

Memo

To: City Commission
From: Toby Dougherty, City Manager
Date: 8-25-16
Re: September 1, 2016 Work Session

Please find the attached agenda and supporting documentation for the September 1, 2016 Work Session.

Item 2 – Contract Sewer Cleaning – Award of Bid

Please refer to the attached memorandum from Johnny O'Connor, Director of Utilities, regarding the contracted sewer cleaning. For several years now, the City has contracted sewer cleaning to supplement what we do on an annual basis. The contracted cleaning not only allows us to clean approximately one-third of the city sewer every year, it also provides a video camera record of the condition of our sewer lines. This allows us to more adequately develop our Capital Improvement Plan and be proactive in maintenance of the system.

Item 3 – Airport Wildlife Fence – Design Contract

Please refer to the attached memorandum from John Braun, Assistant Director of Public Works, regarding the wildlife fence for the Hays Regional Airport. We have talked about this project as a possibility for several years. We are now at the point where the Federal Aviation Administration (FAA) has made this its number one priority for our Capital Improvement Plan. What this means is we either go forward with the wildlife fence, or we do not get any more money from FAA for eligible projects. As much as I would like to not expend the money to build a fence, I feel we are not in a position to turn down all future grant monies from FAA.

aw

**CITY OF HAYS
CITY COMMISSION WORK SESSION
THURSDAY, SEPTEMBER 1, 2016 – 6:30 P.M.
AGENDA**

1. **ITEM FOR REVIEW: [August 18, 2016 Work Session Notes \(PAGE 1\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Kim Rupp, Director of Finance
2. **ITEM FOR REVIEW: [Contract Sewer Cleaning – Award of Bid \(PAGE 3\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Johnny O'Connor, Director of Utilities
3. **ITEM FOR REVIEW: [Airport Wildlife Fence – Design Contract \(PAGE 15\)](#)**
DEPARTMENT HEAD RESPONSIBLE: Greg Sund, Director of Public Works
4. **OTHER ITEMS FOR DISCUSSION**
5. **EXECUTIVE SESSION (IF REQUIRED)**
6. **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, August 18, 2016 – 6:30 p.m.

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

August 4, 2016 Work Session Notes

There were no corrections or additions to the minutes of the work session held on August 4, 2016; the minutes stand approved as presented.

Oak Street Waterline – Award of Bid

Bids have been received for the replacement of a city water main along Oak Street from 20th to 26th Street. The low bid was from J Corp of Hays. Bid documents were structured with a base bid for the waterline replacement and pavement repairs necessary for the waterline work. An alternate bid was requested for additional pavement work to replace other areas of failed concrete on Oak Street. J Corp's base bid price is \$363,667.50 with an alternate bid of \$81,110 for a total cost of \$444,777.50.

Johnny O'Connor, Director of Utilities, explained that the existing four inch water main is more than 60 years old, does not provide adequate fire protection, and has a history of leaks. The Oak Street project will install a new eight inch PVC waterline to replace the old four inch line, replace 22 existing services with all new taps, meters, setters and service lines, replace three existing fire hydrants and add three additional hydrants for a total of six new fire hydrants.

At the August 25, 2016 Commission meeting, Commissioners will be asked to authorize the City Manager to enter a contract with J Corp in the amount of \$444,777.50 for both the base bid and the alternate bid.

Adoption of Revised Zoning Map

As part of the development of the Unified Development Code (UDC), staff along with consultants from Kendig Keast Collaborative, have been working on revisions to the official adopted zoning map which is supplemental to the UDC.

Since many of the zoning districts will change in the UDC, the proposed zoning map reflects the districts as they appear in the UDC. Other minor changes are proposed as well to ensure the official map parallels the UDC. The official zoning map and the UDC are codependent on one another and will work in conjunction with each other once adopted. Staff, as well as the Planning Commission, recommends approving the revised zoning map as submitted which will become the new “official” zoning map for the City of Hays and extraterritorial jurisdiction area.

At the August 25, 2016 Commission meeting, Commissioners will be asked to approve the ordinance adopting the revised zoning map along with the UDC.

Other Items for Discussion

There were no other items for discussion.

Executive Session

Shaun Musil moved, James Meier seconded, that the Governing Body recess to executive session at 7:00 p.m. for a period not to exceed 35 minutes to discuss possible property acquisition and attorney-client privilege information. The executive session included the City Commissioners, the City Attorney, the City Manager, The Assistant City Manager, the Public Works Director, and the Assistant Public Works Director. 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
Henry Schwaller IV
Lance Jones

No action was taken during the executive session.

The work session was adjourned at 7:35 p.m.

