/5/2018**

Brandt will provide  
Vehicle(s)  
Computer  
Camera  
Cell Phone(s)  
Office Supplies

**Phase 1**

|                            |                  |
|----------------------------|------------------|
| 30 Calendar Days           |                  |
| 20 Work Days (4 weeks)     |                  |
| 7:00 AM TO 6:00 PM M-F     | 240 Hours        |
| 4 Night Work               |                  |
| 10:00 PM TO 7:00 AM 4 days | 48 Hours         |
| Administrative Support     | 48 Hours         |
| <b>TOTAL</b>               | <b>336 Hours</b> |

|                        |     |    |        |           |                  |
|------------------------|-----|----|--------|-----------|------------------|
| RPR Hours              | 288 | \$ | 85.00  | \$        | 24,480.00        |
| Administrative Support | 48  | \$ | 140.00 | \$        | 6,720.00         |
| <b>Fee - Phase 1</b>   |     |    |        | <b>\$</b> | <b>31,200.00</b> |

**Phase 2**

|                        |                  |
|------------------------|------------------|
| 20 Calendar Days       |                  |
| 15 Work Days (3 weeks) |                  |
| 6:30 AM TO 6:30 PM M-F | 180 Hours        |
| Administrative Support | 36 Hours         |
| <b>TOTAL</b>           | <b>216 Hours</b> |

|                        |     |    |        |           |                  |
|------------------------|-----|----|--------|-----------|------------------|
| RPR Hours              | 180 | \$ | 85.00  | \$        | 15,300.00        |
| Administrative Support | 36  | \$ | 140.00 | \$        | 5,040.00         |
| <b>Fee - Phase 2</b>   |     |    |        | <b>\$</b> | <b>20,340.00</b> |

|              |  |  |  |           |                  |
|--------------|--|--|--|-----------|------------------|
| <b>TOTAL</b> |  |  |  | <b>\$</b> | <b>51,540.00</b> |
|--------------|--|--|--|-----------|------------------|



2K

# Amarillo City Council

## Agenda Transmittal Memo



|              |                                                   |                  |             |
|--------------|---------------------------------------------------|------------------|-------------|
| Meeting Date | December 18, 2018                                 | Council Priority | Civic Pride |
| Department   | Parks and Recreation                              |                  |             |
| Contact      | Michael Kashuba, Director of Parks and Recreation |                  |             |

### Agenda Caption

CONSIDER APPROVAL OF A CONTRACT WITH JAN MUNCH-SOEGAARD FOR OPERATION OF THE AMARILLO NATIONAL TENNIS CENTER

### Agenda Item Summary

Total amount of agreement - \$26,055 with Jan Munch-Soegaard  
This item is a 9-month contract with Jan Munch-Soegaard for the operation of the Amarillo National Tennis Center (effective from January 1<sup>st</sup>, 2019 to September 30, 2019).

### Requested Action

The current agreement with Jan Munch-Soegaard for the operation of the Amarillo National Tennis Center expires on December 31<sup>st</sup>, 2018. Staff recommends the implementation of a new contract for 9-months (effective from January 1<sup>st</sup>, 2019 to September 30, 2019) while the City, Parks & Recreation Advisory Board, and contractor evaluate long-term options for operation the Amarillo National Tennis Center.

The terms of the contract require the contractor to take charge of, operate, manager and control the tennis center under the administration of the City Manager through the Director of Parks & Recreation. The contractor shall employ such personnel as necessary to efficiently operate the center.

### Funding Summary

Funds were approved for this contract (operation and management of the Amarillo National Tennis Center) through the budget process in account 1830.62000.

### Community Engagement Summary

This item was presented to the Parks & Recreations Advisory Board on December 12, 2018. The Parks & Recreation Advisory Board recommends approval of this item. A sub-committee of the Parks & Recreation Advisory Board will work with Parks & Recreation management and the contractor to evaluate long-term options for operation of the Amarillo National Tennis Center.

### Staff Recommendation

Staff recommends approval and authorization for the City Manager to execute agreement.



**CONTRACT FOR OPERATION OF  
AMARILLO MUNICIPAL TENNIS CENTER**

THIS Contract is entered into by and between the CITY OF AMARILLO, a municipal corporation situated in Potter and Randall Counties, Texas, 601 S. Buchanan St, Amarillo, Texas 79101, hereinafter referred to as "CITY", and JAN MUNCH-SOEGAARD, 2608 Parker Amarillo, Texas 79109, hereinafter referred to as "CONTRACTOR," upon the following terms and conditions, performable in Randall County, Texas.

1. CITY is the owner of the Amarillo Municipal Tennis Center and during the term of this agreement, CONTRACTOR will take charge of, operate, manage and control said tennis center subject to the provisions of this contract under the administration of the City Manager acting through the Director of Parks and Recreation.

2. CONTRACTOR shall be deemed an independent contractor and shall have the sole responsibility and duty of the operation, management, supervision and control of the tennis center. With the exception of one hourly program coordinator which is budgeted and provided by the CITY, CONTRACTOR shall employ such personnel as CONTRACTOR determines necessary to the efficient operation of the tennis center, said personnel shall be CONTRACTOR'S employees and shall be paid by CONTRACTOR and subject to CONTRACTOR'S control and supervision only. CONTRACTOR shall have no authority to act for or bind CITY to any contract or to bind CITY in any other manner without CITY'S express written approval. CONTRACTOR will enforce all CITY ordinances, personnel regulations, operating procedures and park regulations in his operation of the tennis center including but not limited to CITY'S regulations regarding Hazard Communication.

3. CONTRACTOR will keep the Tennis Center open for Public use during the following hours:

|                                |                                                                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday – Thursday:             | 9:00 am to 10:00 pm (September - May)<br>8:00 am to 10:00 pm (June - August)<br>Tennis Center to remain open an additional 30 minutes (10:30 pm) during USTA league play. |
| Friday                         | 9:00 am to 6:00 pm (September – May)<br>8:00 am to 6:00 pm (June – August)                                                                                                |
| Saturday (March - October)     | 9:00 am to 10:00 pm                                                                                                                                                       |
| Saturday (November – February) | 9:00 am to 6:00 pm                                                                                                                                                        |
| Sunday                         | 1:00 pm to 7:00 pm                                                                                                                                                        |
| Holiday Hours:                 | December 23 <sup>rd</sup> 10:30 am – 6:00 pm                                                                                                                              |



Tennis Center will be closed on July 4<sup>th</sup>, Thanksgiving Day, Christmas Eve, Christmas Day and New Year's Day. During winter months (November – March), the hours of operation stated above will be subject to variation due to adverse weather conditions. CONTRACTOR shall notify the CITY'S Director of Parks and Recreation when the Tennis Center is to be closed due to adverse weather conditions. If for any reason CONTRACTOR has to be absent from the Tennis Center, CONTRACTOR will designate one of his employees to be in charge and give notice to CITY'S Director of Parks and Recreation of this absence and the name of the person designated to be in charge during such absence.

4. CONTRACTOR will have the exclusive right to receive and keep as CONTRACTOR'S own Ninety percent (90%) of gross receipts from outdoor court fees, reservation fees and annual permit fees and Ninety percent (90%) of gross receipts from lessons. CITY will have the exclusive right to receive and keep as CITY'S own One Hundred percent (100%) of gross receipts from indoor court fees. Additionally, CONTRACTOR shall be paid the sum of Two Thousand Five Hundred Fifty-Nine Dollars (\$2,559.00) per month for April, May, June, July and August and Three Thousand Three Hundred and Fifteen Dollars (\$3,315.00) for September, January, February and March by CITY for CONTRACTOR'S management services, for a total amount of \$26,055.

5. The CONTRACTOR will at his expense operate all food preparation and dispensing facilities and furnish vending machines for food, soft drinks, candy and other vending sales. CONTRACTOR will receive all of the gross revenues from the operation of food preparation and dispensing facilities and vending concessions and will promptly pay all bills resulting from the operation of said concessions.

6. CONTRACTOR will at his own expense operate the tennis pro shop. Said operation is to be conducted in a clean, neat and business-like manner according to the best standard of business and in accordance with all applicable laws, including the CITY'S rules and regulations. CONTRACTOR will receive all of the gross revenues from the operation of the Pro Shop and will promptly pay all bills resulting from the operation thereof.

7. CONTRACTOR AGREES TO INDEMNIFY AND HOLD HARMLESS CITY, AND ITS OFFICERS AND EMPLOYEES, FROM ANY AND ALL DAMAGES (INCLUDING COURT COSTS, INTEREST AND REASONABLE ATTORNEY FEES), CLAIMS, COSTS AND CAUSES OF ACTION INCLUDING ATTORNEY FEES WHICH MAY BE ADVANCED

BY ANY PERSON, FIRM OR CORPORATION CLAIMING INJURY OR DEATH TO PERSONS OR DAMAGE TO PROPERTY ARISING OUT OF OR IN CONNECTION WITH CONTRACTOR'S OPERATION OF THE TENNIS CENTER UNDER THIS CONTRACT. CONTRACTOR shall give CITY prompt and timely notice of any claim made or suit instituted which, in any way, directly or indirectly, contingently or otherwise, affects or might affect CITY, and CITY shall have the right to compromise and defend the same to the extent of its own interest.

8. CONTRACTOR agrees to conduct his personal business affairs in a manner that will not reflect negatively on CITY.

9. All fees and prices charged at the Tennis Center are to be reviewed annually by the CITY'S Parks and Recreation Director annually. CONTRACTOR agrees to charge such rates and prices for services, pro shop merchandise and food and beverages as may be approved or prescribed on an annual basis for following year by the CITY. CONTRACTOR, if requested by the CITY, will supply such records and accounts of operations as may be necessary or helpful to CITY in determining the reasonableness of the rates and prices which are charged. CONTRACTOR will keep and maintain during the term of this Contract adequate accounting records to include but not limited to:

- (a) General ledger.
- (b) Cash Receipt and Disbursements Journal.
- (c) All supporting documentation to substantiate amounts in the General Ledger and Cash Receipts and Disbursements Journal.
- (d) Any other records required by the CITY'S Director of Finance.

CITY shall have the right to prescribe the method and procedures for the keeping of such records.

10. CONTRACTOR will provide to the Director of Parks and Recreation as soon as available and no later than sixty (60) days after the close of his fiscal year on December 31, a statement of net income for the fiscal year ended December 31, for the business activities covered by this contract. The statement of net income shall be prepared from the books and records of the CONTRACTOR and certified by him as correct. The statement will be presented in sufficient detail to facilitate a comprehensive understanding of the income, cost and expenses reported in arriving at net income. The Director of Parks and Recreation will determine the adequacy of the information presented in the statement of net income. It will be the responsibility of the CONTRACTOR to furnish all additional information as may be requested by the Director of Parks and Recreation within fifteen (15)

days following such request in writing.

11. CONTRACTOR will collect, account for and deposit in the CITY'S bank account CITY'S portion of funds from lessons, court fees, reservation fees, and annual permits on a daily basis. CITY has the right at any time to audit all of CONTRACTOR'S books and records. CONTRACTOR agrees to use accounting forms and adopt reporting procedures as prescribed by the CITY. CONTRACTOR will remit cash overages and make up cash shortages in his daily bank deposit. CONTRACTOR will provide CITY with weekly accounting reports.

12. CONTRACTOR will present to the Director of Parks and Recreation annually, by January 15, his program for tennis promotion, including but not limited to, proposed tournaments, lessons, junior programs, ladies programs, leagues and special events. CONTRACTOR will present to the Director of Parks and Recreation a proposed program of tennis center improvements annually. Tennis center improvements requiring substantial expenditures not available in the current maintenance budget shall be presented no later than February 1 of each year for consideration in proposed budget preparation. Routine projects will be planned sufficiently in advance to allow necessary materials to be secured.

13. All play including leagues and tournaments conducted at the tennis center shall be managed by the CONTRACTOR or by arrangement with the CONTRACTOR. Leagues and tournaments held at the tennis center shall be approved at least thirty (30) days in advance of each league or tournament by the Director of Parks and Recreation of the CITY. Use of the tennis courts for leagues and tournaments shall be paid for on the basis of the regular user fees. A League Schedule or Tournament Bracket will be turned in with daily cash report as backup.

14. CITY will utilize CONTRACTOR'S knowledge to train CITY maintenance personnel, who may be assigned by CITY to work at the Tennis Center for special maintenance projects. CONTRACTOR will be responsible for all routine and daily maintenance of cleaning the pro shop, restrooms; removing trash from tennis courts, court sweeping, cleaning indoor courts at least once per week, and patching small cracks in courts with patching material to be furnished by CITY. CITY personnel will handle all other repairs and maintenance including watering and picking up trash and other debris on the grounds around the tennis center.

15. CITY shall keep all facilities in good working order. When facilities are not in good working order, CONTRACTOR shall notify CITY in writing and it will be CITY'S responsibility to correct the problem.

16. CONTRACTOR will obtain and keep in force Comprehensive Liability Insurance and Workers Compensation Insurance for CONTRACTOR and CONTRACTOR'S employees issued by an Insurance Firm acceptable to CITY and will during the term of this contract keep on file with the CITY a current Certificate of Insurance showing minimum coverage as specified below:

| TYPE OF COVERAGE                                              | MINIMUM LIMITS |
|---------------------------------------------------------------|----------------|
| WORKERS' COMPENSATION – Coverage A                            | Statutory      |
| EMPLOYERS LIABILITY – Coverage B                              |                |
| Bodily Injury by Accident – each accident                     | \$100,000      |
| Bodily Injury by Disease – policy limit                       | \$500,000      |
| Bodily Injury by Disease – each employee                      | \$100,000      |
| COMMERCIAL GENERAL LIABILITY                                  |                |
| Coverage A – Each Occurrence                                  | \$250,000      |
| Coverage B – Personal & Advertising Injury                    | \$250,000      |
| General Aggregate Other Than<br>Products/Completed Operations | \$500,000      |
| Products/Completed Operations Aggregate                       | \$500,000      |

Worker's Compensation insurance shall include a Waiver of Subrogation in favor of CITY. In addition Commercial General Liability must include the City of Amarillo as an additional insured and said certificate shall provide that CITY will be given at least thirty (30) days actual prior written notice of any material change, non renewal or the cancellation or expiration of said insurance.

