

# Memo

To: City Commission  
From: Toby Dougherty, City Manager  
Date: 11-25-15  
Re: December 3, 2015 Work Session

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Please find the attached agenda and supporting documentation for the December 3, 2015 Work Session.

## Item 2 – Sister Cities Advisory Board Report

Please refer to the attached memorandum from Ann Leiker of the Sister Cities Advisory Board. The Sister Cities Advisory Board has asked to update the Commission on a few things that have been happening over the past year.

## Item 3 – Phase One Agreement with CDM Smith for Design-build Services at Wastewater Facility

Please refer to the attached memo from Johnny O'Connor, Director of Utilities, regarding the selection of a design-build team for the wastewater facility rebuild. After a lengthy and multifaceted selection process, the selection team, comprised of HDR and City of Hays staff, is recommending the selection of CDM Smith to perform the design-build services. The contract is to be in two phases. The Commission is being asked to authorize Phase One services which is the design and guaranteed maximum price development. The contract price for those services is \$1,876,611.

## Item 4 – Professionals Services Agreement with Burns and McDonnell for Airport Snow Removal Equipment Procurement

Please refer to the attached memorandum from John Braun, Assistant Director of Public Works, regarding the Professional Services Agreement with Burns and McDonnell. It is necessary that the City acquire a snow removal broom for the Hays Regional Airport. The first step in this project, as with any FAA project, is to enter into a Professional Services Agreement with Burns and McDonnell to provide engineering services to assist with the procurement of the snow removal equipment. John Braun will have more information at the work session.

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**CITY OF HAYS  
CITY COMMISSION WORK SESSION  
THURSDAY, DECEMBER 3, 2015 – 6:30 P.M.  
AGENDA**

1. **ITEM FOR REVIEW: [November 19, 2015 Work Session Notes \(PAGE 1\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Kim Rupp, Director of Finance
  
2. **ITEM FOR REVIEW: [Sister Cities Advisory Board Report \(PAGE 7\)](#)**  
PERSONS RESPONSIBLE: Ann Leiker, Sister Cities Advisory Board  
Max Maximov, Sister Cities Advisory Board
  
3. **ITEM FOR REVIEW: [Phase I Agreement with CDM Smith for Design-build Services at Wastewater Facility \(PAGE 9\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Johnny O'Connor, Director of Utilities
  
4. **ITEM FOR REVIEW: [Professional Services Agreement with Burns and McDonnell for Airport Snow Removal Equipment Procurement\( PAGE 17\)](#)**  
DEPARTMENT HEAD RESPONSIBLE: Greg Sund, Director of Public Works
  
5. **OTHER ITEMS FOR DISCUSSION**
  
6. **EXECUTIVE SESSION (IF REQUIRED)**
  
7. **ADJOURNMENT**

**ANY PERSON WITH A DISABILITY NEEDING SPECIAL ACCOMMODATIONS TO ATTEND THIS MEETING SHOULD CONTACT THE CITY MANAGER'S OFFICE 48 HOURS PRIOR TO THE SCHEDULED MEETING TIME. EVERY ATTEMPT WILL BE MADE TO ACCOMMODATE ANY REQUESTS FOR ASSISTANCE.**



City of Hays  
City Commission  
Work Session Notes

Thursday, November 19, 2015 – 6:30 p.m.

Present: Eber Phelps, Shaun Musil, James Meier, Henry Schwaller IV, Lance Jones, John Bird, Toby Dougherty and Kim Rupp

**November 5, 2015 Work Session Notes**

There were no corrections or additions to the minutes of the work session held on November 5, 2015; the minutes stand approved as presented.

**Rezoning of Proposed Blue Sky Acres Addition from Agricultural (A-L) to Residential Suburban District (R-S)**

Jesse Rohr, PIE Superintendent, stated the owner of the proposed Blue Sky Acres, a proposed subdivision of 6 large residential lots, has submitted a request to rezone the property from A-L (Agricultural District) to R-S (Residential Suburban District). Many concerns have been raised about this possible development. The property is located approximately two miles south of the intersection of Highway 40 Bypass and Vine Street.

A public hearing was conducted on October 19, 2015 at the regular meeting of the Planning Commission. Several adjacent property owners spoke in opposition to this rezoning request and had concerns with water, stormwater drainage, and road/access issues. After much discussion and debate, the rezoning request was denied by a vote of 6-1 and a recommendation was made by the Planning Commission to the City Commission to deny the rezoning, primarily due to the request not being in line with the Comprehensive Plan.

The subject property abuts seven lots of existing Residential Suburban (R-S) zoning, known as the Vonfeldt Addition, which was zoned and platted in 1977. The applicant has intended to plat the property into six residential lots ranging

from 2.5 to 3 acres in size. It is in staff's opinion that expanding the existing development further is not in the best interest of both the City and County for various reasons. Those reasons include:

- There is no public water available, including rural water. The developer intends on serving all the residential lots with private well only (although extension of rural water service has been discussed with Trego Co. Rural Water). There are concerns from existing and abutting property owners who are served by water well, what additional wells may do to current water levels.
- Ellis Co. Public Works staff has indicated a strong resistance to accepting additional County roads that will require ongoing maintenance.
- Ellis County rural fire has expressed general concerns about development of this type outside of the City limits where adequate structure fire protection is not available.
- There are conflicts with the proposed development access (Randall Lane) including a new power pole structure directly in the center of the drive. KDOT has also raised concerns about the existing drive entrances into the existing development and how adding additional development may impact US 183 Highway.
- In accordance with the Comprehensive Plan and sound planning practices hamlet/ranchette developments of this style are to be avoided. In addition to the previously mentioned reasons, Hays should not allow its limits to be surrounded with these types of developments as it is very difficult and expensive to incorporate them into the city in the future.

At the November 24, 2015 Commission meeting, Commissioners will be asked to deny the request for rezoning of the proposed Blue Sky Acres from A-L to R-S.

**Rezoning of 1517 Commerce Parkway from Agricultural (A-L) to Light Industrial District (I-1)**

The owner of the property at 1517 Commerce Parkway has submitted a request to rezone the property from A-L (Agricultural District) to I-1 (Light Industrial District). A public hearing was conducted on October 19, 2015 at the regular meeting of the Planning Commission and it was recommended by a vote of 7-0 that the rezoning be approved. The zoning change from A-L to I-1 would allow the owners to use the property for other commercial ventures that are not currently allowed in the A-L district. Staff, as well as the Planning Commission, recommends approving this rezoning request from A-L to I-1 as submitted to encourage redevelopment of this property and allow for more uses than those allowed in the A-L district.

