

CHICKASHA MUNICIPAL AIRPORT AUTHORITY

AGENDA
LOCATION OF MEETING
CITY HALL COUNCIL CHAMBERS
117 NORTH FOURTH STREET
CHICKASHA, OKLAHOMA 73018

TIME OF MEETING
6:30 PM

DATE OF MEETING
FEBRUARY 6, 2023

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, attorney or to the recommending board, commission or committee.

1. **Call to Order / Roll Call.**
2. **Consent Docket:**
 - a. Acceptance of the Minutes of the January 17, 2023 regular meeting.
 - b. Acceptance of the Claims List.
3. **Discussion/Approval of Items Removed from Consent Docket:**
4. **Consideration and Discussion Items:**
 - a. Discussion, consideration, and possible action to authorize the Mayor to execute Task Order No. 01 with Parkhill for Professional Services OAC

CHK-23-S Rehabilitate Runway 18/36 and Taxiways for Chickasha Municipal Airport.

- b. Discussion, consideration, and possible action to authorize the Mayor to execute Task Order No. 02 - with Parkhill for Professional Services AIP 3-40-0018-022-2023 Construct T-Hangars at the Chickasha Municipal Airport.

5. Motion for Adjournment.



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-6-2023

Meeting Date: 2/6/2023

Department: City Clerk

Agenda Item No. 2.a.

AGENDA ITEM: Acceptance of the Minutes of the January 17, 2023 regular meeting.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept the Minutes of the January 17, 2023

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director: Susan M. McDaniel, City Clerk	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 6, 2023	(From)		

V. ATTACHMENTS:

1. CMAA 1-17-2023

January 17, 2023

The **REGULAR** meeting of the **CHICKASHA MUNICIPAL AIRPORT AUTHORITY** was held in the council chambers in city hall on the 17th day of January 2023 as specified by advance public notice with a properly prepared agenda stating the subject matter or matters to be discussed at said meeting. Chairman Mosley called the meeting to order at 6:45 p.m.

ITEM 1.

Call to Order / Roll Call:

CHAIRMAN AND TRUSTEES

PRESENT:

Chris Mosley, Chairman
Zachary Grayson, Vice Chairman
Kelly Boyd
Oscar Nelson
Georgianne Hebblethwaite
R. P. Ashanti-Alexander
Brian Gerdes

ABSENT:

Nate McCalla
Kea Ginn

STAFF

PRESENT:

Cindy Rogers, Asst. City Manager
Susan M. McDaniel, City Clerk
Tony Samaniego, Fire Chief
G. G. Music, Interim Police Chief
Darren Martin, Chief Building Inspector
Jim Crosby, Public Works Director
Rachel Bernish, Community Development Director
Shae Mortimer, Marketing and Civic Engagement Manager

ITEM 2.

Consent Docket: ITEM 2a – ITEM 2b.

ITEM 2a.

Acceptance of the Minutes of January 3, 2023, regular meeting.

ITEM 2b.

Acceptance of the Claims List.

*Motion by Trustee Boyd, second by Trustee Ashanti-Alexander to approve Items 2a – 2b.

TIME 6:45 P.M.

Roll call vote:

Ayes:” Grayson, Ashanti-Alexander, Nelson, Hebblethwaite, Boyd, Gerdes and Mosley.

“Nays:” None

“Abstain:” None

Motion carried. 7-0

ITEM 3. **Discussion / Approval of Items Removed from Consent Docket:**

No action taken on Item 3.

ITEM 4. **Motion to Adjourn.**

*Motion by Trustee Ashanti-Alexander, second by Trustee Gerdes to adjourn.

Meeting adjourned.

TIME: 7:46 PM

Approved this 6th day of February 2023.

(ATTEST)

Chris Mosley, Chairman

Susan M. McDaniel, CMC
City Clerk



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-6-2023

Meeting Date: 2/6/2023

Department: Finance

Agenda Item No. 2.b.

AGENDA ITEM: Acceptance of the Claims List.

I. BACKGROUND/DESCRIPTION:

II. RECOMMENDED ACTION:

Accept Claims List.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:

	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 6, 2023]	(From)		

V. ATTACHMENTS:



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-6-2023

Meeting Date: 2/6/2023

Department: Administration

Agenda Item No. 4.a.

AGENDA ITEM: Discussion, consideration, and possible action to authorize the Mayor to execute Task Order No. 01 with Parkhill for Professional Services OAC CHK-23-S Rehabilitate Runway 18/36 and Taxiways for Chickasha Municipal Airport.

I. BACKGROUND/DESCRIPTION:

Task Order No. 01 is for Final Design, Pavement Classification Rating, OAC Grant Administration and Surveying Services for the Runway Rehabilitation project. The scope will include:

1. Parkhill to provide Engineering Design Services for the rehabilitation of Runway 18/36 and the parallel taxiway. This work is anticipated to consist of replacement of joint sealant, sealing of cracks, concrete patching, and isolated full concrete panel replacement.
2. In partnership with a qualified subconsultant, Parkhill to provide Pavement Classification Rating to determine weight bearing capacity of Runway 18/36 and the parallel taxiway, as further detailed in Appendix 1 to Exhibit A of the attached TaskOrder.
3. Parkhill will provide OAC Grant Administration Services as further detailed in Exhibit A.
4. Parkhill will provide Survey Services as detailed in Appendix 2 to Exhibit A.

Fee total for Task Order No. 01 is \$87,100.00

II. RECOMMENDED ACTION:

Authorize the Mayor to execute Task Order No. 01 with Parkhill for Professional Services OAC CHK-23-S Rehabilitate Runway 18/36 and Taxiways for Chickasha Municipal Airport.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date:	(From)		

February 6, 023

V. ATTACHMENTS:

1. Task Order No. 01 - Parkhill



January 3, 2023

Mr. Chris Mosley
City of Chickasha
117 N. 4th St
Chickasha, OK 73018

Re: Task Order 01 to MASTER AGREEMENT for Professional Services
OAC CHK-23-S Rehabilitate Runway 18/36 and Taxiways
Chickasha Municipal Airport

Dear Mr. Mosley:

As requested, we prepared Task Order 01 for Final Design, Pavement Classification Rating, OAC Grant Administration and Surveying Services related to the referenced Project. Parkhill understands the Project scope to include:

1. Parkhill to provide Engineering Design Services for the rehabilitation of Runway 18/36 and the parallel taxiway. This work is anticipated to consist of replacement of joint sealant, sealing of cracks, concrete patching, and isolated full concrete panel replacement.
2. In partnership with a qualified subconsultant, Parkhill to provide Pavement Classification Rating to determine weight bearing capacity of Runway 18/36 and the parallel taxiway, as further detailed in Appendix 1 to Exhibit A.
3. Parkhill to provide OAC Grant Administration Services as further detailed in Exhibit A.
4. Parkhill to provide Survey services as detailed in Appendix 2 to Exhibit A.