17. This contract may be terminated without cause by either party upon thirty (30) days written notice thereof to the non-terminating party. This contract shall be terminated immediately upon written notice should CONTRACTOR become bankrupt or make an assignment for the benefit of his creditors or in the event the tennis center remains closed when it should be open and operating under the terms of this Contract. Notice shall be sent by registered mail, return receipt requested or by hand delivery to the parties at the address stated above. In the event of termination, CITY may enter the premises and take possession of and operate the same for its own account. In such event, CONTRACTOR agrees to peaceable surrender possession the tennis center and all CITY owned property and shall immediately remove all property owned by CONTRACTOR. In the event this Contract is terminated for any reason, CONTRACTOR agrees to pay unto CITY all amounts not earned by CONTRACTOR with respect to annual permit fees. CONTRACTOR shall be entitled to a percentage of said fees based on the number of days worked by CONTRACTOR during the calendar year of his termination divided by 365.



CONTRACTOR shall make reimbursement to CITY immediately upon his termination.  
CONTRACTOR'S obligation to pay all cost and expenses with respect to food and drink concessions and the pro shop shall survive the termination of this contract.

18. This Contract shall not be assigned, transferred or amended without the express written approval of both parties.

19. This Contract will begin immediately upon execution by both parties and terminate on the 30th day of September 2019.

20. This contract supersedes any previous contracts containing the same subject matter between the parties.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

CITY OF AMARILLO

ATTEST:

\_\_\_\_\_  
Francis Hibbs, City Secretary

By: \_\_\_\_\_  
Jared Miller, City Manager

CONTRACTOR

\_\_\_\_\_  
Jan Munch-Soegaard, Tennis Pro

# Amarillo City Council

## Agenda Transmittal Memo



24

|              |                                               |                  |                                                         |
|--------------|-----------------------------------------------|------------------|---------------------------------------------------------|
| Meeting Date | December 18, 2018                             | Council Priority | Fiscal Responsibility, Best Practices, Customer Service |
| Department   | Fleet Services Division                       |                  |                                                         |
| Contact      | Glenn Lavender, Fleet Services Superintendent |                  |                                                         |

**Agenda Caption**

CONSIDER: Purchase of Mid-Sized Brush/Wood Grinder.

Award to: Ecoverse \$442,564.00  
Delivering Dealer, McCourt & Sons Equipment, Inc.  
5141 Hwy 71 West  
La Grange, TX 78945  
Britt Reid

Purchase will be thru HGAC Contract SM10-18A

**Agenda Item Summary**

Addition to fleet for Solid Waste Collection Division. Equipment will be used at newly established brush sites for daily operational requirements.

**Requested Action**

Recommend purchase approval of Mid-sized brush/wood grinder  
This purchase will be on HGAC Contract #SM10-18A. HGAC contract assures discounted governmental pricing and quicker delivery schedules. Contract purchase allows for best value evaluation and vendor support.

**Funding Summary**

Funding for this purchase will be from 61120.84200 Fleet Services Machinery General.  
Solid Waste Collection will reimburse Fleet for initial purchase, equipment will be in Fleet for maintenance and replacement.  
Total Purchase \$442,564.00

**Community Engagement Summary**

Solid Waste Division held Community Engagement meetings concerning Brush/Chipping Sites.

**Staff Recommendation**

Staff Recommends approval of Mid-Sized Brush/Wood Grinder.

Bid No. 6297 BRUSH CHIPPER  
Opened 4:00 p.m. December 7, 2018

| To be awarded as one lot                                 |               | ECOVERSE INDUSTRIES LTD |
|----------------------------------------------------------|---------------|-------------------------|
| Line 1 Grinder, tub, trailer mounted, per specifications |               |                         |
| 1 ea                                                     |               |                         |
| Unit Price                                               | \$445,289.000 |                         |
| Extended Price                                           |               | 445,289.00              |
| Line 2 Misc charges discount, per specifications         |               |                         |
| 1 ea                                                     |               |                         |
| Unit Price                                               | (\$2,725.000) |                         |
| Extended Price                                           |               | (2,725.00)              |
| Bid Total                                                |               | 442,564.00              |
| Award by Vendor                                          |               | 442,564.00              |



# Amarillo City Council

## Agenda Transmittal Memo



|              |                                |                  |                       |
|--------------|--------------------------------|------------------|-----------------------|
| Meeting Date | December 18, 2018              | Council Priority | Fiscal Responsibility |
| Department   | Central Stores                 |                  |                       |
| Contact      | Trent Davis – Purchasing Agent |                  |                       |

Agenda Caption

Consider approval of Paper Goods Annual Supply Agreement

Agenda Item Summary

This item is for the annual supply agreement to purchase paper goods for use by city departments.

|                        |             |
|------------------------|-------------|
| <b>Award to:</b>       |             |
| Wagner Supply Company: | \$184.00    |
| Miller Paper Company:  | \$1,381.60  |
| Empire Paper Company:  | \$87,117.56 |
| MSC:                   | \$33,600.00 |

Total Amount Awarded: \$122,283.16

Requested Action

Consider approval of paper goods annual supply agreement.

Funding Summary

Funds are available in Central Stores Inventory account 1000.15400

Community Engagement Summary

N/A

Staff Recommendation

Staff recommends approval of Annual Supply Agreement for Paper Goods.



| To be awarded as one lot                                        |                | WAGNER SUPPLY | MILLER PAPER AND PACKAGING | EMPIRE PAPER COMPANY | MSC INDUSTRIAL SUPPLY CO | OFFICEWISE FURNITURE & SUPPLY |            | PYRAMID SCHOOL PRODUCTS | SCHOOL SPECIALTY INC | MORNING STAR |
|-----------------------------------------------------------------|----------------|---------------|----------------------------|----------------------|--------------------------|-------------------------------|------------|-------------------------|----------------------|--------------|
| Line 1 Cup, cone 4 1/2 oz, per specifications<br>100 sl         | Unit Price     | \$1.840       | \$1.940                    | \$1.930              | \$52.000                 | 5,200.00                      | \$2.550    | \$2.190                 | \$4.720              | \$2.200      |
|                                                                 | Extended Price | 184.00        | 194.00                     | 193.00               |                          |                               |            | 219.00                  | 472.00               | 220.00       |
| Line 2 Cup, styrofoam, 8 oz, per specifications<br>40 ca        | Unit Price     | \$20.740      | \$20.140                   | \$22.630             | \$28.000                 | 1,120.00                      | \$23.160   | \$29.980                | \$38.020             | \$37.320     |
|                                                                 | Extended Price | 829.60        | 805.60                     | 905.20               |                          |                               | 926.40     | 1,199.20                | 1,520.80             | 1,492.80     |
| Line 3 Towels, industrial wiping, per specifications<br>10 ca   | Unit Price     | \$46.350      | \$56.330                   | \$45.320             | \$80.000                 | 800.00                        | \$107.600  | \$98.950                | \$0.000              | \$106.120    |
|                                                                 | Extended Price | 463.50        | 563.30                     | 453.20               |                          |                               | 1,076.00   | 989.50                  | -                    | 1,061.20     |
| Line 4 Towels, accu-wipe lint free, per specifications<br>30 ca | Unit Price     | \$51.890      | \$53.780                   | \$49.740             | \$61.000                 | 1,830.00                      | \$77.200   | \$61.950                | \$0.000              | \$79.320     |
|                                                                 | Extended Price | 1,556.70      | 1,613.40                   | 1,492.20             |                          |                               | 2,316.00   | 1,858.50                | -                    | 2,379.60     |
| Line 5 Tissue, jumbo rolls toilet, per specifications<br>96 ca  | Unit Price     | \$18.360      | \$18.200                   | \$14.660             | \$18.420                 | 1,768.32                      | \$16.270   | \$26.980                | \$44.690             | \$44.500     |
|                                                                 | Extended Price | 1,762.56      | 1,747.20                   | 1,407.36             |                          |                               | 1,561.92   | 2,590.08                | 4,290.24             | 4,277.00     |
| Line 6 Tissue, multi-ply toilet, per specifications<br>960 ca   | Unit Price     | \$37.050      | \$38.110                   | \$36.290             | \$35.000                 | 33,600.00                     | \$60.520   | \$59.980                | \$107.020            | \$64.540     |
|                                                                 | Extended Price | 35,568.00     | 36,585.60                  | 34,838.40            |                          |                               | 58,099.20  | 57,580.80               | 102,739.20           | 61,958.40    |
| Line 7 Tissue, kleenex 2 ply, per specifications<br>1,200 bx    | Unit Price     | \$0.590       | \$0.480                    | \$0.530              | \$47.000                 | 56,400.00                     | \$0.650    | \$0.670                 | \$1.100              | \$1.780      |
|                                                                 | Extended Price | 708.00        | 576.00                     | 636.00               |                          |                               | 780.00     | 804.00                  | 1,319.64             | 2,136.00     |
| To be awarded as one lot                                        |                | WAGNER SUPPLY | MILLER PAPER AND PACKAGING | EMPIRE PAPER COMPANY | MSC INDUSTRIAL SUPPLY CO | OFFICEWISE FURNITURE & SUPPLY |            | PYRAMID SCHOOL PRODUCTS | SCHOOL SPECIALTY INC | MORNING STAR |
| Line 8 Towels, multifold paper, per specifications<br>3,200 ca  | Unit Price     | \$24.700      | \$27.000                   | \$23.750             | \$41.000                 | 131,200.00                    | \$48.940   | \$44.980                | \$97.570             | \$52.510     |
|                                                                 | Extended Price | 79,040.00     | 86,400.00                  | 76,000.00            |                          |                               | 156,608.00 | 143,936.00              | 312,224.00           | 168,032.00   |

Line 9 Towels, enmotion paper, per  
specifications

160 ca

| Unit Price      | \$50.360 | 8,057.60   | \$53.780 | 8,604.80   | \$48.530 | 7,764.80   | \$59.000 | 9,440.00   | \$0.000 | -          | \$71.950 | 11,512.00  | \$0.000 | \$101.250  | 16,200.00  |
|-----------------|----------|------------|----------|------------|----------|------------|----------|------------|---------|------------|----------|------------|---------|------------|------------|
| Extended Price  |          |            |          |            |          |            |          |            |         |            |          |            |         |            |            |
| Bid Total       |          | 128,169.96 |          | 137,089.90 |          | 123,690.16 |          | 241,358.32 |         | 221,622.52 |          | 220,689.08 |         | 422,565.88 | 257,752.00 |
| Award by Vendor |          | 184.00     |          | 1,381.60   |          | 87,117.56  |          | 33,600.00  |         |            |          |            |         |            |            |



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# Amarillo City Council

## Agenda Transmittal Memo



|              |                                            |                  |                           |
|--------------|--------------------------------------------|------------------|---------------------------|
| Meeting Date | December 18, 2018                          | Council Priority | Infrastructure Initiative |
| Department   | Capital Projects & Development Engineering |                  |                           |
| Contact      | Kyle Schniederjan, P.E.                    |                  |                           |

### Agenda Caption

Consider for Approval – Change Order No. 2 - Bid #6194/Project #420059 – 2017/2018 Milling and Overlay of Various Streets – J. Lee Milligan, Inc.

|                          |                |
|--------------------------|----------------|
| Original Contract Amount | \$1,104,726.85 |
| Previous Change Orders   | \$ (6.10)      |
| This Change Order No. 2  | \$ (86,959.25) |
| Revised Contract Total   | \$1,017,761.50 |

### Agenda Item Summary

This item is to consider approval of Change Order No. 2 to J. Lee Milligan, Inc. to adjust the contract quantities to match what was actually installed as part of the project.

### Requested Action

Consider approval of Change Order No. 2.

### Funding Summary

Funding for this project is available in the Project Budget Number 420059.17400.1040 and 420059.17400.1050. This change order results in a net deduct to the construction contract.

### Community Engagement Summary

The change order decreases the scope of work and the contract is substantially complete.

### Staff Recommendation

City Staff is recommending approval of Change Order No. 2.

CHANGE ORDER # TWO (2)  
CITY OF AMARILLO  
CAPITAL PROJECTS & DEVELOPMENT ENGINEERING

JOB NO. & Job Description: 420059 2017/2018 Milling and Overlay of Various Streets  
BID NO. 8194

DATE: 12/4/2018

CONTRACTOR: J. Lee Milligan, Inc.