At the November 24, 2015 Commission meeting, Commissioners will be asked to approve this rezoning request from A-L to I-1 as submitted to encourage redevelopment of this property and allow for more uses than those allowed in the A-L district.

**Annexation of 1517 Commerce Parkway**

The current owners of the property at 1517 Commerce Parkway have submitted a signed consent to annex the property under K.S.A. 12-520a and desire the annexation to allow for development of the property, including connection to City utilities. The land is contiguous with the present City limits. Approval of the annexation will allow the property owner to receive full benefits of City services, including utilities and fire/police protection. No additional infrastructure will be necessary because of this proposed annexation since all City infrastructure and utilities are already in place.

At the November 24, 2015 Commission meeting, Commissioners will be asked to approve an ordinance annexing 1517 Commerce Parkway to the City of Hays.

## **Development Policy Update**

The Development Policy Infrastructure Guidelines for New Development was last updated October 8, 2009. City staff proposes several changes and additions to the policy based on changes in practice and the direction the City is headed in line with the Strong Towns initiative, the Comprehensive Plan and the new development code.

The revised policy was discussed at the Utility Advisory Committee and the Hays Area Planning Commission meetings in August, September and October. The proposed changes were also made available to developers, realtors, and other stake holders, many of which met with City staff and contributed to the formulation of the final draft.

John Braun, Assistant Director of Public Works, reviewed the changes to the policy with the Commissioners. He noted that the proposed changes are compliant with current City code.

At the November 24, 2015 Commission meeting, Commissioners will be asked to approve the revised Development Policy Infrastructure Guidelines for New Development.

Commissioner Schwaller stated he will not be at the November 24, 2015 Commission meeting and asked if this item could be moved to a later date for consideration. He commented that he has concerns regarding how these changes may affect the costs of a typical development and directed staff to provide examples of how these changes may impact development costs.

Mr. Braun explained that we are providing more options to the developers to make it less costly to develop, but not at a burden on future city maintenance and the public at large.

It was the consensus of the Commission to move this item to the December 10, 2015 Commission meeting for further discussion at which time Commissioner Schwaller will be present.

## **2016 Water Rate Adjustment**

Kim Rupp, Finance Director, presented information found during a recent research project using the Strong Towns initiative. The research revealed a lack of funding for maintenance and replacement of water production and distribution infrastructure. It was determined that the city should be spending approximately \$895,000 per year for annual water capital maintenance and repairs however on average only \$445,000 has been dedicated to that purpose.

This aging infrastructure, lack of funding for annual water capital maintenance repairs and rehabilitation and the insufficient user rates to fund such requirements prompted the need for a water rate study. Springsted Inc. was contracted to conduct a comprehensive study to determine the rate increases needed to support the above needs. Based on the study's findings and the Strong Towns initiative, City staff and Springsted are recommending the monthly water base and volumetric user rates, conservation tiers, taps and connection fees all be increased 17% January 1, 2016 with 3% increases each January 1 thereafter until 2026 or unless otherwise modified by resolution. The current base and volumetric charges for the water utility is one of the lowest in the state.

Review of the sufficiency of the rates on an annual basis concurrent with the development of each year's budget will be conducted based upon actual performance and on the final construction costs of the anticipated capital improvements.

Johnny O'Connor, Director of Utilities, informed the Commissioners of various projects his department has budgeted for in the coming years. He stated his department has identified almost a dozen waterline projects and also plans to rehabilitate both water towers.

Commissioner Schwaller was concerned with the effect this rate increase will have on those on a fixed income.

Different scenarios were discussed adjusting the percent of increase over the years.

Staff will bring back several rate increase options for consideration at the November 24, 2015 Commission meeting.

**Other Items for Discussion**

City Manager, Toby Dougherty, introduced the new Assistant City Manager, Jacob Wood.

**Executive Session**

Shaun Musil moved, James Meier seconded, that the Governing Body recess to executive session at 8:25 p.m. for twenty minutes to discuss possible property acquisition. The executive session included the Commissioners, the City Manager, the Assistant City Manager, the City Attorney, the Public Works Director, the Assistant Public Works Director, and the Stormwater Superintendent. K.S.A.75-4319 authorizes the use of executive session to discuss the topics stated in the motion.

Vote: Ayes: Eber Phelps

Shaun Musil

James Meier

Lance Jones

No: Henry Schwaller IV

No action was taken during executive session.

The work session was adjourned at 8:45 p.m.

Submitted by: \_\_\_\_\_

Brenda Kitchen – City Clerk

November 16, 2016

To: Hays City Commissioners  
From: Ann Leiker, Chair  
Hays Sister Cities Advisory Board  
Re: Agenda for December 3, 2015 Work Session

We appreciate your time on December 3<sup>rd</sup> to bring you up-to-date with the progress the Sister Cities Advisory Board has made this past year and look at goals and objectives for 2016. Here are the items that we want to share with you:

- Organizational Progress - Ann Leiker

Report on Sister Cities Partnerships –

- Max Maximov will report on his visit to Santa Maria in August including pictures and presentation of new Resolution of affirmation of Sister Cities relationship with Santa Maria sent from Commissioners of Santa Maria to Hays Commissioners.
- Helen Li Ang will report on progress with Xinzheng China
- Olga Detrixhe will report on search for German Sister City Partnership

Goals and objectives for 2016- Q &A and input from Commissioners (all)



# Commission Work Session Agenda

## Memo

**From:** Johnny O'Connor, Director of Utilities

**Work Session:** December 3, 2015

**Subject:** Phase I Agreement with CDM Smith for Design-build Services at Wastewater Facility

**Person(s) Responsible:** Johnny O'Connor, Director of Utilities,  
Stan Christopher, Project Manager HDR

### Summary

For the past four months the design-build selection committee (city staff and HDR representatives) has been vetting design-build teams. Six responses were received after the initial request for qualifications was sent out in July. The selection committee narrowed down the group to three finalist teams. Proprietary meetings were held with the teams on October 14<sup>th</sup> and formal proposals were received on November 3<sup>rd</sup>. The three finalists gave formal presentations on November 18<sup>th</sup> and 19<sup>th</sup>.