Submitted by: _____

Brenda Kitchen – City Clerk

Commission Work Session Agenda

Memo

From: Johnny O'Connor, Utilities Director

Work Session: September 1, 2016

Subject: Contract Sewer Cleaning, Fourth Year

Person(s) Responsible: Johnny O'Connor, Director of Utilities

Summary

The Utilities Department initiated a multi-year program to clean sewer mains in 2013 in order to ensure proper operation and maintenance of the collection system. In March of 2015, the Commission asked staff to rebid the sewer cleaning contract after extending the current contract for a third year to Mayer Specialty Service, LLC. Staff received 4 proposals and recommends accepting the low bid to perform light cleaning and video inspection of 119,170 lf of sanitary sewer at the unit price of \$.95 a liner foot from Pro Pipe not to exceed \$120,000.

Background

The Utilities Department initiated a multi-year program to clean sewer mains in 2013 in order to ensure proper operation and maintenance of the collection system. Problems that can be caused by the lack of sewer cleaning include: sewer backups, manhole overflows, public exposure to raw sewage, and regulatory fines. The Utilities Department has set the goal of cleaning 33% (38 miles) of sewer mains annually.

The goal is achieved by utilizing current staff and contracting sewer cleaning. The Utilities department does emergency sewer backup removal and clean certain problem lines on a biannual basis. In the past 3 years, city operators cleaned the "flushing maintenance route" and about 1/6 of the regular lines. The Utilities department contracted with Mayer Specialties from 2013-2015 to cleaned 1/6 of the lines as well. This allowed Utilities to reach the 1/3 (33%) cleaning goal from 2014-2015.

Mayer Specialty Service, LLC was awarded the contract in 2013 and had the contract extended in 2014 and 2015. The intent is to again hire a contractor in 2016 to clean 1/6 of the sewers and the Utilities operators to clean 1/6 to reach the 2016 goal of 1/3 (38 miles). Bids were solicited with a contract document that had a provision for contract annual renewal.

Video inspection has also been required as part of the cleaning contract. This helps to provide early detection of flaws and will allow repairs before catastrophic failure. From

2013-2015 many cracks, holes and tree root clog's where found after performing this procedure. The video is being processed by the IT and Utilities Department to create work orders for repairs and root removal. City Crews have started the root removal and chemical treatment recently. The goal is to create a baseline video of all 114 miles of sewer lines over 6 years to create a record of this asset; three of those six years have now been completed. Staff will be able to go back and compare baseline with current to see if flaws are changing and require additional repair.

Discussion

In 2015, Commission asked staff to resubmit the contract sewer cleaning RFP for new bids. In July, staff issued a new RFP to five bidders for the contract sewer cleaning and repairs of the City's sanitary sewer system. On August 16th, staff opened 4 proposals from the following bidders, Mayer Specialty Service, LLC, Pro Pipe, Infra-Track Inc., Quality Pipe Services and received one declination from Trekk Design Group. The proposals cover the cleaning and video inspection of 1/6 (19 miles) of the City's sewer line

The Low bid for the Sewer Cleaning and Video Inspection contract was Prop Pipe with a bid of \$0.95 per liner foot. Staff is recommending the proposal from Pro Pipe for light cleaning of 119,170 liner feet at \$0.95 per liner foot also including video inspection not to exceed \$120,000.

If awarded the crew, equipment, and Superintendent would be mobilized from Colorado. Work would commence and continue until the project is complete in approximately 16-18 weeks. Staff solicited input from references in Colorado and California. All references that responded were satisfied with the worked performed and would recommend Pro Pipe.

Legal Consideration

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

Financial Consideration

For 2016, \$120,000 is budgeted in the Wastewater Other Contractual Services for this service.

Options

1. Accept proposal from Pro Pipe for contract light sewer cleaning with video inspection, at \$0.95 per linear foot, not to exceed \$120,000.
2. Provide alternate direction to City Staff.

Recommendation

1. Staff recommends accepting the proposal to perform light cleaning and video inspection of 119,170 lf of sanitary sewer at the unit price of \$.95 a liner foot from Pro Pipe not to exceed \$120,000.

Action Requested

1. Authorize the City Manager to enter into an agreement with Pro Pipe to perform light cleaning and video inspection of 119,170 lf of sanitary sewer at the unit price of \$.95 a liner foot not to exceed \$120,000, to be funded from Wastewater Other Contractual Services.