CHANGE ORDER NO. TWO (2)

DESCRIPTION OF CHANGE

Change Order 2 adjusts the contract quantities to match what was actually installed as part of the project

| ITEM NO.                | DESCRIPTION                                                                                                                                                               | ORIGINAL ESTIMATE QUAN. | REVISED ESTIMATE QUAN. | NET CHANGE IN QUAN | UNIT MEASURE | UNIT PRICE | NET CHANGE IN DOLLARS |
|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------|--------------------|--------------|------------|-----------------------|
| 1                       | Scurry, Reshape, Compact and Refinish Existing Base Material (6") Depth (COA 4.05) Complete @                                                                             | 2,500                   | 0                      | -2,500             | SY           | \$ 3.60    | (9,000.00)            |
| 2                       | Plane existing Asphaltic Concrete Pavement (ACP) one and one half (1 1/2") inches and stockpile salvaged materials, (COA 4.16) Complete @                                 | 1,500                   | 3,500                  | 2,000              | SY           | \$ 4.05    | 8,100.00              |
| 3                       | Plane existing Asphaltic Concrete Pavement (ACP) three (3") inches and stockpile salvaged materials, (COA 4.16) Complete @                                                | 3,989                   | 342                    | -3,647             | SY           | \$ 3.90    | (14,223.30)           |
| 4                       | Furnish, haul, place, and compact three inch (3") hot-mix asphaltic concrete (HMAC), type D, (COA 4.17) in two-one and half inch (2-1 1/2") lifts complete as specified @ | 3,989                   | 342                    | -3,647             | SY           | \$ 19.85   | (72,392.95)           |
| 5                       | Furnish, haul, place, and compact one and one-half inch (1 1/2") hot-mix asphaltic concrete (HMAC), type D, (COA 4.18) complete as specified @                            | 6,803                   | 10,259                 | 3,456              | SY           | \$ 9.50    | 32,832.00             |
| 6                       | Furnish, haul, place, and compact one inch (1") hot-mix asphaltic concrete (HMAC), type D, (COA 4.18) complete as specified @                                             | 85,353                  | 83,353                 | -2,000             | SY           | \$ 6.95    | (13,900.00)           |
| 8                       | Water Valve Box Adjustment, installed complete @                                                                                                                          | 52                      | 25                     | -27                | EA           | \$ 395.00  | (10,865.00)           |
| 9                       | Manhole Adjustment installed complete @                                                                                                                                   | 25                      | 19                     | -6                 | EA           | \$ 1285.00 | (7,710.00)            |
| NET THIS CHANGE ORDER   |                                                                                                                                                                           |                         |                        |                    |              |            | \$ (86,959.25)        |
| PREVIOUS CHANGE ORDERS  |                                                                                                                                                                           |                         |                        |                    |              |            | \$ (6.10)             |
| TOTAL OF CHANGE ORDERS  |                                                                                                                                                                           |                         |                        |                    |              |            | \$ (86,965.35)        |
| ORIGINAL CONTRACT TOTAL |                                                                                                                                                                           |                         |                        |                    |              |            | \$ 1,104,726.85       |
| REVISED CONTRACT TOTAL  |                                                                                                                                                                           |                         |                        |                    |              |            | \$ 1,017,761.50       |

ADDITIONAL WORKING DAYS: 0

Percent changed

-7.87%

APPROVED

J. Lee Milligan, Inc.  
Contractor

Keith Plummer  
By

Purchasing Agent/ City Manager

RECOMMENDED:

[Signature] 12/4/18  
Project Engineer/Project Manager

[Signature] 12/4/18  
City Engineer

[Signature] 12-4-18  
Director of Capital Projects & Development Engineering

cc: Departmental  
Accounting  
Contractor  
Project Representative  
Public Works Project Coord





# Amarillo City Council

## Agenda Transmittal Memo



|                     |                                         |                         |                        |
|---------------------|-----------------------------------------|-------------------------|------------------------|
| <b>Meeting Date</b> | December 18, 2018                       | <b>Council Priority</b> | Transportation Systems |
| <b>Department</b>   | Amarillo City Transit                   |                         |                        |
| <b>Contact</b>      | Marita Wellage-Reiley, Transit Director |                         |                        |

### Agenda Caption

CONSIDER APPROVAL OF A PROFESSIONAL SERVICES CONTRACT TO BRANDT ENGINEER GROUP, LTD. FOR IMPLEMENTATION OF THE BUS STOP AMENITIES PROJECT

### Agenda Item Summary

Professional Services Contract Awarded to Brandt Engineer Group, LTD in the amount of \$247,100.

This item is the consideration of a professional services contract with Brandt Engineer Group, LTD to complete the Amarillo City Transit (ACT) bus stop amenities project. The contractor will design and engineer bus stops to meet the American with Disabilities Act (ADA) Accessible Design Guidelines where shelters and benches will be located. The contractor will prepare bid documents, provide quality control, and coordinate the purchase and installation of bus stop amenities.

### Requested Action

Request City Council to approve the professional services contract with Brandt Engineer Group, LTD, authorizing the City Manager to execute all contract documents.

### Funding Summary

Funding for this project is through a Federal Transit Administration (FTA) grant TX-90-2011-X821. The total grant funds available for this project is \$1,055,004 reimbursed at 100% to the City. The remaining 76% of the project funds will be used for purchase/construction shelter and sidewalk improvements.

### Community Engagement Summary

This project is part of the launch of improvements to the ACT system. Numerous public meetings were conducted related to implementation of the improvements to the ACT system. In addition, ACT conducts public meetings on various topics on an ongoing basis.

### Staff Recommendation

Staff recommends approval of this item, authorizing the City Manager to execute the contract.

9/20/2018 LSS

**AGREEMENT FOR ENGINEERING SERVICES**  
**BETWEEN**  
**THE CITY OF AMARILLO AND BRANDT ENGINEERS GROUP, LTD.**

This Agreement is made between the City of Amarillo, a municipal corporation located in Potter and Randall Counties, Texas ("OWNER") and Brandt Engineers Group, Ltd. ("ENGINEER").

OWNER hereby engages ENGINEER to perform the following professional engineering services with regard to the Transit Shelter Project ("Project"), to wit:

Phase 1 – Preliminary Design

Phase 2 – Final Design

Phase 3– Bidding

Phase 4 - Construction

Phase 5 - Closeout

The scope of the Project is more particularly set forth in the attached Scope of Services, entitled Engineer's Work Outline-Transit Stops and Shelters, herein and incorporated hereto, and by this reference made a part of this Agreement. ENGINEER accepts this engagement on the terms and conditions hereinafter set forth. In the event of any conflict between the Attachment and this Agreement, the terms of this Agreement will govern.

I.

ENGINEER agrees to complete the Project for a not-to-exceed fee for Basic Services for the amount of Two Hundred Forty-Seven Thousand One Hundred and No/100 Dollars (\$247,100.00). The fee is broken down by Phase in the attached hereto and incorporated herein.

II.

ENGINEER will submit monthly billings for each Phase based upon the amount of work completed during the period billed. ENGINEER'S billings will be in writing and of sufficient detail to fully identify the work completed to date of billing. No invoices detailing services outside the Scope of Work will be paid without corresponding proof of prior

written authorization by the OWNER. Payments will be made by OWNER within thirty (30) days of receipt of billing. Interest on payments over thirty (30) days past due shall accrue at the rate provided by law.

III.

ENGINEER will confer with representatives of OWNER to take such steps as necessary to keep each Task on schedule. ENGINEER will begin work on the Project within five (5) days after receipt of written notification to proceed from OWNER and shall complete the Project within a timely manner.

IV.

ENGINEER agrees that all products, including but not limited to all reports, documents, materials, data, drawings, information, techniques, procedures, and results of the work ("Work Product") arising out of or resulting from the particular and defined services that will be provided hereunder, will be the sole and exclusive property of OWNER and are deemed "Works Made for Hire". ENGINEER agrees to and does hereby assign the same to OWNER. ENGINEER will enter into any and all necessary documents to effect such assignment to OWNER. ENGINEER is entitled to maintain copies of all Work Product that is produced and/or used in the execution of this Agreement. It is understood that ENGINEER does not represent that such Work Product is suitable for use by OWNER on any other projects or for any purposes other than those stated in this Agreement. Reuse of the Work Products by OWNER without the ENGINEER'S specific written authorization, verification and adaption will be at OWNER'S risk and without any liability on behalf of ENGINEER.

V.

ENGINEER agrees neither it nor its employees, subcontractors or agents will, during or after the term of this Agreement, disclose proprietary or confidential information of OWNER unless required to do so by court order or similar valid legal means. Such proprietary and confidential information received by ENGINEER, its employees, subcontractors and agents shall be used by ENGINEER, its employees, subcontractors and agents solely and exclusively in connection with the performance of the Project.

VI.

ENGINEER agrees that OWNER or its duly authorized representatives will, until the expiration of 4 years after final payment under this Agreement, have access to and the right

to examine, audit, and copy pertinent books, documents, papers, invoices and records of ENGINEER involving transactions related to this Agreement, which books, documents, papers, invoices and records ENGINEER agrees to maintain for said time period.

VII.

Any and all taxes assessed by any government body upon services or materials used in the performance of this Agreement shall be the responsibility of ENGINEER.

VIII.

ENGINEER shall furnish at ENGINEER'S own expense, all materials, supplies and equipment necessary to carry out the terms of this Agreement.

IX.

If ENGINEER is requested in writing by OWNER to provide any optional, additional or out of scope services, ENGINEER and OWNER will agree in writing as to the nature of such services and to a price for such services before any work is started.

X.

ENGINEER AGREES TO INDEMNIFY AND HOLD HARMLESS OWNER AND ITS OFFICERS, EMPLOYEES, AND AGENTS, FROM AND AGAINST LIABILITY FOR DAMAGE, TO THE EXTENT THAT THE DAMAGE IS CAUSED BY OR RESULTS FROM AN ACT OF NEGLIGENCE, INTENTIONAL TORT, INTELLECTUAL PROPERTY INFRINGEMENT, OR FAILURE TO PAY A SUBCONTRACTOR OR SUPPLIER COMMITTED BY THE ENGINEER OR THE ENGINEER'S AGENT, CONSULTANT UNDER CONTRACT, OR ANOTHER ENTITY OVER WHICH ENGINEER EXERCISED CONTROL. ENGINEER SHALL BE RESPONSIBLE FOR PERFORMING THE WORK UNDER THIS AGREEMENT IN A SAFE AND PROFESSIONAL MANNER.

XI.

ENGINEER will provide insurance coverage in accordance with OWNER'S insurance requirements as set forth in the "Certificate of Insurance Requirements," attached to this Agreement and by reference made a part hereof. If the required insurance is terminated, altered, or changed in a manner not acceptable to OWNER, this Agreement may be terminated by OWNER, without penalty, on written notice to ENGINEER. In addition, ENGINEER will provide Professional Liability Insurance in the amount of One Million Dollars and No/100 Dollars (\$1,000,000.00) per claim.



XII.

ENGINEER shall at all times observe and comply with all applicable laws, ordinances and regulations of the state, federal and local governments which are in effect at the time of the performance of this Agreement.

XIII.

Either party shall have the right to terminate this Agreement by giving the non-terminating party seven (7) days prior written notice. Upon receipt of notice of termination, ENGINEER will cease any further work under this Agreement, and OWNER will only pay for work performed prior to the termination date set forth in the notice. All finished and unfinished Work Product prepared by ENGINEER pursuant to this Agreement will be the property of OWNER.

XIV.

In the event OWNER finds that any of the Work Product produced by ENGINEER under this Agreement does not conform to the Scope of Work, then ENGINEER will be given ten (10) days after receipt of written notice of the nonconformity to make any and all corrections to remedy the non-conformance. If after these (ten) 10 days ENGINEER has failed to make any Work Product conform to the Scope of Work, OWNER may terminate this Agreement immediately by providing written notice of termination to ENGINEER. Upon termination, OWNER will only owe for work done prior to termination and accepted by OWNER. All finished or unfinished Work Product prepared by ENGINEER pursuant to this Agreement will be the property of OWNER.

XV.

Neither party shall be responsible for failure to fulfill its obligations hereunder or liable for damages resulting from delay in performance as a result of war, fire, strike, riot or insurrection, natural disaster, delay of carriers, governmental order or regulation, complete or partial shutdown of plant, unavailability of equipment or software from suppliers, default of a subcontractor or vendor to the party if such default arises out of causes beyond the reasonable control of such subcontractor or vendor, the acts or omissions of the other party, or its officers, directors, employees, agents, contractors, or elected officials, or other occurrences beyond the party's reasonable control ("Excusable

Delay" hereunder). In the event of such Excusable Delay, performance shall be extended as agreed to in writing by the parties.

XVI.

ENGINEER'S address for notice under this Agreement is as follows:

Brandt Engineers Group, Ltd.  
Attention: Mary Ellen Brandt  
4537 Canyon Drive  
Amarillo, TX 79110-2217  
Telephone: (806) 353-7233  
Fax: (806) 353-7261  
Email: brandt@brandtengineers.com

OWNER'S address for notice under this Agreement is as follows:

City of Amarillo  
Attention: Kevin Starbuck  
P. O. Box 1971  
Amarillo, TX 79105-1971  
Telephone: (806) 378-3077  
Fax: (806) 378-3027  
E-Mail: kevin.starbuck@amarillo.gov

Any notice given pursuant to this Agreement shall be effective as of the date of receipt by registered or certified mail or the date of sending by fax, or e-mail and mailed, faxed or e-mailed to the address or number stated in this Agreement.

XVII.

All obligations of OWNER are expressly contingent upon appropriation by the Amarillo City Council of sufficient, reasonably available funds. If the Council fails to appropriate the necessary funds, then OWNER will issue notice to ENGINEER, and the Agreement will terminate at the beginning of the fiscal year for which no funds have been appropriated.

XVIII.

ENGINEER shall provide experienced and qualified personnel to carry out the work to be performed by ENGINEER under this Agreement and shall be responsible for and in full control of the work of such personnel. ENGINEER agrees to perform the Scope of Work hereunder as an independent contractor and in no event shall the employees or agents of ENGINEER be deemed employees of OWNER. ENGINEER shall be free to contract for

similar services to be performed for others while ENGINEER is under Agreement with OWNER.

XIX.

ENGINEER will perform the services to be provided under this Agreement with the professional skill and care ordinarily provided by competent engineers practicing in the same or similar locality and under the same or similar circumstances and professional license and as expeditiously as is prudent considering the ordinary professional skill and care of a competent engineer.

XX.

ENGINEER agrees not to discriminate by reason of age, race, religion, sex, color, national origin or condition of disability in the performance of this Agreement. ENGINEER further agrees to comply with the Equal Opportunity Clause as set forth in Executive Order 11246, as amended, and to comply with the provisions contained in the Americans with Disability Act, as amended.

XXI.

No modifications to this Agreement shall be enforceable unless agreed to in writing by both parties.

XXII.

OWNER and ENGINEER hereby each binds itself, its successors, legal representatives and assigns to the other party to this Agreement, and to the successors, legal representatives and assigns of such party in respect to all covenants of this Agreement. Neither OWNER nor ENGINEER will be obligated or liable to any third party as a result of this Agreement.

XXIII.

ENGINEER nor OWNER will assign, sublet, nor transfer interest in this Agreement without the prior written consent of the other party.

XXIV.

This Agreement is entered into and is to be performed in the State of Texas. OWNER and ENGINEER agree that the law of the State of Texas shall govern the rights, obligations,

duties and liabilities of the parties to this Agreement and shall govern the interruption of this Agreement. All litigation arising out of this Agreement shall be brought in courts sitting in Texas with a venue in Potter County.

XXV.

In no event shall the making by the OWNER of any payment to ENGINEER constitute or be construed as a waiver by the OWNER of any breach of the Agreement, or any default which may then exist, nor shall it in any way impair or prejudice any right or remedy available to the OWNER in respect to such breach or default.

XXVI.

In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision thereof, and this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.

XXVII.

Brandt Engineers Group, Ltd. has a company level diversity certification as a historically underutilized business (HUB) in Texas.

IN WITNESS WHEREOF, the parties have made and executed this Agreement as of the day, month and year shown below to be effective as of the date that the last of the parties signs.