After the presentations the selection committee met and scored the three finalists using comprehensive and detailed rating criteria. The selection committee recommends that the Commission move forward with CDM Smith as the design-build team for the rebuilding of the wastewater treatment facility. Staff requests that the Commission authorize the City Manager to enter into contract with CDM Smith for Phase 1, 90% Design and GMP Development, for a contract price not to exceed \$1,876,611.00.

### Background

The City of Hays Wastewater Treatment Facility was originally constructed in the 1950s. In the late 1960s and the early 1990s, the facility was upgraded to meet tighter wastewater discharge standards. The existing facilities are reaching or exceeding their useful life. In addition, discharge limits are becoming more stringent in an effort by the US. Environmental Protection Agency (EPA) and the Kansas Department of Health and Environment (KDHE) to protect the local, state and national water resources.

KDHE issued the City a new discharge permit in 2014 that lowered the City's previous ammonia limits and issued new discharge limits for nitrates, nitrites, and phosphorus. Staff worked to meet these new limits with the existing facility. It was concluded by KDHE and the City staff that a significant upgrade to the existing treatment facilities will be required for the City to be able to meet its new discharge limits. KDHE placed a schedule on these upgrades in the 2014 permit. The parts of the wastewater treatment facility that treat the wastewater will need to be complete by December 31, 2017 and the plant shall fully meet the permit discharge limits by July 2018.

In late 2014, the City made a decision to proceed with the upgrade of its wastewater treatment facility using a progressive design-build procurement method. In April 2015, a contract with HDR Engineering, Inc. to serve as the City's Owner's Representative to assist the City in the design build process was executed. HDR has assisted the City in facility assessment and facility planning, the Pollution Control Revolving Loan Program, and the evaluation of design builders to complete the wastewater treatment plant improvements.

## **Discussion**

The process to select a design-builder was initiated during workshops that were held on June 18<sup>th</sup> & 19<sup>th</sup>, 2015. This facilitated the development of the facility plan and Request for Qualifications on July 27, 2015. Qualifications were received from six Design-Builders:

- CH2M/UCI
- Black & Veatch/Garney
- Crossland Heavy Constructors/CMT/GBA
- Corollo Design Build Group
- CDM Smith
- Burns and McDonnell/CAS

On September 9<sup>th</sup>, 2015, a workshop between the City Staff and HDR was conducted. The workshop allowed the selection committee to review and rate the qualifications, work history and projects of the firms that submitted their qualifications. The workshop resulted in three of these Design Builders being selected to submit proposals and interview with the City for selection for this project. The three short-listed firms that received the Request for Proposal (RFP) on September 14<sup>th</sup>, 2015 were.

- Black & Veatch/Garney
- CDM Smith
- Burns and McDonnell/CAS.

Prior to submittals of the proposals; proprietary meetings were held on October 14<sup>th</sup>, 2015 with the selected teams. This gave them the opportunity to meet with HDR and city staff to clarify the proposal and ask questions. Proposals were received on November 3<sup>rd</sup>, 2015. The selection committee met on November 18<sup>th</sup> & 19<sup>th</sup>, 2015 to score the proposals and to interview the three short-listed teams. The interviews were conducted in order for the teams to demonstrate innovation, cost savings, and scope of work.

Based on the proposal rating and the interviews, the selection committee recommends that the City select CDM Smith to complete the design and the construction of the City's wastewater treatment facility improvements project. The committee feels CDM Smith provides the most innovative approach to the project, and also provides the best value.

The next step in the process is to enter into an agreement with CDM Smith for Phase 1 services, which includes a basis of design report as well as development of a 90% design and a GMP (Guaranteed Maximum Price). After development of a GMP, the Commission will be asked to enter into a phase II contracts.

CDM will be present at the Work Session on December 3<sup>rd</sup> and the regular meeting on the 10<sup>th</sup> to make a brief presentation and answer questions related to this project.

### **Legal Consideration**

There are no known legal obstacles to proceeding with the selection of the Design-Builder as recommended. HDR and the City Attorney have prepared contracts for execution by the City and the Design-Builder. The Phase 1 Contract will be for 90% design documents and for the development of a guaranteed maximum price (GMP) to the final design and construction of the project. If the GMP is not mutually agreeable to the Design-Builder and the City, the City has the right to terminate the contract with the Design Builder and proceed with an alternate procurement of the final design and construction of the project.

### **Financial Consideration**

The Contract Price for Phase 1, 90% Design and GMP Development is \$1,811,611.00. This cost will be reimbursed to the City from the SRF loan from Kansas Department of Health & Environment.

### **Options**

The City is required to complete improvements to its wastewater treatment plant and meet new permit limits by July 2018. The City Commission has the following options:

1. Approve the Design Build contract with CDM Smith for Phase 1, 90% Design and GMP Development.
  - a. If an acceptable GMP and schedule is agreed to by the Design-Builder and the City upon completion of 90% design, City Staff and HDR will bring back to Commission the Phase II contract to consider and approve at a later date for the final design and construction of the Wastewater Treatment Plant improvements.
2. Reject the Design-Build contract and give the City Staff and HDR instructions on how to proceed.

### **Recommendation**

City Staff and HDR recommend that the City Commission authorize the City Manager to enter into an agreement with CDM Smith for Phase 1, 90% Design and GMP Development, of the Progressive Design Build Procurement process that has been followed since July 27, 2015.

### **Action Requested**

Authorize the City Manager to sign a contract with CDM Smith for Phase 1, 90% Design and GMP Development for a Contract Price not to exceed \$1,876,611.00

### **Supporting Documentation**

HDR Recommendation, RFP Evaluation and Fee Comparison Handout to be presented at the work session  
DBIA 520 and 535 Contracts ([please click here to view contracts](#))



November 20, 2015

Mr. Johnny O'Connor  
Utilities Director  
City of Hays  
1507 Main Street  
Hays, Kansas 67601

RE: Recommendation of Design-Builder Selection Process  
City of Hays, Kansas  
Wastewater Treatment Plant Upgrade Project  
Project No. 255252

Dear Mr. O'Connor:

We are pleased to provide the results of the recent interviews with potential Design-Builders for the City's Wastewater Treatment Plant Upgrade Project, including a recommendation for consideration by the City Commission.