Supporting Documentation

2016 Map of Cleaned and Televised Sewers

2016 Bid Tabs

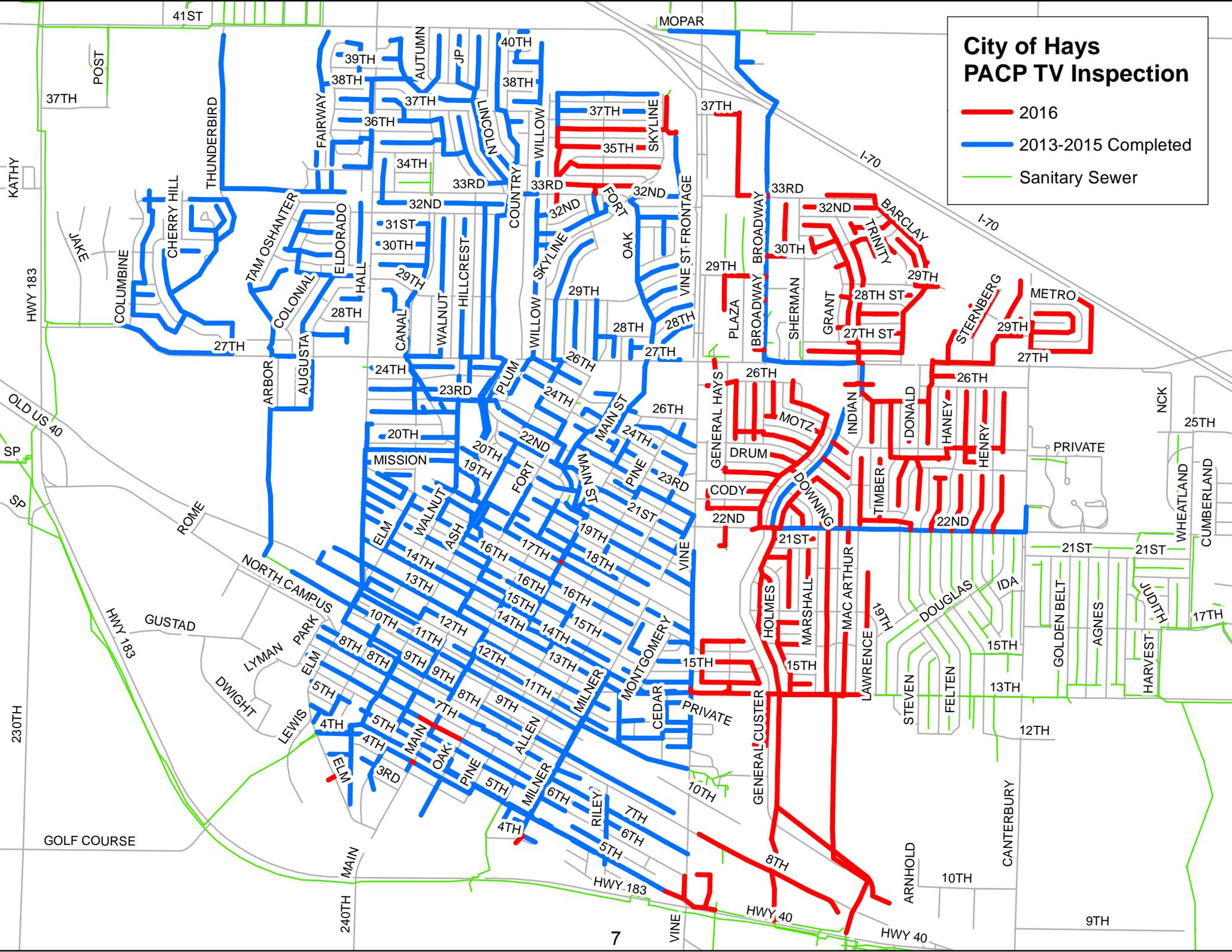
2016 Invitation to Bid

Pro Pipe Reference list and remarks

Item Number	Description	Estimated Quantity	Unit	Unit Price Light Cleaning			
				Infra-Track	QPS	Pro-Pipe	Mayer
1	8" Pipe	104,184	Linear Foot	\$1.25	\$1.35	\$0.95	\$0.95
2	10" Pipe	1,612	Linear Foot	\$1.25	\$1.35	\$0.95	\$0.95
3	12" Pipe	1,405	Linear Foot	\$1.25	\$1.35	\$0.95	\$1.10
4	15" Pipe	388	Linear Foot	\$1.25	\$1.85	\$0.95	\$1.15
5	18" Pipe	7,396	Linear Foot	\$1.25	\$1.85	\$0.95	\$1.20
6	21" Pipe	4,185	Linear Foot	\$1.25	\$2.35	\$0.95	\$1.25
<hr/>							
13	CCTV Inspection		Required				
Estimated Total				\$1.25	\$1.68	\$0.95	\$1.10

City of Hays PACP TV Inspection

- 2016
- 2013-2015 Completed
- Sanitary Sewer



NOTICE TO CONTRACTORS

July 15, 2016

OFFICE OF CITY CLERK
HAYS, KANSAS

Request for Proposals (RFP's), will be received by the City of Hays, Kansas, at the office of the City Clerk, City Hall, until 3:00 P.M., Prevailing Time, August 16, 2016 for Sanitary Sewer Cleaning, COH Project No. 2016-19. This project consists of cleaning and repair of approximately 120,008 LF of 8"-21" diameter sanitary sewer. It is expected that not all 120,008 linear feet is exclusive to cleaning. At said time and place, and promptly thereafter, all Proposals that have been duly received will be publicly opened and read aloud.