Fee for Proposed Task Order 02 services is further defined in Exhibit B attached, summarized as follows:

Task 2PDS	Lump Sum Fee for Provide Pavement Classification Rating	\$ 35,800.00
Task 3FDS	Lump Sum Fee for Final Design Services	\$ 39,500.00
Task 12OG	Lump Sum Fee for OAC Grant Administration Services	\$ 7,000.00
Task SRVY	Lump Sum Fee for Surveying Services	\$ 4,800.00
TOTAL TASK ORDER 01		\$ 87,100.00

We propose to modify the Master Agreement between the City of Chickasha and Parkhill dated January 3, 2023 and provide approved services under provisions of Exhibit B - Payments to the Engineer, Paragraph B4.01 (Lump Sum Method) attached. Any necessary additional services will be provided according to Exhibit B - Payments to the Engineer, Paragraph B4.02. Compensation for services shall not exceed the total noted without Owner's written approval.

If terms of this Task Order are agreeable, please execute and return one copy to our office. We will take receipt of this signed letter as our Notice to Proceed. We look forward to working with you in completing this Project. For anything further, please contact Toby Baker directly at tbaker@parkhill.com or 405.832.9903.

Sincerely,

Accepted by:

PARKHILL

CITY OF CHICKASHA

By

Mark D. Haberer, PE, CM
Principal

By

Chris Mosley Date
Mayor

MDH/bc

Enclosures

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EXHIBIT A ENGINEER'S SERVICES

Article 1 of the Master Agreement is amended and supplemented to include the following sample agreement of the parties. ENGINEER shall provide Basic and authorized Additional Services as set forth in Exhibit A of each Task Order to the Master Agreement.

PART 1 -- BASIC SERVICES

A 1.01 *Study and Report Phase (Not Used)*

A 1.02 *Preliminary Design Phase (Task 2PDS and Task SRVY Services)*

A. After acceptance by OWNER of a recommended solution, and indication of any specific modifications or changes in scope, extent, character, or design requirements of Project desired by OWNER, and upon written authorization from OWNER, ENGINEER shall:

1. Based on noted acceptance, selection, and authorization, prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of Project.

2. Provide necessary field surveys and topographic and utility mapping for design purposes. Utility mapping will be based upon information obtained from utility owners. Performance of field surveys is not a part of ENGINEER's basic services, and compensation therefore is not included in the Basic Fee. Surveys may be performed by ENGINEER, by agreement with OWNER, in which case compensation shall be determined by applicable portions of Exhibit B.

3. Perform PCR analysis as defined in Appendix 1 to Exhibit A.

4. Advise OWNER if additional reports, data, information, or services are necessary and assist OWNER in obtaining such reports, data, information, or services.

5. Based on information contained in Preliminary Design Phase documents, submit a revised opinion of probable Construction Cost.

6. Furnish up to five review copies (as requested) of Preliminary Design Phase documents to and review with OWNER.

B. ENGINEER's services under Preliminary Design Phase will be considered complete on the date when copies of Preliminary Design Phase documents have been delivered to OWNER.

A 1.03 *Final Design Phase (Task 3FDS Services)*

A. After acceptance by OWNER of Preliminary Design Phase documents and revised opinion of probable Construction Cost as determined in Preliminary Design Phase, but subject to any OWNER-directed modifications or changes in the scope, extent, character, or design requirements of or for Project, and upon written authorization from OWNER, ENGINEER shall:

1. Based on noted acceptance, direction, and authorization, prepare final Drawings and Specifications indicating scope, extent, and character of Work to be performed and furnished by Contractor. Specifications will be prepared, where appropriate, in general conformance with most recent Industry-standard format of Construction Specifications Institute or in general conformance with standard specifications provided by funding agency.

2. Provide technical criteria, written descriptions, and design data for OWNER use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve final design of Project and assist OWNER in consultations with appropriate authorities.

3. Advise OWNER of any adjustments to opinion of probable Construction Cost.

4. Prepare and furnish five sets of Bidding Documents and a revised opinion of probable Construction Cost for review and approval by OWNER, its legal counsel and other advisors as appropriate, and assist OWNER in preparation of other related documents.

B. Number of prime contracts for Work designed or specified by ENGINEER upon which ENGINEER compensation has been established under this Master Agreement is one.

C. ENGINEER services under Final Design Phase will be considered complete on the date when final Bidding Documents are delivered to OWNER.

A I.04 *Bidding or Negotiating Phase* (Not Applicable)

A I.05 *Construction Phase* (Not Applicable)

A I.06 *Grant Administration Phase* (Task 12OG Services)

A. Upon identification of all grant-eligible project costs, and upon written authorization from OWNER, ENGINEER shall:

1. *FAA Grant Administration.* (Not Applicable)

2. *OAC Grant Administration.* Prepare the following, in support of the grant from the Oklahoma Aeronautics Commission:

- a. OAC Grant Application
- b. Monthly OAC Partial Pay Request Form (reimbursement)
- c. Construction Management Program per OAC requirements
- d. OAC Closeout Documentation, as required by the OAC Grant Agreement

PART 2 -- ADDITIONAL SERVICES

A 2.01 *Additional Services Requiring OWNER's Authorization in Advance* (Not Applicable)



**RDM International, Inc.
Proposed Work Scope for
Runway 18-36 and Taxiway Pavements Evaluation
Chickasha Municipal Airport (CHK)**

RDM International, Inc. (RDM) has been requested by Parkhill to provide an assessment of Runway 18-36, the parallel taxiway and taxiway connectors from the runway to the main apron to compute the Pavement Classification Rating (PCR) values at the Chickasha Municipal Airport (CHK), OK. The project limit is depicted in Figure 1 below.