ATTEST:

CITY OF AMARILLO  
(OWNER)

\_\_\_\_\_  
Frances Hibbs, City Secretary

By: \_\_\_\_\_  
Jared Miller, City Manager

Date: \_\_\_\_\_

BRANDT ENGINEERS GROUP, LTD.  
(ENGINEER)

By: \_\_\_\_\_



Mary Ellen Brandt, President

Date: Mary Ellen Brandt

**ENGINEER'S WORK  
OUTLINE TRANSIT  
STOPS AND  
SHELTERS  
AMARILLO, TEXAS**

9/3/201

8

|                                                             | Eng | Tech Draft Survey Expense |     |     |         |
|-------------------------------------------------------------|-----|---------------------------|-----|-----|---------|
| PRELIMINARY DESIGN PHASE                                    |     |                           |     |     |         |
| 1 Predesign meetings                                        | 8   | 8                         | 0   | 0   | 0.00    |
| 2 Gather and review available data                          | 16  | 40                        | 0   | 0   | 0.00    |
| 3 Engineering survey                                        | 40  | 60                        | 60  | 160 | 0.00    |
| 4 Site notes and photographs                                | 0   | 0                         | 0   | 0   | 0.00    |
| 5 Preliminary site assesment                                | 104 | 72                        | 0   | 0   | 0.00    |
| 6 Preparation of preliminary plans                          | 144 | 120                       | 80  | 0   | 0.00    |
| 7 Preparation of preliminary specifications                 | 24  | 8                         | 0   | 0   | 0.00    |
| 8 Opinion of probable construction costs                    | 24  | 24                        | 0   | 0   | 0.00    |
| 9 Consultations                                             | 8   | 8                         | 0   | 0   | 0.00    |
| 10 Attend meetings and conferences                          | 8   | 8                         | 0   | 0   | 0.00    |
| 11 Reproductions and postage                                | 0   | 0                         | 4   | 0   | 500.00  |
| Total Time/outside expense 376                              |     | 348                       | 144 | 160 | 500.00  |
| FINAL DESIGN PHASE                                          |     |                           |     |     |         |
| 1 Preparation of plans                                      | 80  | 144                       | 80  | 0   | 0.00    |
| 2 Preparation of specifications                             | 8   | 0                         | 0   | 0   | 0.00    |
| 3 Takeoff/Opinion of probable construction costs            | 8   | 8                         | 0   | 0   | 0.00    |
| 4 Submittal of documents to ADA review                      | 4   | 4                         | 0   | 0   | 100.00  |
| 5 ADA Revisions                                             | 8   | 8                         | 0   | 0   | 100.00  |
| 6 Consultations                                             | 4   | 2                         | 0   | 0   | 0.00    |
| 7 Attend meetings and conferences                           | 4   | 4                         | 0   | 0   | 0.00    |
| 8 Reproductions and postage                                 | 0   | 0                         | 4   | 0   | 200.00  |
| Total Time/outside expense                                  | 116 | 170                       | 84  | 0   | 400.00  |
| BIDDING PHASE                                               |     |                           |     |     |         |
| 1 Prebid conference                                         | 12  | 12                        | 0   | 0   | 0.00    |
| 2 Issue addenda, answer bidder questions                    | 8   | 8                         | 4   | 0   | 0.00    |
| 3 Review bid tabulation                                     | 4   | 4                         | 0   | 0   | 0.00    |
| 4 Assist in evaluation of bids and recommendations          | 8   | 0                         | 0   | 0   | 0.00    |
| 5 Consult on acceptability of subs and suppliers            | 8   | 0                         | 0   | 0   | 0.00    |
| 6 Reproduction and postage                                  | 0   | 2                         | 4   | 0   | 300.00  |
| Total Time/outside expense                                  | 40  | 26                        | 8   | 0   | 300.00  |
| CONSTRUCTION PHASE                                          |     |                           |     |     |         |
| 1 Attend preconstruction conference                         | 12  | 12                        | 0   | 0   | 0.00    |
| 2 Arrange for the establish horizontal and vertical control | 2   | 8                         | 0   | 8   | 0.00    |
| 3 Engineering surveys during construction                   | 2   | 40                        | 0   | 56  | 0.00    |
| 4 Periodic inspections (26 inspections)                     | 26  | 104                       | 0   | 0   | 0.00    |
| 5 Monthly Meetings                                          | 0   | 0                         | 0   | 0   | 0.00    |
| 6 Interpretations of plans and specifications               | 4   | 20                        | 0   | 0   | 0.00    |
| 7 Consultations                                             | 8   | 8                         | 0   | 0   | 0.00    |
| 8 Preparation of routine change orders                      | 8   | 8                         | 0   | 0   | 0.00    |
| 9 Review of submittals                                      | 16  | 4                         | 0   | 0   | 0.00    |
| 10 Review of tests                                          | 4   | 16                        | 0   | 0   | 0.00    |
| 11 Review of monthly and final payment estimates            | 8   | 40                        | 0   | 0   | 0.00    |
| 12 ADA Inspection                                           | 4   | 40                        | 0   | 0   | 0.00    |
| 13 Final inspection and punch list                          | 4   | 16                        | 0   | 0   | 0.00    |
| 14 Reproduction and Postage                                 | 0   | 0                         | 4   | 0   | 1000.00 |
| Total Time/outside expense                                  | 98  | 316                       | 4   | 64  | 1000.00 |
| CLOSEOUT PHASE                                              |     |                           |     |     |         |
| 1 Preparation of record drawings                            | 4   | 24                        | 40  | 0   | 0.00    |
| 2 Reproductions and Postage                                 | 0   | 0                         | 8   | 0   | 220.00  |
| Total Time/outside expense                                  | 4   | 24                        | 48  | 0   | 220.00  |

TRANSIT STOPS AND SHELTERS  
ENGINEERING FEE - BASIC SERVICES

|                            | Eng           | Tech   | Draft  | Survey | Expense |         |   |
|----------------------------|---------------|--------|--------|--------|---------|---------|---|
| Preliminary Design Phase   | 376           | 348    | 144    | 160    | 500.00  |         |   |
| Final Design Phase         | 116           | 170    | 84     | 0      | 400.00  |         |   |
| Bidding Phase              | 40            | 26     | 8      | 0      | 300.00  |         |   |
| Construction Phase         | 98            | 316    | 4      | 64     | 1000.00 |         |   |
| Closeout Phase             | 4             | 24     | 48     | 0      | 220.00  |         |   |
| Total                      | 634           | 884    | 288    | 224    | 2420.00 |         |   |
| Total Hours                | 2030          |        |        |        |         |         |   |
|                            | Eng           | Tech   | Draft  | Survey | Expense | Phase   | % |
| Preliminary Design Phase   | 60,160        | 31,320 | 12,240 | 28,000 | 500     | 132,220 |   |
| Final Design Phase         | 18,560        | 15,300 | 7,140  | 0      | 400     | 41,400  |   |
| Bidding Phase              | 6,400         | 2,340  | 680    | 0      | 300     | 9,720   |   |
| Construction Phase         | 15,680        | 28,440 | 340    | 11,200 | 1,000   | 56,660  |   |
| Closeout Phase             | 640           | 2,160  | 4,080  | 0      | 220     | 7,100   |   |
| Total                      | 101,440       | 79,560 | 24,480 | 39,200 | 2,420   | 247,100 |   |
| Total Fee - Basic Services | \$ 247,100.00 |        |        |        |         |         |   |

TRANSIT STOPS AND SHELTERS  
ENGINEERING FEE - RESIDENTIAL PROJECT REPRESENTATIVE

RPR services would be by the hour \$ 85.00

**CERTIFICATE OF INSURANCE REQUIREMENTS**  
**OWNER OF AMARILLO, TEXAS**

Without limiting any of the other obligations or liabilities of the contractor, the contractor shall provide minimum insurance coverage as listed below, prior to the execution of the contract and maintain coverage, without interruption provided by an insurer of a Best Rating of B+ or better, until the work is completed and accepted by the OWNER. A certification of insurance will be placed on file with the Contracting Department of the OWNER of Amarillo, prior to the execution of the contract.

| TYPE OF COVERAGE | MINIMUM LIMITS |
|------------------|----------------|
|------------------|----------------|

|                                                         |           |
|---------------------------------------------------------|-----------|
| WORKER'S COMPENSATION - Coverage A                      | Statutory |
| Worker's Compensation Insurance shall include a         |           |
| Waiver of Subrogation in favor of the OWNER of Amarillo |           |

|                                           |           |
|-------------------------------------------|-----------|
| EMPLOYERS LIABILITY - Coverage B          |           |
| Bodily Injury by Accident - each accident | \$100,000 |
| Bodily Injury by Disease - policy limit   | \$500,000 |
| Bodily Injury by Disease - each employee  | \$100,000 |

|                                                                |           |
|----------------------------------------------------------------|-----------|
| COMMERCIAL GENERAL LIABILITY:                                  |           |
| Coverage A - Each Occurrence                                   | \$500,000 |
| Coverage B - Personal & Advertising Injury                     | \$500,000 |
| General Aggregate Other Than Products/<br>Completed Operations | \$500,000 |
| Products/Completed Operations Aggregate                        | \$500,000 |

- NOTE:
- 1) Coverage for explosion, collapse, and underground property hazards cannot be excluded.
  - 2) Contractual liability coverage cannot be excluded.
  - 3) Contractor will assume all liability for independent subcontractors.
  - 4) Coverage must include the OWNER of Amarillo as an Additional Insured for all work performed for or on behalf of the OWNER.

|                                             |           |
|---------------------------------------------|-----------|
| AUTOMOBILE LIABILITY:                       |           |
| Bodily Injury Liability - Each Person       | \$250,000 |
| Bodily Injury Liability - Each Occurrence   | \$500,000 |
| Property Damage Liability - Each Occurrence | \$100,000 |

- NOTE:
- 1) Coverage must include all owned, hired, and non-owned vehicles.
  - 2) Coverage must include the OWNER of Amarillo as an Additional Insured for all work performed for or on behalf of the OWNER.
- In the event of any material change, non-renewal, or cancellation of any policy, contractor's insurance company will give thirty (30) days actual prior written notice to the Contracting Department of the OWNER of Amarillo for such changes or cancellation.





Amarillo City Council  
Agenda Transmittal Memo



|              |              |                  |  |
|--------------|--------------|------------------|--|
| Meeting Date | 12-18-18     | Council Priority |  |
| Department   | Public Works |                  |  |
| Contact      | Blair Snow   |                  |  |

Agenda Caption

**RESOLUTION - EXTENDING THE ENVIRONMENTAL TASK FORCE COMMITTEE:**

(Contact: Blair Snow, Interim Solid Waste Superintendent)

This item considers extending the Environmental Task Force Committee which was established by Resolution No. 06-20-17-2. It was charged with researching and evaluating recycling options for the community and to identify, research, and propose initiatives regarding other environmental concerns. The Environmental Task Force is scheduled to expire upon the completion of its assigned tasks or two years after the effective date of this Resolution, whichever is sooner.

Agenda Item Summary

The Environmental Task Force has requested an extension of two years in order to continue to research and evaluate environmental concerns as directed by the City Council.

Requested Action

Approval of Resolution

Funding Summary

NA

Community Engagement Summary

Last meeting of the Environmental Task Force held on December 6, 2018

Staff Recommendation

Approval

## MEMORANDUM

Date: December 7, 2018  
To: Amarillo City Council  
From: Members of the Amarillo Environmental Task Force  
Through: Courtney White, City of Amarillo Assistant Attorney  
Subject: Extension of the Amarillo Environmental Task Force

The Amarillo Environmental Task Force was created by City of Amarillo Resolution No. 07-12-16-3 and it exists year-to-year at the pleasure of the City Council. As it currently stands, unless the Council takes action to extend the current term of the Task Force, it will sunset on **January 11, 2019**. By way of this agenda item, the Task Force members request that the City Council consider extending the mission of the Amarillo Environmental Task Force for another two years.

The original charge given to the Task Force was to, “*Research and evaluate recycling options for the city; identify other environmental concerns; and research and evaluate other environmental concerns as directed by the City Council.*” This is a pretty broad directive and during the past year or so, the Task Force has pursued this mission by:

- Contributing to the discussion that resulted in the scrap tire amendment made to the Amarillo Municipal Code, Article IV, Chapter 8-3 in December 2016. We applaud the City Council and City staff for the long hours of planning and consensus building with the City’s tire retailers that made the successful passage of that amendment possible. In time, it will contribute to a noticeable reduction in the number of tires illegally dumped in the City’s alleys, vacant lots and dumpsters.
- Providing input on the design and implementation of the newly permitted composting operation at the City’s landfill. Again, this initiative will eventually result in a significant reduction; this time in the volume of tree limbs, branches and grass that would otherwise take up valuable real estate in the City’s Type 4 landfill. The compost generated by this operation will also help to make Amarillo a little greener (literally).
- Commenting on and contributing to the content that will appear on the newly remodeled Amarillo recycles page of the City’s website. This continues to be a work in progress and its pace has been hampered not so much by technology as by opportunity (or the lack thereof).

This is a good segue into the areas we’d like to work on in the coming year if our request for extension is approved. Recycling is prominent in the Task Force charter and it’s an activity this group definitely wants to promote because it benefits everyone involved; the City, Amarillo residents, our local economy and our environment. However, with the turmoil that has disrupted global commodities markets in the past year; it’s not an opportune time to jump into large-scale recycling programs.

That’s why for the coming year, the Task Force would like to primarily focus its attention on *identifying other environmental concerns* in the Amarillo area and on developing potential solutions to those concerns for the City’s consideration. So that we can better measure progress, we’d like to work on developing a number of basic programs that can be implemented relatively easily and still yield environmental dividends to Amarillo. Here is a list of some the program ideas we’d like to work on developing further in the coming year.

1. Public Survey – We'd like to conduct a resident survey to assess public attitudes and perceptions toward the environment; not just recycling but also environmental stewardship in general.
2. Adopt-A-Streamway – Would like to develop a program, much like the adopt-a-highway program, that allows local volunteer groups to help keep the streams, drainage areas and lakes inside Amarillo clean.
3. A Long-Range Recycling Plan – We'd like to work with City planners or consultants to develop a well-thought, feasible recycling plan for Amarillo. It might take several years to fully implement it but we'd like to create a plan that would move the City progressively toward a set of meaningful recycling goals.
4. Community Garden Program – We'd like to invigorate the Master Gardening program and explore the possibility of converting a number of the City's vacant lots into productive community garden plots. This would create a potential collaborative between the City and the Potter & Randall County Extension Offices.
5. Education Initiatives – The feedback from the public survey would be used to design a series of education programs to heighten the public's awareness of the types of things they can do individually and corporately to safeguard the environment.
6. Environmental Program Coordinator – Any initiative the Task Force might identify which resonates with the Council and the public will require the time and energy of someone to see it through. None of the programs listed above will happen on their own; someone will have to take them from conception to reality. We'd like to work toward developing a plan for bringing such person onto the City's payroll.