**Procurement Process**

The procurement of the Design-Builder for completion of the upgrades to the City's Wastewater Treatment Plant was started on July 27, 2015 with the posting of a Request for Qualifications (RFQ). The subsequent steps in this procurement process were as follows:

- |   |                        |
|---|------------------------|
| 1. Pre-Submittal Meeting and Site Tour  | August 4, 2015         |
| 2. Submittal of Statement of Qualifications   | September 1, 2015      |
| 3. Completion of Evaluation to Establish Best<br>Three Statements of Qualifications | September 9, 2015      |
| 4. Posting of Request for Proposals (RFP)<br>To Three Short-Listed Firms            | September 14, 2015     |
| 5. Proprietary Meetings with Short-Listed Firms                                     | October 14, 2015       |
| 6. Submittal of Proposals   | November 3, 2015       |
| 7. Interviews between Short-Listed Firms<br>and City's Selection Committee          | November 18 – 19, 2015 |

HDR facilitated the procurement process with the Design-Build Firms and the City Selection Committee. The Selection Committee included the following City Staff:

Toby Dougherty  
Johnny O'Connor  
Kim Rupp  
Todd Powell

John Braun  
Roger Moerke  
Shawn Swift

hdrinc.com

3741 NE Troon Drive, Lee's Summit, MO 64064  
T 816.347.1100 F 816.347.1197

Bernie Kitten also participated in the initial part of the procurement process.

### **Evaluation Results**

The following Design-Builders submitted Statement of Qualifications on September 1, 2015:

CH2M/UCI Contractors	Wichita, Kansas
Black and Veatch/Garney	Kansas City, Missouri
Crossland Heavy Constructors/CMT/GBA	Columbus, Kansas
Corollo, Design Build Group	Kansas City, Missouri
CDM Smith	Wichita, Kansas
Burns and McDonnell/CAS	Kansas City, Missouri

After evaluation of the Statement of Qualifications, the following Design-Builders were selected to submit proposals:

Black and Veatch/Garney  
CDM Smith  
Burns and McDonnell/CAS

The Selection Committee reviewed the proposals from these three firms as well as interviewed each of the firms on November 18 – 19, 2015. The Design-Builders were required to address the following in their proposals and interviews: 1) Project Approach; 2) Safety and Quality Control; 3) Compliance with City's Proposed Design-Build Contract; and 4) Ability to Meet MBE/WBE Goals. Based on the evaluation of these elements, the Selection Committee ranked the Design Builders as follows:

1. CDM Smith
2. Black and Veatch
3. Burns and McDonnell

The primary differentiators favoring CDM Smith was their presentation of innovative ideas during the procurement process, their willingness to comply with all of the City's contract requirements, and their stated opinion that the project can be completed for or less than the City's budget of \$27.6 million. They also appeared very anxious to get started, exhibited by their intent to place an office trailer on the site at the beginning of Phase 1 and moving their Design-Build Project Manager and Design Manager to Hays immediately.

The Design-Builders were also required to submit their proposed fee to complete Phase 1 of the Design-Build Process, which includes 90% Design Completion and development of a Guaranteed Maximum Price for Construction, as well as proposed overhead and profit multipliers for the future construction part of the project. The proposed fees and overheads are attached.

**Recommendation**

Based on the results of this procurement process, we recommend that the City proceed with approval of CDM Smith as the Design-Builder for its Wastewater Treatment Plant Upgrade Project. We recommend that the City and CDM Smith enter into an Agreement for Phase 1 of the project, which includes the completion of 90% design, approval of construction plans by KDHE and the City, and development of a Guaranteed Maximum Price for the construction costs. The fee for these services, based on CDM Smith's proposal, is \$1,876,611.

**Next Steps**

Upon approval of the City Commission and execution of the Phase 1 Agreement, the following milestones for Phase 1 are proposed:

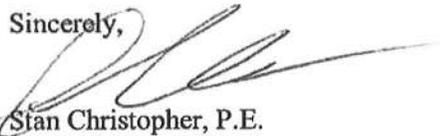
Completion of Basis of Design Report	January 29, 2016
Completion of 30% Design	February 29, 2016
Completion of 60% Design	March 31, 2016
Completion of 90% Design	April 29, 2016
Completion of GMP Proposal	May 13, 2016
Completion of Negotiation of Final GMP	June 30, 2016

Upon completion of the negotiation of the Final GMP, HDR and City Staff will finalize the Agreement for Phase 2 of the Design-Build Process, which includes construction, startup, and commissioning of the upgraded facility. We anticipate that this Phase 2 Agreement will be brought to the Commission in July 2016 for approval.

We look forward to meeting with the Commission on December 3, 2015 to discuss the results of the procurement process and our recommendation.

Please let me know if you have any questions.

Sincerely,



Stan Christopher, P.E.

Cc: John Awezec  
Tricia Quigley

**CITY OF HAYS, KANSAS  
WASTEWATER TREATMENT PLANT  
DESIGN-BUILD PROCUREMENT**

**Selection Committee Points**

	<b>Burns &amp; McDonnell/CAS</b>	<b>CDM Smith</b>	<b>Black &amp; Veatch/Garney</b>
<b>Evaluation Criteria</b>			
Proposer's Project Approach	148	202	182
Approach to Safety & Quality	87	100	96
Progressive Design-Build Contract Markups	79	118	134
Ability to Meet MBE/WBE Participation Goal	31	31	34
<b>Subtotal Evaluation Criteria</b>	<b>345</b>	<b>451</b>	<b>446</b>
Fee and Rate Proposal			
<b>Total Design-Builder Points</b>			

**CITY OF HAYS, KANSAS  
WASTEWATER TREATMENT PLANT  
DESIGN-BUILD PROCUREMENT**

**Fee & Rate Proposal Comparison**

<b>Cost Element</b>	<b>Project Phase</b>	<b>Description</b>	<b>Burns &amp; McDonnell/CAS</b>	<b>CDM Smith</b>	<b>Black &amp; Veatch/Garney</b>
1	1	Engineering lump sum fee for Basis of Design report, (less cost element 2)	\$498,100	\$73,363	\$194,879
2	1	Engineering to compare the two process options	82,500	80,805	49,310
3	1	Engineering lump sum fee for 30% design milestone	502,200	516,269	489,198
4	1	Engineering lump sum fee for 60% design milestone	699,400	408,725	705,412
5	1	Engineering lump sum fee for 90% design milestone	458,300	530,449	652,671
6	1	Preconstruction services lump sum fee including GMP development	202,410	267,000	362,392
		<b>Subtotal – Phase 1 Fees</b>	<b>\$2,422,910</b>	<b>\$1,876,611</b>	<b>\$2,453,862</b>
7	2	Engineering lump sum fee for final design milestone	85,600	67,615	344,565
8	2	Home office overhead (as a percentage of direct and indirect costs)	3.95%	3.47%	1.0%
9	2	Field office overhead (as a percentage of direct and indirect costs)	5.50%	5.41%	4.0%
10	2	Construction Fee (as a percentage of direct and indirect costs)	7.95%	6.00%	6.00%
<b>Evaluation Points (0 – 30)</b>					