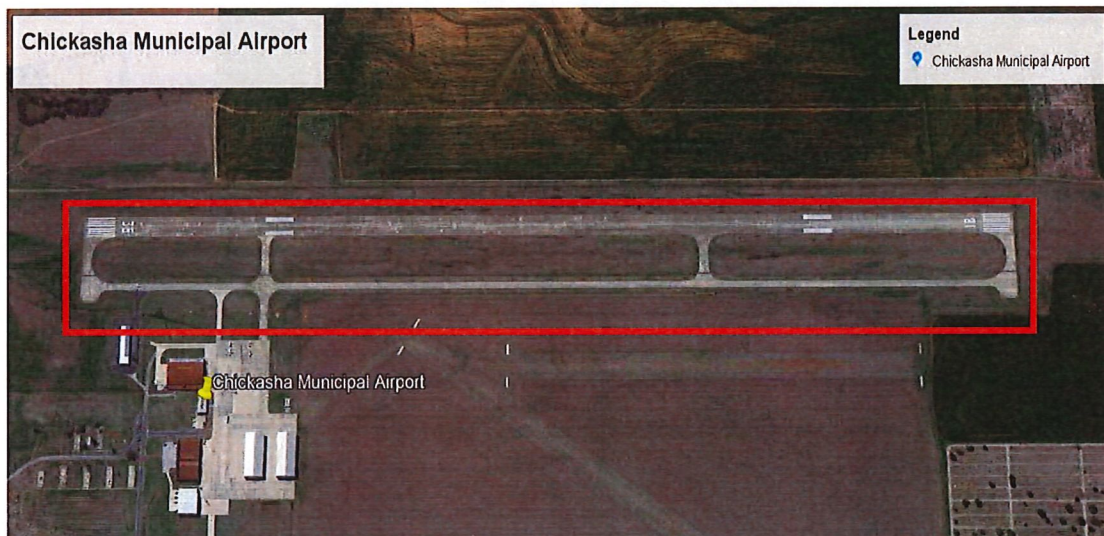


Figure 1

RDM is pleased to submit the following scope of work and corresponding fee to Parkhill for this work. The following tasks are anticipated to complete this work:

Task 1 - Define Requirements

RDM project manager will define client and Parkhill requirements for this project. A one-hour conference call is scheduled to discuss all facets of the project.

Task 2 - Review Reports, Construction Data and As-builts

RDM will review prior pavement evaluation/design reports and as-built records for the taxiway and apron pavements. Reports and construction records will be provided by Parkhill.

Task 3 – Non-destructive Testing

This task includes mobilization and de-mobilization of Non-destructive testing (NDT) machine from Houston, TX to Chickasha, OK. NDT program will be conducted to acquire data rapidly and economically on the structural properties of pavement and subgrade layers. RDM's Heavy Falling Weight Deflectometer (HWD) will be used to perform the testing. NDTs will be conducted during off-peak time in accordance with the Federal Aviation Administration (FAA) Advisory Circular 150/5370-11B, "Use of Nondestructive Testing Device in the Evaluation of Airport Pavement." For the runway and taxiways, NDT will be performed at 100 ft staggered longitudinal stations along the wheel path at roughly 10 feet from centerline on each side. It is assumed that the airport OPS or Parkhill will provide appropriate closures or security escort during the NDT operation. NDT data will be reduced in accordance with FAA Advisory Circular 150/5370-11B using layered elastic back-calculation methods. The back-calculations will provide in-situ subgrade elastic moduli (E).

Task 4 – Recommend Core/Boring Locations and Review Geotechnical Test Data

It is assumed that coring will be performed by another consultant. Based upon the NDT results, RDM will suggest locations for coring to be performed by other consultants. Approximately 8 total cores and 1 boring to a depth of ten feet have been anticipated by Parkhill to assist with the analysis. The cores should provide the layer thickness of all materials to the top of subgrade. Depending upon the soil type, DCP testing in the boring should be provided. RDM will review the geotechnical exploration data to obtain inputs for the PCR computation.

Task 5 – Pavement Classification Rating (PCR) Computation

For the PCR computation purpose, the input parameters subgrade strength, pavement thickness and aircraft traffic are required. It is assumed that Parkhill will provide current and future traffic data for the analysis. As discussed previously, the pavement composition and thickness will be obtained using the cores as indicated in Task 4. Subgrade strength will be obtained through the NDT program.

The PCR of the taxiways and apron will be computed based on FAA's Advisory Circular 150/5335-5D, "Standardized Method of Reporting Airport Pavement Strength." RDM will also check the structural adequacy of the pavements. Computation of the Pavement Classification Number (PCN) is not included in this analysis.

Task 6 – PCR Report

All testing and analytical methods will be summarized in a written report. The report will summarize the test and analysis procedures and provide the PCR values in standard International Civil Aviation Organization (ICAO) format. One electronic copy of the draft

report will be provided to Parkhill for review. Upon receipt of comments, the draft report will be revised, and one electronic copy of the final report will be provided to Parkhill.

TO:	Toby Baker
FROM:	Brian Bird
PROJECT NAME:	Chickasha Airport Pavement Survey
DATE:	September 22 nd 2022

Internal Survey Scope & Fee Estimate

Surveying Scope of Services:

- Planimetric Survey for pavement joint and cracks for runway and parallel taxiway
 - Recover control from previous survey completed by CEC
 - Establish and survey in Ground Control Points (GCPs) for aerial UAV photogrammetry mission
 - Perform aerial UAV photogrammetry mission for 2d only
 - Post-process a georeferenced orthomosaic photo from UAV photogrammetry mission
 - Locate and drawn in pavement joints and cracks from the orthomosaic for the following:
 - Runway
 - parallel taxiway
 - connector taxiways
 - two concrete taxiways extending to main apron
 - See attached detail aerial
 - Deliverables are to include Civil 3d file referenced to previous survey
 - Any item not listed has not been considered for this fee estimate

The cost of the survey will be based on a lump sum fee of \$4,800. The survey timeline will be coordinated with the appropriate project manager.

Again, thank you for this opportunity and should you have any questions, comments, or changes in scope, please feel free to give me a call.