The Environmental Task Force members appreciate the opportunity we've been given to work with the City on issues we feel are important to Amarillo and to our environment. However, there's still so much more that can be done. If the Council sees fit to extend our charter for another two years; we'll continue working toward fulfilling the charge created by City of Amarillo Resolution No. 07-12-16-3. Your consideration of this request is appreciated. Thank you.

**RESOLUTION NO. 12-18-18-\_\_\_\_\_**

A RESOLUTION OF THE AMARILLO CITY COUNCIL RE-AUTHORIZING AND APPOINTING AN ENVIRONMENTAL TASK FORCE; DEFINING ITS PURPOSE, ESTABLISHING GUIDELINES FOR APPOINTMENTS TO THE TASK FORCE; PROVIDING FOR THE TASK FORCE'S DUTIES AND RESPONSIBILITIES; PROVIDING A SUNSET DATE; PROVIDING SEVERABILITY CLAUSE; PROVIDING SAVINGS CLAUSE AND EFFECTIVE DATE.

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WHEREAS, our environment should be protected for the health and safety of all citizens, now and in the future; and

WHEREAS, recycling of municipal solid waste would improve the environment in the City of Amarillo, and

WHEREAS, determining what recycling options are available requires research and public input, and

WHEREAS, the City Council wishes to involve citizens with an interest in recycling and other environmental concerns in the process of researching and evaluating methods to improve our environment;

WHEREAS, the City Council established the City of Amarillo Environmental Task Force (the "**Task Force**") by Resolution No. 07-12-16-3 and reappointed the Task Force by Resolution Nos. 06-20-17-2 and 12-05-17-2; and

WHEREAS, the Task Force is scheduled to sunset on January 11, 2018;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AMARILLO, TEXAS:**

**SECTION 1.** The Task Force is hereby reauthorized.

**SECTION 2.** The purpose of the Task Force shall be advisory only, to provide recommendations to the City Manager and the City Council on the following:

- a. Research and evaluate recycling options for municipal solid waste.
- b. Identify, research, and propose initiatives regarding other environmental concerns.
- c. Research and evaluate other environmental concerns as directed by the City Council.

**SECTION 3. Members.** The Task Force shall consist of seven voting members (with six being citizens of the City of Amarillo and one being a member of the City Council) and an ex-officio, non-voting, staff liaison. The staff liaison shall serve as the secretary of the Task Force.

**SECTION 4. Authority.** The Task Force shall be governed by the City of Amarillo Code of Ordinances, Chapter 2-6, Article I.

**SECTION 5.** The Task Force's latest report on recycling options is attached to this Resolution as Exhibit A.



**SECTION 6.** The Task Force will continue to provide periodic reports on its progress to the City Council, and will provide its next report to the City Council no later than January 11, 2020.

**SECTION 7.** The Task Force expires upon the completion of its assigned tasks or two years after the effective date of this Resolution, whichever is sooner.

**SECTION 8.** Should any part of this Resolution conflict with any other resolution, then such other resolution is hereby repealed to the extent of the conflict with this Resolution.

**SECTION 9.** This Resolution shall be effective on and after its adoption.

**INTRODUCED AND PASSED** by the City Council of the City of Amarillo, Texas, this 18th day of December, 2018.

---

Ginger Nelson, Mayor

**ATTEST:**

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Frances Hibbs, City Secretary

**APPROVED AS TO FORM:**

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Bryan McWilliams, City Attorney

# Amarillo City Council

## Agenda Transmittal Memo



|              |                                   |                  |                                                               |
|--------------|-----------------------------------|------------------|---------------------------------------------------------------|
| Meeting Date | December 18, 2018                 | Council Priority | Economic Development                                          |
| Department   | Planning and Development Services | Contact Person   | Andrew Freeman, Director of Planning and Development Services |

### Agenda Caption

RESOLUTION – SUPPORT OF GRAND STREET LOFTS HOUSING PARTNERS, LP APPLICATION FOR HOUSING TAX CREDITS:

This resolution is support for an application for Affordable Housing Tax Credits to the Texas Department of Housing and Community Affairs, Housing Tax Credit Program by Grand Street Lofts Housing Partners, LP, a private entity, Grand Street Lofts, a development for affordable rental property located near the southeast corner of Grand Street and SE 34<sup>th</sup> Avenue.

### Agenda Item Summary

The Texas Department of Housing and Community Affairs (TDHCA) administers the Housing Tax Credit (HTC) program for the State of Texas. The HTC program provides equity financing for the development of affordable housing. In addition, the program seeks to maximize affordable housing and is structured to ensure the housing supply is well maintained and operated. HTC 9% applications are competitive and are reviewed by TDHCA staff for compliance with the TDHCA’s Governing Board making the final funding decisions.

Grand Street Lofts Housing Partners, LP is proposing an 84 unit multi-family project made up of 24 1 bed/1 bath; 48 2 bed/2 bath; and 12 3 bed/2 bath.

The 2018 application timeline includes application acceptance beginning January 4, 2019 through March 1, 2019. Final awards will be determined by TDHCA in July.

Through the application process, an applicant can be awarded 17 points for a governing body resolution expressly supporting the application. An additional 1 point is provided by the local political subdivision committed development funding equal to \$500 or more. The remainder of the application scoring is made up of many different factors – quality of housing; income levels; rent levels; resident services; underserved areas; proximity to urban core; community support and engagement; etc.

### Requested Action

Request City Council approve the resolution supporting Grand Street Lofts Housing Partners, LP’s application to the 2019 Competitive 9% HTC program for the development of affordable rental property located near the southeast corner of Grand Street and SE 34<sup>th</sup> Avenue.

### Funding Summary

N/A

### Community Engagement Summary

Increasing the availability of affordable housing aligns with the City of Amarillo’s efforts to serve the needs of our community as identified in the City’s Comprehensive Plan

### Staff Recommendation

Staff recommends approval as presented

RESOLUTION NO. 12-18-18-2

A RESOLUTION OF THE CITY OF AMARILLO CITY COUNCIL  
SUPPORTING A HOUSING TAX CREDIT APPLICATION FOR GRAND  
STREET LOFTS; COMMITMENT OF DEVELOPMENT INCENTIVE;  
AUTHORIZING STAFF; PROVIDING AN EFFECTIVE DATE

---

WHEREAS, Grand Street Lofts Housing Partners, LP has proposed a development for affordable rental housing near the southeast corner of Grand Street and Southeast 34 Avenue in the City of Amarillo; and

WHEREAS, Grand Street Lofts Housing Partners, LP has advised that it intends to submit an application to the Texas Department of Housing and Community Affairs for 2019 Competitive 9% Housing Tax Credits for Grand Street Lofts.

THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AMARILLO TEXAS, THAT:

SECTION 1. The City of Amarillo, acting through its governing body, hereby confirms that it supports the proposed Grand Street Lofts located near the southeast corner of Grand Street and SE 34<sup>th</sup> Avenue, as evidenced by this Resolution.

SECTION 2. The City confirms that it will commit development fee waivers in an amount of \$500 to Grand Street Lofts Housing Partners, LP conditioned upon receipt of Housing Tax Credits.

SECTION 3. The City Manager or designee is authorized to execute all reasonably necessary documents to implement this Resolution. The City Secretary is hereby authorized and directed to certify these resolutions to the Texas Department of Housing and Community Affairs.

SECTION 4. This Resolution is effective on date of its approval, shown below.

Approved this 18th day of December 2018.

---

Ginger Nelson, Mayor

ATTEST:

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Frances Hibbs, City Secretary



# Amarillo City Council

## Agenda Transmittal Memo



3C

|              |                                                |                  |                                      |
|--------------|------------------------------------------------|------------------|--------------------------------------|
| Meeting Date | December 18, 2018                              | Council Priority | Economic Development & Redevelopment |
| Department   | Community Development                          |                  |                                      |
| Contact      | Juliana Kitten, Community Development Director |                  |                                      |

### Agenda Caption

CONSIDER APPROVAL OF A U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) HOME PROGRAM RENTAL REHABILITATION PROJECT GRANT AWARDED TO CROSS STREET PROPERTIES

### Agenda Item Summary

HUD HOME Program Grant Award of \$600,000 to Cross Street Properties

Community Development is requesting approval of a HOME Program rental rehabilitation project grant for construction of multi-family affordable housing rental units at 1430 NW 17<sup>th</sup> Street. This project will build six four-bedroom, two-bathroom duplexes providing affordable housing for approximately 48 persons.

### Requested Action

The 2015-2019 Community Development Consolidated Plan and Analysis of Impediments identified affordable housing as a priority for our community. The HOME program grant provides financial assistance to landlords for the development of affordable housing for low income families. This project meets the priority of creating affordable housing within the Community Development Block Grant (CDBG) target areas.

### Funding Summary

Total project cost is \$1,218,738; HOME Program grant award is for \$600,000. This grant requires the owners to meet HUD requirements for affordability for the next 20 years.

### Community Engagement Summary

This type of project was referenced in the 2015-2019 Community Development Consolidated Plan and Analysis of Impediments that was reviewed and approved by the Community Development Advisory Committee.

### Staff Recommendation

Staff recommends approval of this item, authorizing the City Manager to execute the contract.



# Amarillo City Council Agenda Transmittal Memo



Google Earth Map depicting location of the property at 1430 NW 17<sup>th</sup> Ave.



## **HOME RENTAL REHABILITATION CONTRACT**

This agreement is made between the City of Amarillo, a municipal corporation situated in Potter and Randall Counties, Texas, hereinafter called "CITY", and Cross Street Properties, LLC. hereinafter called "OWNER", pursuant to CITY's HOME Investment Partnership Program of the National Affordable Housing Act of 1990, as amended, (Contract Number M –18- MC-48-0211, CFDA Number 14.239) to construct the residential rental properties located at 1430 NW 17<sup>th</sup> Front, 1430 NW 17<sup>th</sup> Rear, 1436 NW 17<sup>th</sup> Front, 1436 NW 17<sup>th</sup> Rear, 1442 NW 17<sup>th</sup> Front, 1442 NW 17<sup>th</sup> Rear upon the following terms and conditions performable in Potter and Randall Counties, Texas:

CITY is approving a forgivable no interest deferred payment loan, the terms and conditions of which are contained in the HOME Rental Rehabilitation Promissory Note, attached hereto and incorporated herein by reference, to be used by the OWNER solely for the purpose of constructing the rental unit(s) located at 1430 NW 17<sup>th</sup> Front, 1430 NW 17<sup>th</sup> Rear, 1436 NW 17<sup>th</sup> Front, 1436 NW 17<sup>th</sup> Rear, 1442 NW 17<sup>th</sup> Front, 1442 NW 17<sup>th</sup> and further being described in Attachment A, for the use by the OWNER as residential rental property. The term of this contract and the affordability period shall be 20 years from the date of completion of all rehabilitation work.

OWNER represents that the information submitted in OWNER's application is true and correct and that OWNER is the owner of record of the property described above. OWNER acknowledges said property will be maintained as residential rental property which is to be rented to low income members of the public for residential purposes.

The assistance to be provided will be limited to that work which is required to bring the structure into compliance with the Housing Quality Standards as established by the Department of Housing and Urban Development, the Community Development Minimum Property Standards and General Bid Specifications, and all applicable City building and housing codes. The work to be performed is more particularly defined in the Scope of Work attached to this contract and by this reference made a part of this contract.

CITY agrees to provide OWNER assistance to rehabilitate the hereinabove described rental unit(s) in an amount not to exceed Six Hundred Thousand and no/100 Dollars. (\$600,000.00) or 50% of the actual costs of the required construction work per unit, whichever is less.

OWNER shall execute a preliminary Promissory Note and Deed of Trust attached hereto and incorporated herein by reference, in the amount of Six Hundred Thousand and no/100 Dollars. (\$600,000.00) to be replaced by a subsequent Promissory Note and Deed of Trust in the amount of actual allowable construction costs determined upon completion of the construction work. OWNER claims no homestead interest in said property. CITY will make interim and final payments to the OWNER or a designee upon receipt by the CITY of a request for payment in a format prescribed by CITY. All payments are subject to inspection and approval by the CITY to insure work has been

satisfactorily completed.

OWNER will be allowed to perform, as general contractor, the required rehabilitation as specified in the approved work write-up, provided that OWNER complies with all applicable building codes and ordinances and the provisions of the HOME Rental Rehabilitation Handbook and regulations. OWNER agrees that work specified will begin within thirty (30) days and must be completed within a maximum of 180 calendar days from the date of execution of this agreement.

OWNER shall solicit for contract or subcontract rehabilitation work through competitive bids, obtaining a minimum of three (3) bids for general contracts, and two (2) itemized bids for subcontracts. All contractors and subcontractors involved in the construction must be licensed by the Building Safety Department of CITY. OWNER will provide evidence of efforts to solicit bids from minority and women contractors or subcontractors. CITY will review the bids and authorize the OWNER to enter into a contract or subcontract. Once authorized to enter into a contract or subcontract and prior to the execution of any such contract, subcontract or change order, the OWNER shall provide the City with a copy of the proposed contract, subcontract or change order for review and approval. In its sole discretion, City may reasonably refuse to approve or otherwise reject any proposed contract, subcontract, or change order. If the City rejects and does not approve a proposed contract, subcontract, or change order the OWNER shall not execute or otherwise agree to the performance of contract or subcontract construction work under the rejected contract, subcontract, or change order. OWNER shall not enter into or agree to a contract, subcontract, or change order without the prior written approval of the City. City will not make any payments to OWNER for contract or subcontract construction work under a rejected contract, subcontract or change order. The OWNER agrees not to permit or make changes to the HOME Rental Rehabilitation work write-up without the prior written approval of the CITY.

OWNER shall comply with all provisions of the HOME Rental Rehabilitation Program, which includes the requirements and conditions set forth in the HOME Rental Rehabilitation Promissory Note incorporated herein by reference and made a part hereof.