# Commission Work Session Agenda

## Memo

**From:** John Braun, Assistant Director of Public Works

**Work Session:** December 3, 2015

**Subject:** Professional Services Agreement with Burns and McDonnell for Airport Snow Removal Equipment Procurement

**Person(s) Responsible:** Greg Sund, Director of Public Works

### Summary

The Airport Capital Improvement Program identifies acquisition of Snow Removal Equipment as the next FAA funded Airport Improvement Project. FAA has issued notice of their intent to fund the acquisition of an airport broom for snow and ice removal, and is asking for a Professional Service Agreement to be submitted as soon as possible. The City's Airport Engineer, Burns and McDonnell, has prepared a Work Authorization for services related to the acquisition of this equipment.

City Staff recommends approving the Work Authorization #9 in the amount of \$13,830 to be funded out of the New Equipment Reserve Fund with ninety percent (90%) of the cost to be reimbursed by the FAA.

### Background

With new jet service at the Hays Regional Airport, there is a higher level of snow removal required. Many of the snow fall events are small amounts or light slush/ice. The current snow removal equipment, loader plow and snow blower, are not effective at removing light accumulations; however, the commercial airline and FAA require these small amounts to be cleared. A rotary broom would be more effective at removal and would cause less wear and tear on the runway, taxiways, and apron compared to scraping the pavement with the blade. The FAA has issued a letter providing notice of their intent to fund the project. **See Attached Letter from FAA**

Burns and McDonnell Engineers (BMcD) is the City's Airport Engineering Consultant under a Master Service Agreement approved by the City Commission and dated March 10, 2011. Amendment No. 1 to that agreement was dated October 25, 2012 regarding the remodel of the Terminal Building.

Acquisition of the snow broom would reduce the dependence of the airport on other City resources for snow removal. The Capital Improvement Plan (CIP) contained within the 2016 budget included acquisition of this snow removal equipment.

### Discussion

BMcD has submitted Work Authorization #9 for professional services related to the acquisition of Snow Removal Equipment in accordance with Federal guidelines and assuring the City reimbursement from FAA of 90% of the cost. **See Attached Work Authorization No. 9**

The fixed lump sum cost for professional services is \$13,830.

The time schedule is as follows:

Professional Services Agreement to FAA	ASAP
90% Project Manual to FAA	January 15, 2016
Open Bids	March 1, 2016
City Commission Conditional Award of Bid	March 23, 2016
Submit Grant Application to FAA	April 1, 2016
Notice to Proceed (Place Order)	May 2016
Delivery	Fall 2016

### Legal Consideration

There are no known legal obstacles to proceeding as recommended by City Staff

### Financial Consideration

The CIP within the 2016 Budget identified \$170,000 for the acquisition of Snow Removal Equipment with \$17,000 as the local share to be funded out of the New Equipment Reserve. Since that time, the FAA requirements identifying eligible Snow Removal Equipment has changed and the cost has increased to \$215,000 resulting in a local share (10%) of \$21,500. The New Equipment Reserve has adequate funds to cover the local share, which would be reimbursed to the fund through the annual transfer from the Airport Budget.

The Lump Sum compensation of \$13,830 for BMcD’s services covered under Supplement #9 is included in the \$215,000 total project cost. The FAA grant will cover 90% of the costs. The total project cost identified in the FAA Go Letter is higher than \$215,000 due to project refinement since the date of that letter.

Estimated Project Costs follow:

	City Share	FAA Share	Total Cost
Professional Services	<b>\$ 1,383</b>	\$ 12,447	\$ 13,830
Acquisition	<b>\$20,117</b>	\$181,053	\$201,170
Total	<b>\$21,500</b>	\$193,500	\$215,000

## **Options**

The City Commission has the following options:

1. Authorize the City Manager to execute Supplement #9 with Burns and McDonnell in the amount of \$13,830.
2. Provide alternate direction.
- 3.

## **Recommendation**

City Staff recommends a motion to approve Work Authorization No. 9 from Burns & McDonnell Engineering Company for professional services as presented.

## **Action Requested**

Authorize the City Manager to execute Work Authorization No. 9 with Burns and McDonnell in the amount of \$13,830 with the City share to be funded out of the New Equipment Reserve Fund.

## **Supporting Documentation**

ACIP Data Sheet  
Letter from FAA  
Work Authorization #9

## ACIP DATA SHEET

<b>AIRPORT</b>	Hays Regional Airport	<b>LOCID</b>	HYS	<b>LOCAL PRIORITY</b>	1
<b>PROJECT DESCRIPTION</b>	Acquire New Snow Removal Broom			<b>Identify FFY that you desire to construct (FFY: Oct 1 – Sept 30)</b>	2016

**SKETCH:**



**JUSTIFICATION:**

The Airport does not have adequate snow removal equipment to safely and efficiently remove snow fall from the Airport’s runways, taxiways and apron areas. A new towed-broom as depicted in the sketch above will be used for the removal of dry/light snow. The Airport plans to tow the broom using their Case 621B loader. This equipment procurement project will allow the Airport to comply with the FAA’s snow removal requirements for Part 139 Airports.