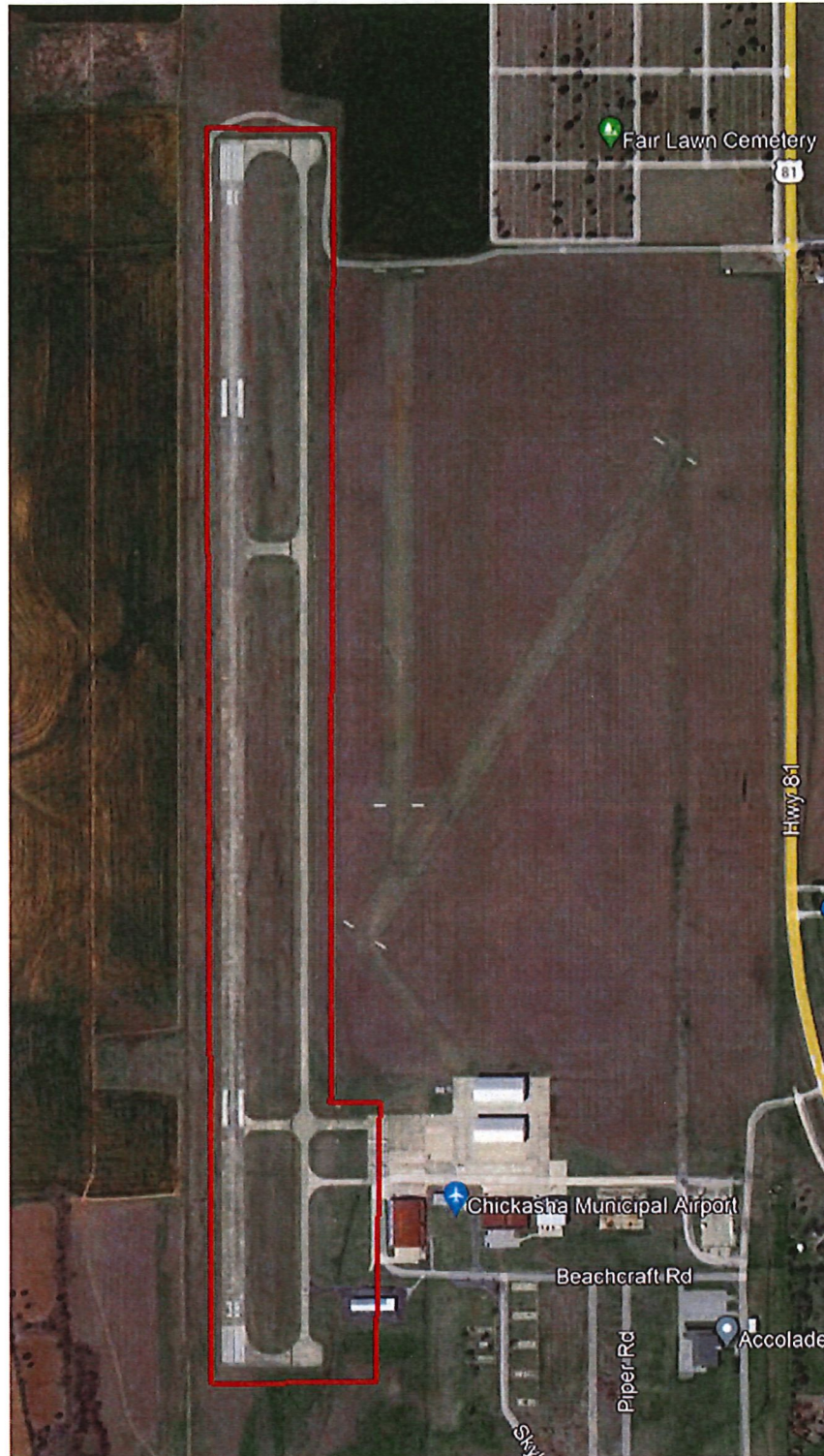
Respectfully,



Brian C. Bird, PLS
Professional Land Surveyor
Lemke Land Surveying / Parkhill

Parkhill

Survey Limits (pavement within aerial)



**EXHIBIT B
PAYMENTS TO ENGINEER
LUMP SUM METHOD**

Article 4 of the Master Agreement is amended and supplemented to include the sample agreement of the parties stating Engineer shall provide Basic and authorized Additional services as set forth in Exhibit B of each Task Order to the Master Agreement.

ARTICLE 4 -- PAYMENTS TO THE ENGINEER

B 4.01 Compensation for Basic Services - Lump Sum Method of Payment

A. OWNER shall pay ENGINEER for Basic Services set forth in Exhibit A-Part 1, as follows:

1. A Lump Sum amount of \$ 87,100.00 based on the following distribution of compensation:

a. Study and Report Phase	\$ <u> </u>
b. Preliminary Design Phase (Task 2PDS and Task SRVY)	\$ <u>40,600.00</u>
c. Final Design Phase (Task 3FDS Services)	\$ <u>39,500.00</u>
d. Bidding and Negotiating Phase	\$ <u> </u>
e. Construction Phase	\$ <u> </u>
e. Grant Administration Phase (Task 12OG Services)	\$ <u>7,000.00</u>

2. The Lump Sum includes compensation for ENGINEER's services and services of ENGINEER's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and Direct Expenses.

3. The portion of the Lump Sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.

4. The Lump Sum is conditioned on Construction Contract Times to complete the Work not exceeding * months. Should the Construction Contract Times to complete the Work be extended beyond this period, the total compensation to ENGINEER shall be appropriately adjusted.

*To be negotiated if required.

B 4.02 Compensation for Authorized Additional Services --Standard Hourly Rates Method of Payment.

A. OWNER shall pay ENGINEER for authorized Additional Services set forth in Exhibit A - Part 2 as follows:

1. For labor on an hourly rate basis in accordance with Appendix 1.
2. For reimbursable expenses, based on cost times a factor of 1.2.

B. The hourly rate schedule will be adjusted each January 1st to reflect cost of living adjustments.

APPENDIX 1

Print Current Hourly Rate Schedule.