OWNER shall comply with all federal laws and regulations regarding the HOME Rental Rehabilitation Program, and with all reasonable policies and procedures established by the CITY necessary to administer and monitor the HOME Rental Rehabilitation Program.

During the term of this contract, OWNER shall make the books and records related to the property available for inspection by any representative of the CITY, the Department of Housing and Urban Development, and the CITY's independent auditors that the CITY may determine necessary, at any mutually convenient time.

OWNER shall not assign or transfer any of its interest in this contract without the prior written approval of CITY. Upon any such approved assignment or transfer, OWNER will provide to CITY a

copy of the assignment or transfer documents within three days of the assignment or transfer.

Owner agrees to not discriminate against any contractor, employee, or any other person in connection with the rehabilitation of the property because of race, color, religion, sex or national origin.

If through any cause OWNER fails to fulfill the obligations under this contract or if OWNER violates any of the conditions of the contract, CITY may give written notice of such violation or failure to comply to OWNER. Within 30 days after receipt of such notice, OWNER shall inform the CITY in writing of the corrective actions taken. OWNER shall exercise all due diligence to correct any and all violations. In the event the violations are not fully corrected within the time allowed, CITY retains the right to terminate this contract forthwith. Upon termination, the Promissory Note shall at once become due and payable without notice or demand and the lien given to secure its payment may be foreclosed.

No officer, employee, or agent of the CITY who exercises any functions or responsibilities with respect to the carrying out of the program shall have any interest, direct or indirect, in this contract or the proceeds thereof.

No member or delegate of the Congress of the United States or employee of a member of congress and no resident commissioner shall be permitted to any share or part of this contract or to any benefit to arise herefrom.

This contract, with the attachments adopted herein by reference, constitutes and expresses the entire agreement between the parties hereto and shall not be amended or modified except by written instrument signed by both parties.

Executed this \_\_\_\_\_ day of December 2018.

CITY OF AMARILLO

By: \_\_\_\_\_  
Jared Miller, City Manager

ATTEST:

\_\_\_\_\_  
Frances Hibbs, City Secretary

Owner  
By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

STATE OF TEXAS  
COUNTY OF Potter



This instrument was acknowledged before me on this \_\_\_\_ day of December 2018, by Jared Miller, City Manager.

\_\_\_\_\_  
Notary Public in and for the State of Texas

STATE OF TEXAS

COUNTY OF Potter

This instrument was acknowledged before me on this \_\_\_\_ day of December 2018, by Cross Street Properties, LLC.

\_\_\_\_\_  
Notary Public in and for the State of Texas

**HOME RENTAL REHABILITATION PROGRAM  
PROMISSORY NOTE**

For value received, the undersigned parties, hereinafter called Borrower, of the County of Potter, and State of Texas, do jointly and severally, promise to pay the City of Amarillo the sum Six Hundred Thousand and no/100 Dollars (\$600,000.00) which represents the entire principal of a HOME rental rehabilitation no-interest, deferred-payment loan, payable at the office of Community Development, City of Amarillo, County of Potter, Texas, (or such other place as the holder hereof may from time to time designate), payable on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Payment of the loan amount is subject to the following conditions, which are made a part of this Promissory Note. This Promissory Note shall be discharged and the Borrower released if at the end of 20 years from date hereof the Borrower has fully complied with all of the conditions of the Promissory Note. Payment of this Promissory Note by Borrower shall be amortized equally per year over the term of Twenty (20) years from the date of execution of this Promissory Note. No interest shall accrue during the period before the payment of this Promissory Note.

Borrower may assign this Promissory Note, and the Loan represented hereby, provided that any assignee must be first approved by the City as if the assignee were an original Borrower. In the event the assignee is not first approved by the City, payment of the Promissory Note is due and payable immediately by Borrower.

1. HOME Rents. BORROWER shall make the unit(s) available to tenants at a gross monthly rental charge that does not exceed \$1231 minus tenant paid utilities. BORROWER agrees the allowance for utilities will be based on the Section 8 utility allowance as prepared by Community Development office of CITY.
2. Annual Adjustments to HOME Rents. BORROWER may request an annual adjustment of the HOME Rent when the Department of Housing and Urban Development publishes new Fair Market Rents and calculations of rents affordable to households earning 65% and 50% of median income. A request for an adjustment in the HOME Rent may be made only on or after the annual anniversary of the completion of the renovation work. CITY shall provide BORROWER written authorization for any increase in the HOME rents.
3. Conversions. BORROWER agrees not to convert the rental unit(s) to condominium ownership during the 20 year term and period of affordability.
4. Discrimination. BORROWER agrees not to discriminate against prospective tenants on the basis of their receipt or eligibility for housing assistance under any Federal, State, or local housing assistance program.
5. Affirmative Marketing. BORROWER agrees to comply with CITY's HOME Affirmative Marketing Plan.
6. Maintenance and Inspection. BORROWER agrees to maintain the property in a safe and sanitary condition and to maintain the property in compliance with the Section 8 Housing Quality Standards and all City of Amarillo building, plumbing, electrical, and mechanical

Codes. BORROWER agrees to allow CITY to inspect each unit for compliance with Section 8 Housing Quality Standards annually but not less than every three years.

7. Occupancy Reports. BORROWER shall submit to CITY annual reports regarding the occupancy of the unit(s) and the income and family characteristics of the tenants residing in the unit(s). CITY will verify the information submitted by BORROWER.
8. Taxes, Assessments and Insurance. BORROWER shall pay all taxes and assessment of every kind or nature upon said property. BORROWER shall procure and maintain fire and extended coverage insurance on said property in the amount of 80% of the replacement value, exclusive of deductibles. Loss shall be made payable to BORROWER and CITY. The insurance policy will contain a provision that the insurance carrier will notify CITY at least 30 days prior to suspension or cancellation of the Policy. BORROWER shall submit a valid Certificate of Insurance to the Community Development office of CITY.

This Promissory Note is secured by a Deed of Trust of even date herewith, executed by the undersigned to the City of Amarillo, Department of Community Development, Trustee, conveying the property described as follows:

LEGAL Address: See Attachment A, attached hereto and incorporated herein.

The failure to pay this Note or the failure to meet any of its other terms at the option of the holder, matures this Note, and it shall at once become due and payable without notice or demand and the lien given to secure its payment may be foreclosed; and the failure to exercise this option shall not constitute a waiver of the right of the holder to exercise it in the event of any subsequent default.

The undersigned and all endorsers, and all persons liable or to become liable on this Note, waive demand, protest and notice of demand, protest and nonpayment;

If this Note is placed in the hands of an attorney for collection or is collected through the Probate Court or the Bankruptcy Court or through other legal proceeding, the undersigned promise to pay, as attorney's fees, an additional amount equal to ten percent (10%) of the amount then owing on this note;

In witness whereof, this Note has been duly executed by the undersigned, as of this \_\_\_\_\_ day of December 2018.

BORROWER(S):

\_\_\_\_\_  
PROPERTY OWNER

Community Development  
City of Amarillo  
P.O. Box 1971  
Amarillo, Texas 79105

DEED OF TRUST

THE STATE OF TEXAS

KNOW ALL MEN BY THESE PRESENT:

COUNTY OF Potter

THAT THE UNDERSIGNED, Cross Street Properties, LLC of the County of Potter, and State of Texas, in consideration of the debt and trust hereinafter mentioned, has/have Granted, Bargained, Sold and Conveyed, and by these presents do Grant, Bargain, Sell and Convey unto the City of Amarillo, Department of Community Development, Trustee, and to its successors and assigns forever, the following described property, situated, lying and being in the County of Potter and State of Texas, to-wit:

See Attachment A, attached hereto and incorporated herein.

TO HAVE AND TO HOLD the said described property, with all the rights, members, hereditaments and appurtenances, now, or hereafter at any time before the foreclosure hereof, in any wise appertaining or belonging thereto unto the said Trustee, its successors and assigns forever. And the undersigned hereby bind my heirs, executors, administrators, and assigns to warrant and forever defend all and singular the said premises, unto the said Trustee, its successors and assigns forever, against the lawful claim or claims of all persons whomsoever.

THIS CONVEYANCE is made in trust, however, to secure and enforce the payment of a promissory note of even date herewith (hereinafter referred to as Note), executed by the undersigned, payable to the City of Amarillo, or order, at Amarillo, Texas as follows:

A no-interest deferred-payment loan in the principal amount of Six Hundred Thousand and No/100 Dollars (\$600,000.00) payable on the \_\_\_\_\_ day of \_\_\_\_\_, 2038. The lien secured hereby shall be discharged if at the end of twenty years from date hereof, the Grantor has fully complied with all of the terms and conditions of the Note executed by the Grantor of even date herewith. Payment of the loan amount is subject to the conditions of the Promissory Note: Assignment of the Promissory Note without prior approval accelerates full payment of the principal.

1. HOME Rents. Undersigned shall make the unit(s) available to tenants at a gross monthly rental charge that does not exceed \$1231 minus tenant paid utilities. Undersigned agrees the allowance for utilities will be based on the Section 8 of the Housing Choice Voucher Administrative Plan,. utility allowance as prepared by Community Development office of CITY.
2. Annual Adjustments to HOME Rents. Undersigned may request an annual adjustment of the HOME Rent when the Department of Housing and Urban Development publishes new Fair Market Rents and calculations of rents affordable to households earning 65% and 50% of median income. A request for an adjustment in the HOME Rent may be made only on or after the annual anniversary of the completion of the renovation work. CITY shall provide



Undersigned written authorization for any increase in the HOME rents.

3. Conversions. Undersigned agrees not to convert the rental unit(s) to condominium ownership during the twenty year term and period of affordability.
4. Discrimination. Undersigned agrees not to discriminate against prospective tenants on the basis of their receipt or eligibility for housing assistance under any Federal, State, or local housing assistance program.
5. Affirmative Marketing. Undersigned agrees to comply with CITY's HOME Affirmative Marketing Plan.
6. Maintenance and Inspection. Undersigned agrees to maintain the property in a safe and sanitary condition and to maintain the property in compliance with the Section 8 Housing Quality Standards and all City of Amarillo building, plumbing, electrical, and mechanical Codes. Undersigned agrees to allow CITY to inspect each unit for compliance with Section 8 Housing Quality Standards annually but not less than every three years.
7. Occupancy Reports. Undersigned shall submit to CITY annual reports regarding the occupancy of the unit(s) and the income and family characteristics of the tenants residing in the unit(s). CITY will verify the information submitted by Undersigned.
8. Taxes, Assessments and Insurance. Undersigned shall pay all taxes and assessment of every kind or nature upon said property. Undersigned shall procure and maintain fire and extended coverage insurance on said property in the amount of 80% of the replacement value, exclusive of deductibles. Loss shall be made payable to Undersigned and CITY. The insurance policy will contain a provision that the insurance carrier will notify CITY at least 30 days prior to suspension or cancellation of the Policy. Undersigned shall submit a valid Certificate of Insurance to the Community Development office of CITY.

Failure to pay the Note or the failure to meet any of its other terms, at the option of the holder, matures the amortized amount of the Note, and it shall at once become due and payable without notice or demand.

WITNESS my hand(s) this \_\_\_\_\_ day of December 2018.

Cross Street Properties, LLC

\_\_\_\_\_  
Owner

STATE OF TEXAS

COUNTY OF Potter

This instrument was acknowledged before me on this \_\_\_\_\_ day of December 2018, by Cross Street Properties, LLC.

\_\_\_\_\_  
Notary Public, State of Texas

## Attachment A

Tract 1: Lots No. 25, 26 and 27, Block No. 15, University Heights, an addition to the City of Amarillo, Potter County, Texas, according to the recorded map or plat thereof, of record in Volume 29, Page 211, of Deed Records of Potter County, Texas.

Tract 2: Lots No. 28, 29 and 30, Block No. 15, University Heights Addition, an addition to the City of Amarillo, Potter County, Texas, according to the recorded map or plat thereof, of record in Volume 29, Page 211, of the Deed Records of Potter County, Texas.

Tract 3: Lots No. 31, 32 and 33, Block No. 15, an addition to the City of Amarillo, Potter County, Texas, according to the recorded map or plat thereof, of record in Volume 29, Page 211, of the Deed Records of Potter County, Texas.

## Cross Street Properties LLC. Specifications and Materials

### 3) Framing:

- A) Specific approved minimum or better framing methods allowed per City of Amarilo Building Safety Department.

### 4) Plumbing:

#### A) Master Bath:

- 1) 1 – White Bathtub. Bathtub will have a 60” manmade marble tub alcove above tub with single lever control, faucet with shower diverter, and drain all in matching chrome.
- 2) 1 – White Elongated ADA Bowl (Comfort Height) toilet with chrome flush handle.
- 3) 1 – 4” center two handle lever type lavatory faucet installed in manmade marble top and integrated bowl.

#### B) Bath #2:

- 1) 1 – White Bathtub. Bathtub will have a 60” manmade marble tub alcove above tub with single lever control, faucet with shower diverter, and drain all in matching chrome.
- 2) 1 – White Elongated ADA Bowl (Comfort Height) toilet with chrome flush handle.
- 3) 1 – 4” center two handle lever type lavatory faucet installed in manmade marble top and integrated bowl.

#### C) Kitchen:

- 1) 1 – Under mount Stainless steel sink. Faucet will be a single handle faucet with spray.
- 2) Water supply for icemaker at refrigerator location.

#### D) Utility:

- 1) Drain and water supply for washer.

#### E) 1 – Hot water heater, 40 gallon electric.

#### F) Gas Service – None

#### G) Water Service will be tied into city water. Service outside the home will be 1” PVC. Water supply lines inside the house will be Pex with all joints being above the slab level. 1- ½” Hose bibs will be provided. Water meter and water tap are part of contractor’s bid and cost.

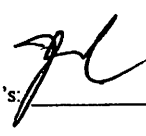
#### H) Sewer Service will be tied into city sewer system for this size home. Service inside the house will be various sized PVC as per city code. All sewer vents will have proper flashings installed at roofline. Sewer tap is part of contractor’s bid and cost.

#### I) Plumbing fixtures to be used by awarded contractor shall be submitted to Cross Street Properties LLC. before acceptance of bid.