**COST ESTIMATE: (Attach detailed cost estimate)**

<b>Federal</b>	(90%)	<b>\$ 193,500.</b>	<b>State</b>	( )%	<b>\$ 0.00</b>	<b>Local</b>	(10%)	<b>\$ 21,500.</b>	<b>Total</b>	<b>\$ 215,000.</b>
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<b>SPONSOR’S VERIFICATION:</b>	<b>Date</b>	(See instruction sheet)
For each and every project as applicable	<b>06-14-10</b>	Date of approved ALP with project shown.
		Date of environmental determination (ROD, FONSI, CE) or cite CE paragraph # (307-312) in Order 1050.1E
		Date of land acquisition or signed purchase agreement
<b>FAA USE ONLY</b>		Date of pavement maintenance program
FAA Verification: (initial/date)		Snow removal equipment inventory & sizing worksheet (for SRE acquisition)
		Apron sizing worksheet (for apron projects)
		Revenue producing facilities (for fuel farms, hangars, etc.)
		Date statement submitted for completed airside development
		Date statement submitted for runway approaches are clear of obstructions

SPONSOR’ SIGNATURE: _____	Date: _____
PRINTED NAME: <u>Greg Sund</u>	Title: <u>Public Works Director</u>
PHONE NUMBER: <u>785-628-7350</u>	

**FAA USE ONLY**

PREAPP NUMBER	GRANT NUMBER	NPIAS CODE	WORK CODE	FAA PRIORITY	FEDERAL \$

**ENGINEERS ESTIMATED COST OF CONSTRUCTION**

Hays Regional Airport

Hays, Kansas

**ACQUIRE NEW SNOW REMOVAL BROOM**

**EQUIPMENT PROCUREMENT**

**PROJECT NO.: AIP 3-20-0028-33**

**Burns & McDonnell No.**

**November 25, 2015**

ITEM NO.	FAA ITEM NO.	DESCRIPTION OF WORK	UNITS	ESTIMATED QUANTITY	TOTAL PROJECT COST		AIP ELIGIBLE COST	TOTAL SPONSOR COST
					UNIT COST	TOTAL	TOTAL	
1		ACQUIRE NEW SNOW REMOVAL BROOM	EA	1.00	\$200,000.00	\$200,000.00	\$180,000.00	\$20,000.00
		<b>TOTAL ESTIMATED CONSTRUCTION COST OF BASE BID</b>				<b>\$200,000.00</b>	<b>\$180,000.00</b>	<b>\$20,000.00</b>
		<b>ESTIMATED DESIGN, CONSTRUCTION SERVICES &amp; ADMINISTRATION COST</b>				<b>\$15,000.00</b>	<b>\$13,500.00</b>	<b>\$1,500.00</b>
		<b>TOTAL COST</b>				<b>\$215,000.00</b>	<b>\$193,500.00</b>	<b>\$21,500.00</b>
		Anticipated Date to be Performed		2016				



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

Central Region  
Iowa, Kansas,  
Missouri, Nebraska

901 Locust  
Kansas City, Missouri 64106  
(816) 329-2600

October 22, 2015

Mr. Sund

Public Works Director  
City of Hays  
1002 Vine Street  
Hays, Kansas 67601

Mr. Sund:

**Project Initiation Letter (Go Letter)**  
Hays Regional Airport  
AIP No. 3-20-0028-033 (2016)

**Proposed Project**

The FAA is considering the following project as part of its FY 2016 Airport Improvement Program (AIP). The scope of work and anticipated Federal share is based on your Capital Improvement Plan (CIP) Data Sheet.

<b>Snow Broom</b>	<b>\$229,866.00</b>
<i>Proposed Project Description</i>	<i>Anticipated Federal Share</i>

Contact me immediately if you need to cancel the project, postpone the project to a later fiscal year, or require a significant change in scope and/or Federal share.

**Purpose and Limitations of Letter**

This letter notifies you that funding appears favorable for your proposed project; it is not a guarantee of funding. The Congressional notification of funding, if issued, will serve as your official announcement that funding is available for your airport. Please portray all project activities performed prior to the Congressional notification of funding as a Sponsor initiative as opposed to a confirmation of Federal funding.

**Proposed Schedule of Sponsor Actions**

To compete for funding this Federal fiscal year, please complete the following actions no later than the date requested. Failure to meet these dates could jeopardize the inclusion of your project in this year's AIP. Contact me immediately if you cannot meet these deadlines.

1. Conduct the Predesign Meeting ..... Oct 28, 2015
2. Submit draft Engineering Agreement for FAA review..... Oct 30, 2015
3. Execute the Engineering Agreement; provide copy to FAA .....Dec 4, 2015

4. Submit 90% Engineer's Report, P&S, and draft CSPP ..... Feb 1, 2016
5. Open Bids..... Mar 15, 2016
6. Submit Bid Documentation and Recommendation of Award ..... Apr 1, 2016
7. Submit Grant Application ..... April 15, 2016

If you have any questions regarding this letter, please contact me at (816) 329-2643 or [dan.wilson@faa.gov](mailto:dan.wilson@faa.gov).

Sincerely,



Daniel E. Wilson, P.E.  
Regional Pavement and Equipment Engineer

cc: FAA File

**AUTHORIZATION NO. 9  
FOR PROFESSIONAL ENGINEERING SERVICES  
FOR  
THE PROCUREMENT OF NEW SNOW REMOVAL EQUIPMENT  
AT HAYS REGIONAL AIRPORT  
AIP Project No. 3-20-0028-33**

In accordance with SECTION 1 – AUTHORIZATION OF SERVICES of the Agreement for Professional Engineering Services (the “AGREEMENT”) dated March 10, 2011 and amended on October 25, 2012, by and between THE CITY OF HAYS (SPONSOR) and BURNS & McDONNELL (CONSULTANT), the following Airport Improvement Project (“AIP”) authorization is hereby given and mutually agreed upon:

**A. PROJECT NAME AND DESCRIPTION OF IMPROVEMENTS:**

1. **Project Name:** Acquire Snow Removal Equipment.
2. **Description of Improvements:** Provide professional engineering services in the procurement of new snow removal equipment for the Hays Regional Airport:

**B. DESCRIPTION OF SERVICES TO BE PERFORMED:**

CONSULTANT has developed the following scope of engineering services for the aforementioned project. The Scope of Services is defined as follows:

1. **Preliminary Design Phase:** This phase includes activities for defining the scope of the aforementioned project and establishing preliminary requirements. The elements of work for this task include:
  - a. Meet with the SPONSOR and discuss the overall program requirements and vehicle accessories.
  - b. Review existing information & CIP cost estimates.
  - c. Conduct a predesign conference via teleconference with the SPONSOR and FAA to review program requirements and applicable accessories.
2. **Design Phase:** This phase will include the activities required to develop the project design documents showing the character and scope of work to be performed by contractors/vendors on the project. The specific tasks that will be performed in this phase are:
  - a. Prepare a Project Manual that will include the following reference manuals:
    - i. FAA AC 150/5220-20A – Airport Snow and Ice Control Equipment
    - ii. FAA AC 150/5210-5D – Painting, Marking, and Lighting of Vehicles Used on an Airport.