Parkhill
Hourly Rate Schedule
January 1, 2023 through December 31, 2023

Client: City of Chickasha

Project: Rehabilitate Runway 18/36 and Taxiways

Agreement Date: December 20, 2022

Location: Chickasha Municipal Airport

CLASSIFICATION	HOURLY RATE	CLASSIFICATION	HOURLY RATE	CLASSIFICATION	HOURLY RATE
SUPPORT STAFF I	\$61.00	PROFESSIONAL LEVEL III		PROFESSIONAL LEVEL VI	
SUPPORT STAFF II	\$72.00	Architect	\$152.00	Architect	\$251.00
SUPPORT STAFF III	\$99.00	Civil Engineer	\$187.00	Civil Engineer	\$283.00
SUPPORT STAFF IV	\$105.00	Electrical Engineer	\$182.00	Electrical Engineer	\$295.00
SUPPORT STAFF V	\$117.00	Interior Designer	\$136.00	Interior Designer	\$217.00
SUPPORT STAFF VI	\$126.00	Landscape Architect	\$147.00	Landscape Architect	\$234.00
PROFESSIONAL LEVEL I		Mechanical Engineer	\$174.00	Mechanical Engineer	\$282.00
Architect	\$124.00	Structural Engineer	\$180.00	Structural Engineer	\$271.00
Civil Engineer	\$135.00	Surveyor III	\$121.00	Professional Surveyor VI	\$198.00
Electrical Engineer	\$138.00	Other Professional	\$134.00	Other Professional	\$213.00
Interior Designer	\$118.00	PROFESSIONAL LEVEL IV		PROFESSIONAL LEVEL VII	
Landscape Architect	\$118.00	Architect	\$186.00	Architect	\$323.00
Mechanical Engineer	\$129.00	Civil Engineer	\$218.00	Civil Engineer	\$338.00
Structural Engineer	\$129.00	Electrical Engineer	\$214.00	Electrical Engineer	\$338.00
Surveyor I	\$94.00	Interior Designer	\$149.00	Interior Designer	\$243.00
Other Professional	\$116.00	Landscape Architect	\$159.00	Landscape Architect	\$323.00
PROFESSIONAL LEVEL II		Mechanical Engineer	\$204.00	Mechanical Engineer	\$323.00
Architect	\$134.00	Structural Engineer	\$208.00	Structural Engineer	\$338.00
Civil Engineer	\$151.00	Surveyor IV	\$140.00	Professional Surveyor VII	\$219.00
Electrical Engineer	\$156.00	Other Professional	\$158.00	Other Professional	\$323.00
Interior Designer	\$124.00	PROFESSIONAL LEVEL V			
Landscape Architect	\$124.00	Architect	\$226.00		
Mechanical Engineer	\$149.00	Civil Engineer	\$263.00		
Structural Engineer	\$147.00	Electrical Engineer	\$261.00		
Surveyor II	\$104.00	Interior Designer	\$179.00		
Other Professional	\$122.00	Landscape Architect	\$194.00		
		Mechanical Engineer	\$249.00		
		Structural Engineer	\$251.00		
		Professional Surveyor V	\$164.00		
		Other Professional	\$176.00		

Expenses: Reimbursement for expenses as listed, but not limited to, incurred in connection with services, will be at cost plus 20 percent for items such as:

1. Maps, photographs, postage, phone, reproductions, printing, equipment rental, and special supplies related to the services.
2. Consultants, soils engineers, surveyors, contractors, and other outside services.
3. Rented vehicles, local public transportation and taxis, road toll fees, travel, and subsistence.
4. Special or job-specific fees, insurance, permits, and licenses applicable to work services.
5. Mileage at IRS-approved rate.

Rate for professional staff for legal proceedings or as expert witnesses will be a rate one-and-a-half times these Hourly Rates. Excise and gross receipt taxes, if any, will be added as an expense.

Foregoing Schedule of Charges is incorporated into the Agreement for Services provided, effective January 1, 2023 through December 31, 2023. After December 31, 2023, invoices will reflect the Schedule of Charges currently in effect.



City of
CHICKASHA

Meeting Type: CMAA Agenda 2-6-2023

Meeting Date: 2/6/2023

Department: Administration

Agenda Item No. 4.b.

AGENDA ITEM: Discussion, consideration, and possible action to authorize the Mayor to execute Task Order No. 02 - with Parkhill for Professional Services AIP 3-40-0018-022-2023 Construct T-Hangars at the Chickasha Municipal Airport.

I. BACKGROUND/DESCRIPTION:

Task Order No. 02 is for Final Design, Bidding Services, FY-23 FAA Grant Administration, Update DBE Goal and Survey Services related to the referenced Project. Parkhill understands the Project scope to include:

1. Parkhill to provide Final Design Services in order for for the City to obtain construction bids for a 10-Unit T-Hangar. The basis for design shall be a performance specification for a pre-engineered metal building (PEMB).
2. Parkhill to provide Bidding Services as further detailed in Exhibit A.
3. Parkhill to provide FY 23 FAA Non-Primary Entitlement (NPE) Grant Administration Services as further detailed in Exhibit A. The NPE and AIG grant funds available to the airport can be used on the same project, but must be applied for, issued and managed as two independent and separate grants.
4. Parkhill to provide FY 23 FAA BIL/AIG Grant Administration Services as further detailed in Exhibit A. The NPE and AID grant funds available to the airport can be used on the same project, but must be applied for, issued and managed as two independent and separate grants.
5. Parkhill to provide a Disadvantaged Business Enterprise (DBE) Goal update, calculated for the specific scope of this construction project, as required by the FAA. No changes to the existing Program will be made.
6. Parkhill to provide Survey Services as detailed in Appendix 1 to Exhibit A.

Fee total for Task Order No. 02 is \$87,500.00

II. RECOMMENDED ACTION:

Authorize the Mayor to execute Task Order No. 02 - with Parkhill for Professional Services AIP 3-40-0018-022-2023 Construct T-Hangars at the Chickasha Municipal Airport.

III. FISCAL INFORMATION -

IV. FUND INFORMATION:

Dept. Director:	Fund	Account	Amount
	(To)		
	FUND	ACCOUNT	AMOUNT
Meeting Date: February 6, 2023	(From) 39-539-6450-038		\$87,500.00

V. ATTACHMENTS:

1. Task Order No. 02 - Parkhill

January 13, 2023

Mr. Chris Mosley
City of Chickasha
117 N. 4th St
Chickasha, OK 73018

Re: Task Order 02 to MASTER AGREEMENT for Professional Services
AIP 3-40-0018-022-2023 Construct T-Hangars
Chickasha Municipal Airport

Dear Mr. Mosley:

As requested, we prepared Task Order 02 for Final Design, Bidding Services, FY 23 FAA Grant Administration, Update DBE Goal and Survey Services related to the referenced Project. Parkhill understands the Project scope to include:

1. Parkhill to provide Final Design Services in order for the City to obtain construction bids for a 10-Unit T-Hangar. The basis for design shall be a performance specification for a pre-engineered metal building (PEMB).
2. Parkhill to provide Bidding Services as further detailed in Exhibit A.
3. Parkhill to provide FY 23 FAA Non-Primary Entitlement (NPE) Grant Administration Services as further detailed in Exhibit A. The NPE and AIG grant funds available to the airport can be used on the same project, but must be applied for, issued and managed as two independent and separate grants.
4. Parkhill to provide FY 23 FAA BIL/AIG Grant Administration Services as further detailed in Exhibit A. The NPE and AIG grant funds available to the airport can be used on the same project, but must be applied for, issued and managed as two independent and separate grants.
5. Parkhill to provide a Disadvantaged Business Enterprise (DBE) Goal update, calculated for the specific scope of this construction project, as required by FAA. No changes to the existing DBE Program will be made.
6. Parkhill to provide Survey Services as detailed in Appendix 1 to Exhibit A.