Cross Street Properties LLC Initial's:



Contractor's Initial's:



## Cross Street Properties LLC. Specifications and Materials

### 5) Electrical:

- A) Service to home is from Xcel Energy. It is contractor's responsibility and cost to have any service brought to each unit in the project.
- B) Electrical wiring will be done **as per plans** as far as number of outlet, switches, and light openings shown. All wiring will be done as per electrical building codes in force by City of Amarillo.
- C) 220 volt wiring is included for air conditioner, range, and dryer.
- D) Wiring and smoke detectors will be furnished as per City Code.
- E) All switches will be standard toggle type switches rather than "Decora" type switches and outlets will be standard devices. Light switches and outlets will be placed according to ADA specifications and requirements.

### 6) Heating, Venting, and Air Conditioning:

- A) 1- 15 KW Heater
- B) 1 – 14 SEER 2.5 ton condenser.
- C) Return air outlets are included as per heating and air contractor.
- D) Supply outlets are included to each room of the house. **Note:** All Closets and hallways will not have a supply outlet.
- E) All supply lines and return lines will be made of flex ducting materials.
- F) 1 - Thermostat for system.
- G) Cooktop will be vented to the outside of home.
- H) 1 - Dryers will be vented thru roof.

### 7) Masonry work:

- A) All exterior walls will be king size brick layed with gray mortar.

### 8) Brick:

- A) Brick allowance is \$360 per thousand king **size brick** (4.8 brick to the square foot).

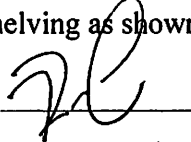
### 9) Roof:

- A) Roof design as per plans and elevations shown. All hip roof will be done according to plans.
- B) Roof pitch: as per plans
- C) Felt: Synthetic Felt
- D) Shingles: Class III laminates.
- E) Decking: 7/16" OSB wafer board with clips between joints.

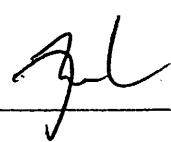
### 10) Trim Labor:

- A) All trim labor necessary to complete the items listed below will be furnished:
  - 1) Install base moldings.
  - 2) Install all door units and case openings shown on plans.
  - 3) Build closet shelving as shown on plans.

Cross Street Properties LLC Initial's: \_\_\_\_\_



Contractor's Initial's: \_\_\_\_\_





## Cross Street Properties LLC. Specifications and Materials

### 5) Electrical:

- A) Service to home is from Xcel Energy. It is contractor's responsibility and cost to have any service brought to each unit in the project.
- B) Electrical wiring will be done **as per plans** as far as number of outlet, switches, and light openings shown. All wiring will be done as per electrical building codes in force by City of Amarillo.
- C) 220 volt wiring is included for air conditioner, range, and dryer.
- D) Wiring and smoke detectors will be furnished as per City Code.
- E) All switches will be standard toggle type switches rather than "Decora" type switches and outlets will be standard devices. Light switches and outlets will be placed according to ADA specifications and requirements.

### 6) Heating, Venting, and Air Conditioning:

- A) 1- 15 KW Heater
- B) 1 – 14 SEER 2.5 ton condenser.
- C) Return air outlets are included as per heating and air contractor.
- D) Supply outlets are included to each room of the house. **Note:** All Closets and hallways will not have a supply outlet.
- E) All supply lines and return lines will be made of flex ducting materials.
- F) 1 - Thermostat for system.
- G) Cooktop will be vented to the outside of home.
- H) 1 - Dryers will be vented thru roof.

### 7) Masonry work:

- A) All exterior walls will be king size brick layed with gray mortar.

### 8) Brick:

- A) Brick allowance is \$360 per thousand king size brick (4.8 brick to the square foot).

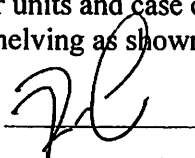
### 9) Roof:

- A) Roof design as per plans and elevations shown. All hip roof will be done according to plans.
- B) Roof pitch: as per plans
- C) Felt: Synthetic Felt
- D) Shingles: Class III laminates.
- E) Decking: 7/16" OSB wafer board with clips between joints.

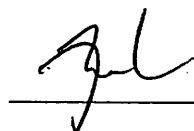
### 10) Trim Labor:

- A) All trim labor necessary to complete the items listed below will be furnished:
  - 1) Install base moldings.
  - 2) Install all door units and case openings shown on plans.
  - 3) Build closet shelving as shown on plans.

Cross Street Properties LLC Initial's: \_\_\_\_\_



Contractor's Initial's: \_\_\_\_\_



## Cross Street Properties LLC. Specifications and Materials

### 11) Trim Materials:

- A) Baseboards in living areas: Vinyl base in all living areas.
- B) Cased openings will be made of finger joint white pine products.
- C) Closet shelving will be built out of High density particleboard.

### 12) Interior Doors:

- A) All interior door units will be solid core units with fingerjoint white pine jambs and 2 ¼" finger joint white pine trim. Units will be size shown on plans and 6'8" in height.

### 13) Exterior Doors:

- A) The front door will be 6'8" tall fiberglass door. The door will come in a finger joint wood frame and have brick molding installed on outside. Door will have deadbolt installed also.
- B) Front door will come with thresholds, weather stripping and be prepared for dead bolt installation.

### 14) Sheetrock and Tape and Texture:

- A) All walls and ceilings throughout the house will be sheet rocked with standard ½" gypsum board.
- B) All joints will tape and bedded. The walls and ceilings will be finished with standard texture in all living areas.

### 15) Insulation:

- A) Exterior Walls of living areas: R-15 Blown in Fiberglass.
- B) Ceilings of living areas: R-38 Blown in Fiberglass.
- C) Holes in upper plates and exterior walls will be polyfoamed.

### 16) Windows:

- A) Windows will be installed as per plans in respect to locations. The windows will be vinyl single hung Low-E insulated glass units. Window units will be non-divided lite and windows will come with half screens.

### 17) Counter tops and Floors:

- A) Laminate tops will be provided in kitchen.
- B) Man made marble tops – All Bathrooms.
- C) Bathtub enclosures will be manmade marble.
- D) Backsplash area above kitchen tops will be painted.
- E) All Floors throughout each unit will be stained and sealed with concrete stain and sealer.

Cross Street Properties LLC Initial's:



Contractor's Initial's:



## Cross Street Properties LLC. Specifications and Materials

### 18) Hardware:

- A) Hardware for passage doors and exterior door will be lever type for handicap use. Cabinet pulls or knobs, bathroom accessories, closet rods, and closet rod holders will be furnished by contractor. Bathroom accessories are defined as towel bars, towel rings, and toilet paper holders. Contractor shall submit hardware samples for approval by Cross Street Properties LLC. before final acceptance of bid.
- B) All bathroom walls will be reinforced with blocking at correct ADA heights for installation of grab bars as required by ADA requirements. This blocking and bars needed will be installed and furnished by contractor on project.

### 19) Cabinets:

- A) All cabinets will be high density particle board construction covered with white melamine.

### 20) Painting:

- A) All wall and ceiling paint will be done with standard latex enamel paint with minimum of two coats.
- B) Closets – painted entirely with same color latex enamel paint used in home.
- C) Woodwork and interior doors – painted with oil base enamel products with minimum of two coats.
- D) Exterior Door, outside sidings, soffit areas, porch ceilings, and facias will be painted 1 color with standard flat exterior latex paint.
- E) Post on porch will be painted with same exterior wall color.
- F) Cross Street Properties LLC will submit color to contractor before needed.

### 21) Wallpaper and Borders:

- A) None

### 22) Appliances:

- A) Appliances included in bid are range, hood, and refrigerator.

### 23) Carpets:

- A) None

### 24) Light Fixtures:

- A) Contractor shall submit lighting included in bid for all lighting, which includes all light openings, wired for throughout the entire house inside, outside, and attic. Door chimes, doorbells, and any specialty devices used in light openings, switch locations, and outlet locations are part of the lighting allowance budget. Standard switches and receptacles will be furnished by contractor.
- B) Any recess cans and bath and utility exhausts are part of your overall lighting allowance and will be furnished as per plans by contractor.

Cross Street Properties LLC Initial's:

  
6

Contractor's Initial's:



## Cross Street Properties LLC. Specifications and Materials

25) Mirrors and Glass:

A) Mirrors in baths will be standard plate glass mirrors.

26) Skylights:

A) None

27) Flatwork (Outside Concrete Work)

A) All outside concrete work shown on plans, which includes driveways, porches, and sidewalks are included in the bid by contractor. All flatwork will be 3000-PSI concrete.

29) Landscaping:

A) Rock (3/4") installed over pad in all soil areas of lot not covered with home and outside concrete work

30) Fencing:

A) 6' Spruce picket Privacy fencing enclosing each unit as per Cross Street Properties LLC. 4' wide Walk thru gates are included as needed. Fence is not overlap design.

31) Cleanup and Yard Leveling:

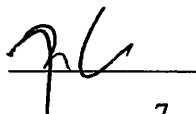
A) All trash and debris from the job will be carried off.

B) All cleanup of the home, such as window cleaning, vacuuming, dusting, cabinet cleaning, floor vacuuming, etc. will be done.

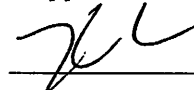
### WARRANTIES AND CONDITIONS:

- A) All warranties on equipment installed in all units by Contractor will be passed on to Cross Street Properties LLC.
- B) There will be a normal 1 – year builder's warranty on all equipment installed and labor and materials furnished by contractor.
- C) If some items(s) during the course of construction become unavailable that is listed in these specifications, the contractor may choose to substitute an equal and alternate available brand of item(s). The alternate brand will have at least equal or better specifications then the original specified item(s) that were accepted. If not, a change order will be issued showing the difference.
- D) It is understood by all parties that these specifications and materials and plans contain all items that will be furnished by Contractor, his employees, suppliers, and subcontractors. It is further agreed that this exhibit of materials and specifications identified as Exhibit "A" is the total agreement of what will be furnished by contractor, his employees, suppliers, and subcontractors and that there are no oral agreements that exist between Cross Street Properties LLC, and the contractor, and his employees, suppliers, and subcontractors.

Cross Street Properties LLC Initial's:



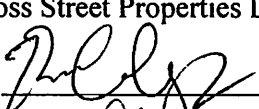
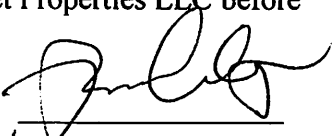
Contractor's Initial's:



Cross Street Properties LLC.  
Specifications and Materials

E) It is understood by all parties that by entering into this contract with Cross Street Properties LLC to construct this project , Cross Street Properties LLC and their agents are also giving the contractor, his employees, suppliers, and subcontractors the right to correct any item that needs to be corrected. After written notice from Cross Street Properties LLC to contractor concerning items unfinished and/or not acceptable by Cross Street LLC, the contractor will have 30 days to correct the items unfinished and/or not acceptable. If not corrected in this time frame, Cross Street Properties LLC has the right to hire another party to correct and/or furnish unfinished items, labor, and materials and deduct the amount charged by entity to finish the unfinished and/or unacceptable items from contractors bid plus a reasonable administrative fee for doing so.

The preceding exhibit of materials and specifications that will be furnished by Contractor in this project and the warranties and conditions listed above will be acknowledged by the signatures of the contractor and Cross Street Properties LLC before final acceptance of bid by Cross Street Properties LLC.

Cross Street Properties LLC:  Contractor:   
Cross Street Properties LLC:  Date: 10/28/18

Cross Street Properties LLC Initial's: CSL Contractor's Initial's: CSL



3D



# Amarillo City Council

## Agenda Transmittal Memo



|              |                |                  |                      |
|--------------|----------------|------------------|----------------------|
| Meeting Date | 12/18/2018     | Council Priority | Downtown Development |
| Department   | Facilities     |                  |                      |
| Contact      | Jerry Danforth |                  |                      |

**Agenda Caption**

Change Order for additional scope for Elmore Sports Group funded components to be added to the MPEV under the existing City Construction Contract with Western/Hunt.

**Agenda Item Summary**

This change order will not affect the GMP for the construction contract of \$39,995,000.00 or the Maximum Funding Approved \$45,540,000.00 for the project with the City and Western/Hunt as this added scope is for enhancements that the Elmore Sports Group wishes to provide and guarantee funding at \$2,270,849.00 . This change order is only to allow for the Elmore Sports group to add the additional items to the construction contract and to be performed by Western/Hunt so that all items are available on opening day.