- b. Prepare Standard FAA and SPONSOR front-end documents.
  - c. Revise the preliminary cost estimate for final engineer's estimate of probable cost.
  - d. Prepare the SRE-FAA Spreadsheet calculation for justification purposes.
  - e. Submit Project Manual and cost estimate to the SPONSOR and the FAA for 90% review.
  - f. Revise contract documents and resubmit to the SPONSOR and the FAA for bidding.
  - g. Provide an electronic copy of (100% complete) project manual to SPONSOR for the purpose of filing and use for distribution to contractors/vendors.
- 3. Bidding & Construction Award Phase:** This phase will include basic services to assist the SPONSOR with bidding of the contract documents and reviewing and award of the bid, including the following activities:
- a. Assist SPONSOR with advertising the project.
  - b. Prepare any addenda for the project.
  - c. Respond to questions during the bidding phase.
  - d. Receive from the SPONSOR, copies of the Bidders Proposals and tabulate the bids, analyze and provide recommendations to the SPONSOR.
  - e. Review the Bidder's Buy American documentation with the SPONSOR and the FAA prior to CONSULTANT's recommendation of award.
  - f. Assist SPONSOR with preparing contract documents.
  - g. Assist SPONSOR with preparing grant application documents.
  - h. Conduct pre-procurement meeting via teleconference with the Sponsor and Bidder to confirm project requirements.
- 4. Grant Closeout Services:** This phase will include basic services to complete the FAA closeout compliance requirements for equipment purchases.
- a. Meet with the SPONSOR and Contractor/Vendor at the Airport and perform an equipment walk-through to confirm the equipment meets the project requirements.
  - b. Provide all project closeout documentation within 45 days after acceptance of equipment purchase.

**C. METHOD OF COMPENSATION:**

- 1. Compensation of the Scope of Work shall be made by Method A – Fixed Lump Sum Payment according to SECTION 6- COMPENSATION, paragraph 6.1.1, which outlines compensation on a fixed lump sum basis

**D. AMOUNT OF COMPENSATION:**

- 1. CONSULTANT will perform the Scope of Services for items identified in this Authorization No. 9, per the terms and conditions set forth in the Agreement, for an estimated Not to Exceed cost of Thirteen Thousand Eight Hundred Thirty Dollars (\$13,830).

**E. ESTIMATED TIME OF COMPLETION:**

- 1. The estimated time to complete the Scope of Services B.1-2 of this Authorization No. 9 is estimated at (60) calendar days.

**F. CONSULTANT’S NOTICE TO PROCEED DATE:**

- 1. CONSULTANT is prepared to commence work on this project immediately upon receiving a Notice to Proceed. The Notice to Proceed date for this project is \_\_\_\_\_.

It is further understood and agreed by the parties hereto that all of the terms and conditions of the AGREEMENT are hereby incorporated by reference as if set forth fully herein and are made a part of this Authorization.

IN WITNESS WHEREOF, the parties hereto have caused this Authorization to be executed in three (3) counterparts by their duly authorized representatives and made effective the day and year first written above.

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City of Hays, Kansas

Burns & McDonnell Engineering Company, Inc.

By \_\_\_\_\_  
Toby Dougherty  
City Manager

By  \_\_\_\_\_  
David G. Hadel, P.E.  
Director, Aviation Services

ATTEST:

By \_\_\_\_\_  
City Clerk

END OF AUTHORIZATION NO. 9

PROJECT NAME: **ACQUIRE SNOW REMOVAL EQUIPMENT**

PROJECT LOCATION: **HAYS REGIONAL AIRPORT**

PROJECT DESCRIPTION: **DESIGN & PROCUREMENT SERVICES**

**Developed by: Burns & McDonnell**

DATE: 11/02/15

FILENAME: HYS PROCURE SRE EQUIPMENT

<b>Element 1 PRELIMINARY DESIGN</b>		Project Manager	Civil Engineer	Clerical	N/A	N/A	N/A	TOTALS
	Description							
1.01	Conduct Conference Call with Sponsor & Discuss Overall Programming & Vehicle Requirements	0.5	2					2.5
1.02	Review Grant Estimate & ACIP Data Sheet	0.5	2					2.5
1.03	Conduct Predesign Conference with City and FAA	0.5	2					2.5
<b>TOTALS</b>		<b>1.5</b>	<b>6</b>					<b>7.5</b>

<b>Element 2 DESIGN</b>		Project Manager	Civil Engineer	Clerical	N/A	N/A	N/A	TOTALS
	Description							
Task 2.01	Prepare Project Manual per AC 150/5220-20A & 150/5210-5		32					32
Task 2.02	Prepare Standard Front End Documents		2					2
Task 2.03	Prepare Preliminary Cost Estimate	0.5	2					2.5
Task 2.04	Complete SRE FAA Spreadsheet	0.5	4					4.5
Task 2.05	Submit 90% Project Manual & SRE Spreadsheet to FAA		2	2				4
Task 2.06	Respond to Comments, Revise Project Manual		2	2				4
Task 2.07	Provide an Electronic Copy of 100% Project Manual for Bidding Purposes to Sponsor & FAA		0.5	0.5				1
<b>TOTALS</b>		<b>1</b>	<b>44.5</b>	<b>4.5</b>				<b>50</b>

PROJECT NAME: **ACQUIRE SNOW REMOVAL EQUIPMENT**

PROJECT LOCATION: **HAYS REGIONAL AIRPORT**

PROJECT DESCRIPTION: **DESIGN & PROCUREMENT SERVICES**

**Developed by: Burns & McDonnell**

DATE: 11/02/15

FILENAME: HYS PROCURE SRE EQUIPMENT

<b>Element 3 BIDDING &amp; CONSTRUCTION AWARD PHASE</b>								
	Description	Project Manager	Civil Engineer	Clerical	N/A	N/A	N/A	TOTALS
Task 3.01	Assist Sponsor with Advertisement, Contact Bidders		4					4
Task 3.02	Prepare any Addenda during Bidding		4					4
Task 3.03	Respond to Bidder's Inquiries		4					4
Task 3.04	Receive from Sponsor & Tabulate Bid Proposals		2					2
Task 3.05	Evaluate Apparent Low Bid Proposal & Buy American Documentation		2					2
Task 3.06	Prepare Bid Recommendation Letter		2					2
Task 3.07	Assist Sponsor with Contract Documents	0.25	4	2				6.25
Task 3.08	Assist Sponsor with Grant Application	0.25	4	2				6.25
Task 3.09	Conduct Preprocurement Meeting via Teleconference with Sponsor & Bidder to confirm project requirements	0.5	4					4.5
<b>TOTALS</b>		<b>1</b>	<b>30</b>	<b>4</b>				<b>35</b>