Fee for Proposed Task Order 02 services are further defined in Exhibit B attached, summarized as follows:

Task 3FDS	Lump Sum Fee for Final Design Services	\$ 44,900.00
Task 4BID	Lump Sum Fee for Bidding Services	\$ 6,200.00
Task 11FG	Lump Sum Fee for FAA FY 23 NPE Grant Administration Services	\$ 12,000.00
Task 12FG	Lump Sum Fee for FAA FY 23 AIG Grant Administration Services	\$ 12,000.00
Task 13DB	Lump Sum Fee for Update DBE Goal	\$ 7,000.00
Task SRVY	Lump Sum Fee for Survey Services	\$ 5,400.00
TOTAL TASK ORDER 02		\$ 87,500.00

We propose to modify the Master Agreement between the City of Chickasha and Parkhill dated January 3, 2023 and provide approved services under provisions of Exhibit B - Payments to the Engineer, Paragraph B4.01 (Lump Sum Method) attached. Any necessary additional services will be provided according to Exhibit B - Payments to the Engineer, Paragraph B4.02. Compensation for services shall not exceed the total noted without Owner's written approval.

If terms of this Task Order are agreeable, please execute and return one copy to our office. We will take receipt of this signed letter as our Notice to Proceed. We look forward to working with you in completing this Project. For anything further, please contact Toby Baker directly at tbaker@parkhill.com or 405.832.9903.

City of Chickasha

Page 2

January 3, 2023

Sincerely,

PARKHILL

By 
Mark D. Haberer, PE, CM
Principal

Accepted by:

CITY OF CHICKASHA

By _____
Chris Mosley Date
Mayor

MDH/bc

Enclosures

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EXHIBIT A ENGINEER'S SERVICES

Article 1 of the Master Agreement is amended and supplemented to include the following sample agreement of the parties. ENGINEER shall provide Basic and authorized Additional Services as set forth in Exhibit A of each Task Order to the Master Agreement.

PART 1 -- BASIC SERVICES

A 1.01 Study and Report Phase (Not Applicable)

A 1.02 Preliminary Design Phase (Task 13DB and Task SRVY Services)

A. After selection by OWNER of a recommended solution, and indication of any specific modifications or changes in scope, extent, character, or design requirements of Project desired by OWNER, and upon written authorization from OWNER, ENGINEER shall:

1. Based on noted acceptance, selection, and authorization, prepare Preliminary Design Phase documents consisting of final design criteria, preliminary drawings, outline specifications, and written descriptions of Project.

2. Provide necessary field surveys and topographic and utility mapping for design purposes. Utility mapping will be based upon information obtained from utility owners. Performance of field surveys is a part of ENGINEER's basic services, and compensation therefore is included in the Basic Fee. Surveys will be performed by ENGINEER, by agreement with OWNER, in which case compensation shall be determined by applicable portions of Exhibit B.

3. Utilize OWNER furnished Subsurface Exploration & Geotechnical Report dated April 30, 2019, originally prepared by Hinderliter Geotechnical Engineering, LLC, for this project.

4. Advise OWNER if additional reports, data, information, or services are necessary and assist OWNER in obtaining such reports, data, information, or services.

5. Based on information contained in Preliminary Design Phase documents, submit a revised opinion of probable Construction Cost.

6. Provide a Disadvantaged Business Enterprise (DBE) goal update calculated for the specific scope of this construction project, as required by the FAA. No changes to the existing DBE Program will be made.

B. ENGINEER's services under Preliminary Design Phase will be considered complete on the date when Preliminary Design Phase documents have been delivered to OWNER.

A 1.03 Final Design Phase (Task 3FDS Services)

A. After acceptance by OWNER of Preliminary Design Phase documents and revised opinion of probable Construction Cost as determined in Preliminary Design Phase, but subject to any OWNER-directed modifications or changes in the scope, extent, character, or design requirements of or for Project, and upon written authorization from OWNER, ENGINEER shall:

1. Based on noted acceptance, direction, and authorization, prepare final Drawings and Specifications indicating scope, extent, and character of Work to be performed and furnished by Contractor. Specifications will be prepared, where appropriate, in general conformance with most recent Industry-standard format of Construction Specifications Institute or in general conformance with standard

specifications provided by funding agency.

2. Provide technical criteria, written descriptions, and design data for OWNER use in filing applications for permits from or approvals of governmental authorities having jurisdiction to review or approve final design of Project and assist OWNER in consultations with appropriate authorities.

3. Advise OWNER of any adjustments to opinion of probable Construction Cost.

4. Prepare and furnish five sets of Bidding Documents and a revised opinion of probable Construction Cost for review and approval by OWNER, its legal counsel, and other advisors. as appropriate and assist OWNER in preparation of other related documents.

B. Number of prime contracts for Work designed or specified by ENGINEER upon which ENGINEER compensation has been established under this Master Agreement is one.

C. ENGINEER services under Final Design Phase will be considered complete on the date when final Bidding Documents are delivered to OWNER.

A I.04 *Bidding or Negotiating Phase* (Task 4BID Services)

A. After acceptance by OWNER of Bidding Documents and most recent opinion of probable Construction Cost as determined in Final Design Phase, and upon written authorization by OWNER to proceed, ENGINEER shall:

1. Furnish number of copies of Bidding Documents as required by prospective bidders and furnishers of material and equipment. All sets of Bidding Documents are to be paid for separately under Exhibit B as an Additional Service.

2. Assist OWNER in advertising for and obtaining bids or negotiating proposals for Work and, where applicable, maintain a record of prospective bidders to whom Bidding Documents are issued, attend prebid conferences, if any, and receive and process Contractor deposits or charges for Bidding Documents.

3. Prepare and issue Addenda as appropriate to clarify, correct, or change Bidding Documents.

4. Consult with OWNER as to qualifications of subcontractors, suppliers, and other individuals and entities proposed by Contractor for those portions of Work as to which such acceptability is required by Bidding Documents.

5. Attend bid opening, prepare bid tabulation sheets, and assist OWNER in evaluating bids or proposals and in assembling and awarding contracts for Work.

B. Bidding or Negotiating Phase will be considered complete upon commencement of Construction Phase or upon cessation of negotiations with prospective Contractors.