**Requested Action**

Approval of Change Order

**Funding Summary**

No additional Funding Needed

**Community Engagement Summary**

**Staff Recommendation**

AIA® Document G701™ – 2017

Change Order

|                                                                                                             |                                                                                                                    |                                                                               |
|-------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <b>PROJECT:</b> <i>(Name and address)</i><br>Amarillo Multi-Purpose Event Venue                             | <b>CONTRACT INFORMATION:</b><br>Contract For: Construction of Amarillo Multi-Event Venue<br>Date: January 12, 2018 | <b>CHANGE ORDER INFORMATION:</b><br>Change Order Number: 002<br><br>Date:     |
| <b>OWNER:</b> <i>(Name and address)</i><br>The City of Amarillo, Texas<br>A Home Rule Municipal Corporation | <b>ARCHITECT:</b> <i>(Name and address)</i><br>Populous<br>4800 Main Street, Suite 300<br>Kansas City, MO 64112    | <b>CONTRACTOR:</b> <i>(Name and address)</i><br>Western/Hunt, a Joint Venture |

**THE CONTRACT IS CHANGED AS FOLLOWS:**  
*(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)*

Additional Scope of Work added by the Team.  
Reference Change Order #2 Worksheet - Attachment A

All property listed on Attachment “A” is being purchased by the team and for the team and its employees, players, managers, and patrons. As between Owner and the team, the team has acknowledged that it has all rights to the property and assumes all financial responsibility for the same and has affirmed that said items are not necessary for the functionality of the MPEV but are being purchased by the team to enhance patron experience and team convenience. Regardless of the team's financial commitment to Owner with respect to the property listed on Attachment "A", as between Owner and Contractor, nothing in this paragraph is intended to modify the payment terms or the payment procedures under the Contract.

|                                                                                      |                  |
|--------------------------------------------------------------------------------------|------------------|
| The original Guaranteed Maximum Price was                                            | \$ 39,995,000.00 |
| The net change by previously authorized Change Orders                                | \$ 0.00          |
| The Guaranteed Maximum Price prior to this Change Order was                          | \$ 39,995,000.00 |
| The Guaranteed Maximum Price will be increased by this Change Order in the amount of | \$ 2,270,849.00  |
| The new Guaranteed Maximum Price including this Change Order will be                 | \$ 42,265,849.00 |
| The Contract Time will be increased by Zero (0) days.                                |                  |
| The new date of Substantial Completion will be                                       |                  |

**NOTE:** This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

|                                            |                                                                |                                                      |
|--------------------------------------------|----------------------------------------------------------------|------------------------------------------------------|
| Populous<br>ARCHITECT <i>(Firm name)</i>   | Western/Hunt, a Joint Venture<br>CONTRACTOR <i>(Firm name)</i> | City of Amarillo<br>OWNER <i>(Firm name)</i>         |
| SIGNATURE                                  | SIGNATURE                                                      | SIGNATURE                                            |
| Michael Sabatini<br>PRINTED NAME AND TITLE | Mike Robertson, Partner<br>PRINTED NAME AND TITLE              | Jared Miller, City Manager<br>PRINTED NAME AND TITLE |
| DATE                                       | DATE                                                           | DATE                                                 |



# WESTERN | HUNT

Western Builders / AECOM Hunt, A Joint Venture

**Project: Amarillo MPEV****Change Order Number 2 Worksheet****Box Office & Ticketing**

|                                                    |    |        |
|----------------------------------------------------|----|--------|
| Digital Signs for Ticket Windows- Team Procurement | \$ | 10,000 |
|----------------------------------------------------|----|--------|

**Signage**

|                                                                 |    |         |
|-----------------------------------------------------------------|----|---------|
| Left Field Outfield Wall Signs- Team Procurement                | \$ | 442,000 |
| Suite Level Signage (20 total)- Team Procurement                | \$ | 73,000  |
| 1st Base Scoreboard w/ Names & Speed of Pitch- Team Procurement | \$ | 19,000  |
| Video Production Package- Team Procurement                      | \$ | 195,500 |
| Naming Rights Signage- Team Procurement                         | \$ | 186,000 |
| Wireless Fan Camera Package- Team Procurement                   | \$ | 11,500  |

**Televisions**

|                                         |    |         |
|-----------------------------------------|----|---------|
| Furnish & Install TVs- Team Procurement | \$ | 146,000 |
|-----------------------------------------|----|---------|

**Office Furniture**

|                                                 |    |        |
|-------------------------------------------------|----|--------|
| Ballpark Office Furniture- Team Procurement     | \$ | 25,000 |
| 20 Credensas Warming Stations- Team Procurement | \$ | 53,000 |

**Computers & IT**

|                                                            |    |        |
|------------------------------------------------------------|----|--------|
| Team Racks, Switches, & Data Accessories- Team Procurement | \$ | 60,000 |
|------------------------------------------------------------|----|--------|

**Kids Area / Fun Zone**

|                                                   |    |         |
|---------------------------------------------------|----|---------|
| Furnish & Install Kids Fun Zone- Team Procurement | \$ | 100,000 |
|---------------------------------------------------|----|---------|

**Clubhouse**

|                                                    |    |        |
|----------------------------------------------------|----|--------|
| Washing (2) & Drying Machine (2)- Team Procurement | \$ | 31,000 |
| Ice Maker (2)- Team Procurement                    | \$ | 10,000 |
| Whirlpools (3)- Team Procurement                   | \$ | 20,000 |
| Clubhouse Office Furniture- Team Procurement       | \$ | 10,000 |
| Bullpen Benches- Team Procurement                  | \$ | 3,000  |
| Humidor- Team Procurement                          | \$ | 20,000 |

**Other Facility Items**

|                                                           |    |        |
|-----------------------------------------------------------|----|--------|
| Perforated Open Top Receptacle (51 gal)- Team Procurement | \$ | 24,400 |
| Dugout Flooring- Team Procurement                         | \$ | 8,000  |
| Field Tarps- Team Procurement                             | \$ | 10,000 |

**Other Items added thus far through construction**

|                                                            |    |        |
|------------------------------------------------------------|----|--------|
| Upgraded Suite Finishes- Team Initiated                    | \$ | 75,000 |
| Additional Beverage System at Suite Level Bar- Concessions | \$ | 30,000 |

**WESTERN HUNT**

Western Builders / AECOM Hunt, A Joint Venture

|                                                         |           |                  |
|---------------------------------------------------------|-----------|------------------|
| Dishwashers @ Kitchen- Team Procurement                 | \$        | 27,000           |
| Data & RG6 Drops @ Televisions- City                    | \$        | 30,000           |
| Power for Lights at Perimeter Pole Lighting- City       | \$        | 20,000           |
| Miscellaneous PrismView Coordination                    | \$        | 20,000           |
| Locker & Wall Revisions at Locker Rooms- Team           | \$        | 12,000           |
| Additional Team Signage Per Documents- Team Procurement | \$        | 65,000           |
| Kitchen Plumbing/Power Revisions per Submittal Review   | \$        | 25,000           |
| Video Room and Suite Level Bar Counterop Upgrades- Team | \$        | 7,500            |
| Upgraded Power for Inflatableables- Team Procurement    | \$        | 15,000           |
|                                                         |           |                  |
| SUBTOTAL                                                | \$        | 1,783,900        |
| OWNER CONTINGENCY                                       | \$        | 250,000          |
| BONDS & INSURANCE                                       | \$        | 30,509           |
| ADMINISTRATION COSTS / FEE                              | \$        | 206,441          |
|                                                         |           |                  |
| <b>TOTAL ESTIMATED COSTS</b>                            | <b>\$</b> | <b>2,270,849</b> |

# Amarillo City Council

## Agenda Transmittal Memo



|              |                 |                  |                      |
|--------------|-----------------|------------------|----------------------|
| Meeting Date | 12/18/2018      | Council Priority | Downtown Development |
| Department   | Facilities 1252 |                  |                      |
| Contact      | Jerry Danforth  |                  |                      |

**Agenda Caption**

Furnishings for the public spaces inside of the MPEV to be purchased from Navajo Office Products in the amount of \$407,051.81 on Cooperative Purchase Contracts.

**Agenda Item Summary**

**Requested Action**

Recommended approval of purchase from Navajo Office Products

**Funding Summary**

Account # 440086.17400.1060

**Community Engagement Summary**

N/A

**Staff Recommendation**

Approval



Bid No. 6305 MPEV FURNITURE  
Opened 4:00 p.m. December 12, 2018

| To be awarded as one lot                                         | NAVAJO OFFICE PRODUCTS |           |
|------------------------------------------------------------------|------------------------|-----------|
| Line 1 Sofa-cabot wrenn, per specifications<br>20 ea             |                        |           |
| Unit Price                                                       | \$2,414.670            |           |
| Extended Price                                                   |                        | 48,293.40 |
| Line 2 Chair-cabot wrenn, per specifications<br>40 ea            |                        |           |
| Unit Price                                                       | \$1,299.000            |           |
| Extended Price                                                   |                        | 51,960.00 |
| Line 3 Furniture lab dublin school, per specifications<br>120 ea |                        |           |
| Unit Price                                                       | \$383.750              |           |
| Extended Price                                                   |                        | 46,050.00 |
| Line 4 Momentum Upholstery, per specifications<br>140 ea         |                        |           |
| Unit Price                                                       | \$80.110               |           |
| Extended Price                                                   |                        | 11,215.40 |
| Line 5 Arrange café hght x-base, per specifications<br>10 ea     |                        |           |

|                                                            |  |           |          |
|------------------------------------------------------------|--|-----------|----------|
| Unit Price                                                 |  | \$247.300 |          |
| Extended Price                                             |  |           | 2,473.00 |
| Line 6 Arrange lrg disc shroud, per specifications         |  |           |          |
| 10 ea                                                      |  |           |          |
| Unit Price                                                 |  | \$45.260  |          |
| Extended Price                                             |  |           | 452.60   |
| Line 7 Arrange café height x-base, per specifications      |  |           |          |
| 12 ea                                                      |  |           |          |
| Unit Price                                                 |  | \$209.390 |          |
| Extended Price                                             |  |           | 2,512.68 |
| Line 8 Arrange small disc shroud, per specifications       |  |           |          |
| 12 ea                                                      |  |           |          |
| Unit Price                                                 |  | \$33.860  |          |
| Extended Price                                             |  |           | 406.32   |
| Line 9 Arrange small disc shroud/base, per specifications  |  |           |          |
| 9 ea                                                       |  |           |          |
| Unit Price                                                 |  | \$199.820 |          |
| Extended Price                                             |  |           | 1,798.38 |
| Line 10 Arrange small disc shroud/base, per specifications |  |           |          |
| 9 ea                                                       |  |           |          |
| Unit Price                                                 |  | \$33.860  |          |
| Extended Price                                             |  |           | 304.74   |

|                                                               |           |          |  |
|---------------------------------------------------------------|-----------|----------|--|
| Line 11 Arrange table 42" round top, per specifications       |           |          |  |
| 10 ea                                                         |           |          |  |
| Unit Price                                                    | \$197.640 |          |  |
| Extended Price                                                |           | 1,976.40 |  |
| Line 12 Arrange table 24" round top, per specifications       |           |          |  |
| 12 ea                                                         |           |          |  |
| Unit Price                                                    | \$163.390 |          |  |
| Extended Price                                                |           | 1,960.68 |  |
| Line 13 Arrange table 24" round top, per specifications       |           |          |  |
| 9 ea                                                          |           |          |  |
| Unit Price                                                    | \$163.390 |          |  |
| Extended Price                                                |           | 1,470.51 |  |
| Line 14 36dia coffee table round laminate, per specifications |           |          |  |
| 3 ea                                                          |           |          |  |
| Unit Price                                                    | \$756.900 |          |  |
| Extended Price                                                |           | 2,270.70 |  |
| Line 15 Pillow 18DX6DIA, bolster, per specifications          |           |          |  |
| 40 ea                                                         |           |          |  |
| Unit Price                                                    | \$64.800  |          |  |
| Extended Price                                                |           | 2,592.00 |  |
| Line 16 Pillow 18DX18W, square, per specifications            |           |          |  |
| 40 ea                                                         |           |          |  |

|                                                                   |  |             |           |
|-------------------------------------------------------------------|--|-------------|-----------|
| Unit Price                                                        |  | \$71.600    |           |
| Extended Price                                                    |  |             | 2,864.00  |
| Line 17 36DIA coffee table, round, laminate, per specifications   |  |             |           |
| 20 ea                                                             |  |             |           |
| Unit Price                                                        |  | \$756.900   |           |
| Extended Price                                                    |  |             | 15,138.00 |
| Line 18 Club chair, armless, static, per specifications           |  |             |           |
| 10 ea                                                             |  |             |           |
| Unit Price                                                        |  | \$751.500   |           |
| Extended Price                                                    |  |             | 7,515.00  |
| Line 19 Wallsaver bar stool, square wood back, per specifications |  |             |           |
| 160 ea                                                            |  |             |           |
| Unit Price                                                        |  | \$579.600   |           |
| Extended Price                                                    |  |             | 92,736.00 |
| Line 20 Collette, 3 seat, u leg, arms, per specifications         |  |             |           |
| 5 ea                                                              |  |             |           |
| Unit Price                                                        |  | \$3,467.700 |           |
| Extended Price                                                    |  |             | 17,338.50 |
| Line 21 Fringe, club chair, per specifications                    |  |             |           |
| 12 ea                                                             |  |             |           |
| Unit Price                                                        |  | \$1,169.550 |           |
| Extended Price                                                    |  |             | 14,034.60 |

|                                                                       |                |          |          |
|-----------------------------------------------------------------------|----------------|----------|----------|
| Line 22 Fringe club-com-momentum<br>memory yellow, per specifications | 72 ea          |          |          |
|                                                                       | Unit Price     | \$88.640 |          |
|                                                                       | Extended Price |          | 6,382.08 |

|                                                          |                |          |          |
|----------------------------------------------------------|----------------|----------|----------|
| Line 23 Fringe armless-com-pallas, per<br>specifications | 46 ea          |          |          |
|                                                          | Unit Price     | \$55.680 |          |
|                                                          | Extended Price |          | 2,561.28 |

|                                                      |                |          |          |
|------------------------------------------------------|----------------|----------|----------|
| Line 24 Bolster pillow-pallas, per<br>specifications | 46 ea          |          |          |
|                                                      | Unit Price     | \$52.500 |          |
|                                                      | Extended Price |          | 2,415.00 |

|                                                        |                |           |          |
|--------------------------------------------------------|----------------|-----------|----------|
| Line 25 Cart rio, stacking cart, per<br>specifications | 46 ea          |           |          |
|                                                        | Unit Price     | \$183.540 |          |
|                                                        | Extended Price |           | 8,442.84 |

|                                                                 |                |          |           |
|-----------------------------------------------------------------|----------------|----------|-----------|
| Line 26 PS Rio 4 leg chair, plastic back, per<br>specifications | 256 ea         |          |           |
|                                                                 | Unit Price     | \$99.500 |           |
|                                                                 | Extended Price |          | 25,472.00 |

|                                                            |      |  |  |
|------------------------------------------------------------|------|--|--|
| Line 27 Labor for receive & install, per<br>specifications | 1 ea |  |  |
|------------------------------------------------------------|------|--|--|



|                                                   |  |              |            |
|---------------------------------------------------|--|--------------|------------|
| Unit Price                                        |  | \$22,857.220 |            |
| Extended Price                                    |  |              | 22,857.22  |
| Line 28 Furniture lab freight, per specifications |  |              |            |
| 1 ea                                              |  |              |            |
| Unit Price                                        |  | \$2,976.480  |            |
| Extended Price                                    |  |              | 2,976.48   |
| Line 29 Momentum Freight, per specifications      |  |              |            |
| 1 ea                                              |  |              |            |
| Unit Price                                        |  | \$1,800.000  |            |
| Extended Price                                    |  |              | 1,800.00   |
| Line 30 Pallas Freight, per specifications        |  |              |            |
| 1 ea                                              |  |              |            |
| Unit Price                                        |  | \$850.000    |            |
| Extended Price                                    |  |              | 850.00     |
| Line 31 Cabot Wrenn Freight, per specifications   |  |              |            |
| 1 ea                                              |  |              |            |
| Unit Price                                        |  | \$7,932.000  |            |
| Extended Price                                    |  |              | 7,932.00   |
| Bid Total                                         |  |              | 407,051.81 |
| Award by Vendor                                   |  |              | 407,051.81 |