<b>Element 4 GRANT CLOSEOUT SERVICES</b>								
	Description	Project Manager	Civil Engineer	Clerical	N/A	N/A	N/A	TOTALS
Task 4.01	Delivery of Equipment and Final Inspection (on-site)		10					10
Task 4.02	Grant Closeout Documentation	1	8	2				11
<b>TOTALS</b>		<b>1</b>	<b>18</b>	<b>2</b>				<b>21</b>

<b>SUMMARY TOTALS</b>		<b>4.5</b>	<b>98.5</b>	<b>10.5</b>				<b>113.5</b>
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**DERIVATION OF CONSULTANT PROJECT COSTS  
SUMMARY OF COSTS  
ACQUIRE SNOW REMOVAL EQUIPMENT  
HAYS REGIONAL AIRPORT  
DESIGN & PROCUREMENT SERVICES  
BASIC AND SPECIAL SERVICES  
November 2, 2015**

**1 DIRECT SALARY COSTS:**

TITLE	HOURS	RATE/HOUR	COST (\$)		
			Office	Field	Contract
Project Manager	4.50	\$64.00	\$288.00	\$0.00	\$0.00
Civil Engineer	98.50	\$34.00	\$3,349.00	\$0.00	\$0.00
Clerical	10.50	\$20.00	\$210.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
N/A	0.00	\$0.00	\$0.00	\$0.00	\$0.00
	113.50				
Total Direct Salary Costs			\$3,847.00	\$0.00	\$0.00

**2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:**

Percentage of Direct Salary Costs @	200.61%	Office	\$7,717.47		
Percentage of Direct Salary Costs @	200.61%	Field		\$0.00	
Percentage of Direct Salary Costs @	200.61%	Contract			\$0.00

**3 SUBTOTAL:**

Items 1 and 2			\$11,564.47	\$0.00	\$0.00
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**4 PROFIT:**

10.00%	% of Item 3 Subtotal		\$1,156.45	\$0.00	\$0.00
	Subtotal		\$12,720.91	\$0.00	\$0.00

**5 OUT-OF-POCKET EXPENSES:**

a. Transportation (Office Staff)	1.00 Trip @	\$289.000 / Trip =	\$289.00		
b. Transportation (Field Staff)	0.00 Trip @	\$354.000 / Trip =		\$0.00	
c. Expense (meals) office (per day)	1.00 days @	\$35.00 / day=	\$35.00		
d. Expense (lodging) office (per day)	0.00 days @	\$125.00 / day=	\$0.00		
e. Expense field (meals) : per day	0.00 days @	\$35.00 / day =		\$0.00	
f. Expense field (Lodging) : per day	0.00 days @	\$125.00 / day =		\$0.00	
g. Comp. hrs: (N/A)	0.00 Hours @	\$0.00 / Hour =	\$0.00		
h. Comp. hrs: (N/A)	113.50 Hours @	\$0.00 / Hour =	\$0.00		
i. Materials and Supplies		=	\$785.09	\$0.00	\$0.00
Total Out-of-Pocket Expenses			\$1,109.09	\$0.00	\$0.00

**6 SUBCONTRACT COSTS:**

a. Surveyor: N/A	=	\$0.00	\$0.00	\$0.00
b. Geotechnical: N/A	=	\$0.00	\$0.00	\$0.00
c. Other: N/A	=	\$0.00	\$0.00	\$0.00
d. Other: N/A	=	\$0.00	\$0.00	\$0.00
Subtotal		\$0.00	\$0.00	\$0.00

**7 MAXIMUM TOTAL FEE:**

Items 1, 2, 3, 4, 5 and 6			\$13,830.00	\$0.00	\$0.00
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<b>TOTAL:</b>	<b>SUMMARY</b>	<b>\$13,830.00</b>			
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SUMMARY

**DERIVATION OF CONSULTANT PROJECT COSTS**  
**SUMMARY OF COSTS**  
**ACQUIRE SNOW REMOVAL EQUIPMENT**  
**HAYS REGIONAL AIRPORT**  
**DESIGN & PROCUREMENT SERVICES**  
**BASIC AND SPECIAL SERVICES**  
 November 2, 2015

Classification:	Project Manager	Civil Engineer	Clerical	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Other Costs
Gross Hourly Rate:	\$211.63	\$112.43	\$66.13										
A. BASIC SERVICES													
1 PRELIMINARY DESIGN	1.50	6.00											(1, 2, 3, 4, 5)
Total =	\$1,162.00	\$317.44	\$674.57										\$169.99
2 DESIGN	1.00	44.50	4.50										(1, 2, 3, 4, 5)
Total =	\$5,922.00	\$211.63	\$5,003.05	\$297.60									\$409.71
3 BIDDING & CONSTRUCTION AWARD PHASE	1.00	30.00	4.00										(1, 2, 3, 4, 5)
Total =	\$3,973.00	\$211.63	\$3,372.84	\$264.54									\$123.99
4 GRANT CLOSEOUT SERVICES	1.00	18.00	2.00										(1, 2, 3, 4, 5)
Total =	\$2,773.00	\$211.63	\$2,023.71	\$132.27									\$405.40
5 N/A													(1, 2, 3, 4, 5)
Total =													
<b>PART A SUBTOTAL =</b>	<b>\$13,830.00</b>												
B. SPECIAL SERVICES													
1 N/A													(1, 2, 3, 4, 5)
Total =													
2 N/A													(1, 2, 3, 4, 5)
Total =													
3 N/A													(1, 2, 3, 4, 5)
Total =													
4 N/A													(1, 2, 3, 4, 5)
Total =													
5 N/A													(1, 2, 3, 4, 5)
Total =													
<b>PART B SUBTOTAL =</b>													
<b>GRAND TOTAL =</b>	<b>\$13,830.00</b>												

(1) Mileage, Motel and Meals      (3) Computer Services      (5) Other (identify)  
 (2) Equipment, Materials and Supplies      (4) Vendor Services

EXHIBIT V SUMMARY