A I.05 *Construction Phase* (Not Applicable)

A I.06 *Grant Administration Phase* (Task 11FG and Task 12FG Services)

A. Upon identification of all grant-eligible project costs, and upon written authorization from OWNER, ENGINEER shall:

1. *FAA Grant Administration.* Prepare the following, in support of the grant from the Federal Aviation Administration:

a. Application for Federal Assistance (Grant Application)

b. Invoice Summary and Request for Reimbursement (prepared monthly while the grant is active and there are reimbursable invoices for that month)

- c. SF-425 Federal Financial Report
- d. SF-271 Outlay Report and Request for Reimbursement
- e. Distribution of AIP Grant Costs
- f. Grant Close-Out Packet

PART 2 -- ADDITIONAL SERVICES

A 2.01 *Additional Services Requiring OWNER's Authorization in Advance* (Not Applicable)

TO:	Craig Boyer
FROM:	Brian Bird
PROJECT NAME:	Chickasha AP Hangar Topographic Survey
DATE:	September 22 nd 2022

Internal Survey Scope & Fee Estimate

Surveying Scope of Services:

- Topographic Survey for new hangar
 - Recover control from previous survey completed by CEC
 - Lemke will set 1 additional control points for horizontal and vertical purposes
 - Establish two (2) benchmarks outside survey limits and run a differential level loop
 - Provide topographic survey services to include the following existing surface features: roads, curbs, centerlines, drives, sidewalks, buildings, finished floor elevations, signs, fences, walls, decorative trees, flowerbeds, all visible drainage structures, visible and/or marked utilities, and any other features within survey limits including:
 - Cross sections and grid shots at 50' density including applicable break lines
 - Areas of significant grade change will be shot at 25' density
 - Contours at 1.0' minimum density
 - Utility companies servicing the project area will be contacted through "OKIE811" at least 72 hours prior to survey, excluding weekends / holidays. Private utilities that are not members of "OKIE811" will not be researched and locates will not be requested for these non-members.
 - Private utilities will not be located by OKIE811 service. If desired to be shown on the survey, the Owner shall mark all known private utility lines prior to the commencement of survey services. Lemke/Parkhill also requests the Owner provide private utility atlas maps for depiction on the survey as "per atlas map".
 - Lemke/Parkhill will contact members listed on the OKIE ticket, request utility atlas maps, and plot atlas maps as "per atlas map" if maps are provided by the Utility Owner.
 - Lemke/Parkhill is **NOT** responsible for unmarked or mismarked utilities
 - Lemke will notate on the survey utility size/type if this information is provided from utility companies and/or other sources
 - If utility information is critical, Lemke recommends have QL-B SUE locates completed by a SUE subconsultant. If requested, Lemke can provide an additional fee for this service.
 - All utility information will be placed in the Civil 3d and/or AutoCAD drawing
 - Storm sewer manholes, sanitary sewer manholes, water valves, and inverts will be measured for depth (to the connection outside of survey limits)
 - Deliverables are to include Civil 3d file, survey control & topographic certification
 - Any item not listed has not been considered for this fee estimate

The cost of the survey will be based on a lump sum fee of \$5,400 and the survey timeline will be coordinated with the appropriate project manager.

Again, thank you for this opportunity and should you have any questions, comments, or changes in scope, please feel free to give me a call.

Respectfully,



Brian C. Bird, PLS
Professional Land Surveyor
Lemke Land Surveying / Parkhill

Survey Limits Exhibit

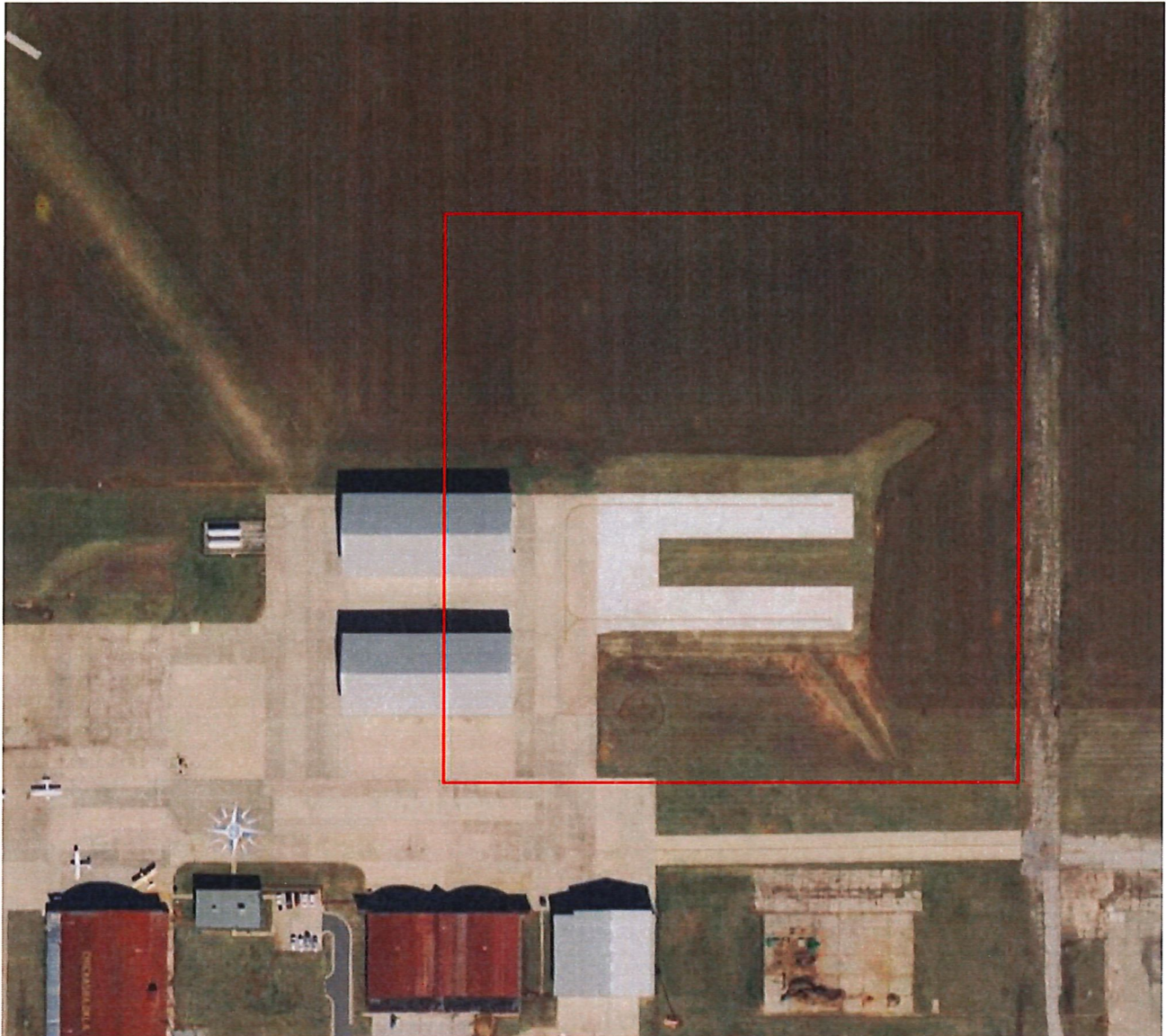


EXHIBIT B
PAYMENTS TO ENGINEER
LUMP SUM METHOD

Article 4 of the Master Agreement is amended and supplemented to include the sample agreement of the parties stating Engineer shall provide Basic and authorized Additional services as set forth in Exhibit B of each Task Order to the Master Agreement.

ARTICLE 4 -- PAYMENTS TO THE ENGINEER

B 4.01 Compensation for Basic Services - Lump Sum Method of Payment

A. OWNER shall pay ENGINEER for Basic Services set forth in Exhibit A-Part 1, as follows:

1. A Lump Sum amount of \$ 87,500.00 based on the following distribution of compensation:

a. Study and Report Phase	\$ <u> </u>
b. Preliminary Design Phase (Task 13DB and Task SRVY Services)	\$ <u>12,400.00</u>
c. Final Design Phase (Task 3FDS Services)	\$ <u>44,900.00</u>
d. Bidding and Negotiating Phase (Task 4BID Services)	\$ <u>6,200.00</u>
e. Construction Phase	\$ <u> </u>
f. Grant Administration Phase (Task 11FG and Task 12FG Services)	\$ <u>24,000.00</u>

2. The Lump Sum includes compensation for ENGINEER's services and services of ENGINEER's Consultants, if any. Appropriate amounts have been incorporated in the Lump Sum to account for labor, overhead, profit, and Direct Expenses.

3. The portion of the Lump Sum amount billed for ENGINEER's services will be based upon ENGINEER's estimate of the proportion of the total services actually completed during the billing period to the Lump Sum.

4. The Lump Sum is conditioned on Construction Contract Times to complete the Work not exceeding * months. Should the Construction Contract Times to complete the Work be extended beyond this period, the total compensation to ENGINEER shall be appropriately adjusted.

*To be negotiated if required.

B 4.02 Compensation for Authorized Additional Services --Standard Hourly Rates Method of Payment.

A. OWNER shall pay ENGINEER for authorized Additional Services set forth in Exhibit A - Part 2 as follows:

1. For labor on an hourly rate basis in accordance with Appendix 1.
2. For reimbursable expenses, based on cost times a factor of 1.2.

B. The hourly rate schedule will be adjusted each January 1st to reflect cost of living adjustments.

Appendix 1
Parkhill
Hourly Rate Schedule
January 1, 2023 through December 31, 2023

Client: City of Chickasha

Project: Construct T-Hangars

Agreement Date: January 13, 2023

Location: Chickasha Municipal Airport

CLASSIFICATION	HOURLY RATE	CLASSIFICATION	HOURLY RATE	CLASSIFICATION	HOURLY RATE
SUPPORT STAFF I	\$61.00	PROFESSIONAL LEVEL III		PROFESSIONAL LEVEL VI	
SUPPORT STAFF II	\$72.00	Architect	\$152.00	Architect	\$251.00
SUPPORT STAFF III	\$99.00	Civil Engineer	\$187.00	Civil Engineer	\$283.00
SUPPORT STAFF IV	\$105.00	Electrical Engineer	\$182.00	Electrical Engineer	\$295.00
SUPPORT STAFF V	\$117.00	Interior Designer	\$136.00	Interior Designer	\$217.00
SUPPORT STAFF VI	\$126.00	Landscape Architect	\$147.00	Landscape Architect	\$234.00
PROFESSIONAL LEVEL I		Mechanical Engineer	\$174.00	Mechanical Engineer	\$282.00
Architect	\$124.00	Structural Engineer	\$180.00	Structural Engineer	\$271.00
Civil Engineer	\$135.00	Surveyor III	\$121.00	Professional Surveyor VI	\$198.00
Electrical Engineer	\$138.00	Other Professional	\$134.00	Other Professional	\$213.00
Interior Designer	\$118.00	PROFESSIONAL LEVEL IV		PROFESSIONAL LEVEL VII	
Landscape Architect	\$118.00	Architect	\$186.00	Architect	\$323.00
Mechanical Engineer	\$129.00	Civil Engineer	\$218.00	Civil Engineer	\$338.00
Structural Engineer	\$129.00	Electrical Engineer	\$214.00	Electrical Engineer	\$338.00
Surveyor I	\$94.00	Interior Designer	\$149.00	Interior Designer	\$243.00
Other Professional	\$116.00	Landscape Architect	\$159.00	Landscape Architect	\$323.00
PROFESSIONAL LEVEL II		Mechanical Engineer	\$204.00	Mechanical Engineer	\$323.00
Architect	\$134.00	Structural Engineer	\$208.00	Structural Engineer	\$338.00
Civil Engineer	\$151.00	Surveyor IV	\$140.00	Professional Surveyor VII	\$219.00
Electrical Engineer	\$156.00	Other Professional	\$158.00	Other Professional	\$323.00
Interior Designer	\$124.00	PROFESSIONAL LEVEL V			
Landscape Architect	\$124.00	Architect	\$226.00		
Mechanical Engineer	\$149.00	Civil Engineer	\$263.00		
Structural Engineer	\$147.00	Electrical Engineer	\$261.00		
Surveyor II	\$104.00	Interior Designer	\$179.00		
Other Professional	\$122.00	Landscape Architect	\$194.00		
		Mechanical Engineer	\$249.00		
		Structural Engineer	\$251.00		
		Professional Surveyor V	\$164.00		
		Other Professional	\$176.00		

Expenses: Reimbursement for expenses as listed, but not limited to, incurred in connection with services, will be at cost plus 20 percent for items such as:

1. Maps, photographs, postage, phone, reproductions, printing, equipment rental, and special supplies related to the services.
2. Consultants, soils engineers, surveyors, contractors, and other outside services.
3. Rented vehicles, local public transportation and taxis, road toll fees, travel, and subsistence.
4. Special or job-specific fees, insurance, permits, and licenses applicable to work services.
5. Mileage at IRS-approved rate.

Rate for professional staff for legal proceedings or as expert witnesses will be a rate one-and-a-half times these Hourly Rates. Excise and gross receipt taxes, if any, will be added as an expense.

Foregoing Schedule of Charges is incorporated into the Agreement for Services provided, effective January 1, 2023 through December 31, 2023. After December 31, 2023, invoices will reflect the Schedule of Charges currently in effect.