The Request for Proposal details are posted at www.haysusa.com.

Questions can be directed to:

Jeff Crispin
Assistant Director of Utilities
1000 Vine St.
Hays, Kansas 67601
(785) 628-7380
jcrispin@haysusa.com

City of Hays reserves the right to reject or accept any and all proposals, to waive any irregularities in proposals, and to accept such proposals that are the most responsive and best suits the City of Hays.

CITY OF HAYS, KANSAS

Date

City Clerk

References – Sanitary Sewer Cleaning RFP – Project 2016-19

1.

Mehdi Moussavian
Construction - Engineering Division
City of Santa Barbara - Public Works Department

Phone (805) 897-2501

1. Are you satisfied with the work that Pro-Pipe completed? Please explain. **Yes. They were responsive to requests and were very pleasant to work with.**
2. Where there any issues that came up during the project in your city? Please explain. **We use POSM and there was some technical issues that came up with the software. Pro-Pipe worked with us to remedy the situation in a timely manner.**
3. Where there any customer complaints with their company or crew members? Please explain. **There were no complaints.**
4. Did Pro-Pipe meet the necessary deadlines? Please explain. **Yes they met their deadlines.**
5. Did Pro-Pipe give proper notification to residents or businesses in the areas they were working? Please explain. **They provided all necessary notifications and I did not have any issues with residents and/or businesses.**
6. Was Pro-Pipe a safe company? Please explain. **Yes they made sure all traffic control was safe.**
7. Would you use Pro-Pipe again? **Yes.**
8. Other comments are welcome!

2.

Shawnele Morelos, P.E., QSD/P
City of Oceanside - Water Utilities PM



Infrastructure Engineering Corporation

301 Mission Avenue, Suite 202
Oceanside, CA 92054
Office 760.547.1956
Cell 760.522.9927
Fax 760.529.0785
www.iecorporation.com

1. Are you satisfied with the work that Pro-Pipe completed? Please explain. – Yes, they have done a great job with both administration and the people out in the field.
2. Where there any issues that came up during the project in your city? Please explain. – Still completing the work, but there were a few laterals that got backed up during cleaning, but it was brought to their attention and haven't had too many complaints following.
3. Where there any customer complaints with their company or crew members? Please explain. – See response to question 2.
4. Did Pro-Pipe meet the necessary deadlines? Please explain. – The contract was originally 1 year, but was extended for an additional 1 year. They are completing up to 254 miles of pipeline and when the contract was developed it was unclear exactly what their production rate would be.
5. Did Pro-Pipe give proper notification to residents or businesses in the areas they were working? Please explain. – Yes, when notification was required they worked with the City inspector to coordinate notification.
6. Was Pro-Pipe a safe company? Please explain. – Yes, they did a good job with traffic control.
7. Would you use Pro-Pipe again? – Yes, definitely. The data and professionalism is very good.
8. Other comments are welcome! – In receiving the PACP data, Pro-Pipe worked very closely with City staff to make sure the data could be imported to the City's asset management program.

3.

JOEL B. EVORA

Associate Engineer

Community Development Department

Phone: (650) 780-7328

E-mail: jevora@redwoodcity.org

www.redwoodcity.org

1. Are you satisfied with the work that Pro-Pipe completed? Please explain. **Yes, they gave us a full service job; complete cleaning and TV.**
2. Where there any issues that came up during the project in your city? Please explain. **No.**
3. Where there any customer complaints with their company or crew members? Please explain. **No.**
4. Did Pro-Pipe meet the necessary deadlines? Please explain. **Yes.**
5. Did Pro-Pipe give proper notification to residents or businesses in the areas they were working? Please explain. **No. It was generally not used per the contract. Notices were only given if night work was being done.**
6. Was Pro-Pipe a safe company? Please explain. **Yes. Their trucks were parked properly near the median to avoid impeding the flow of traffic. They were good at coordinating with us, if traffic control or access was an issue.**
7. Would you use Pro-Pipe again? **Absolutely! They are very good in their line of work and their staff are good to work with.**
8. Other comments are welcome!

4.

Christian T. Brown

Project Manager, Inliner

LAYNE | water + mineral + energy

7915 Cherrywood Loop | Kiowa, Co | 80117

Office: 303-646-1200 | Cell: 720-219-6381 | Fax: 303-636-1522

Christian.Brown@layne.com | layne.com

1. Are you satisfied with the work that Pro-Pipe completed? Please explain. **ProPipe has been a good company to work with. Their crews and management worked with us well to complete their portion of work in a timely manner.**
2. Where there any issues that came up during the project in Brighton? Please explain. **While their crew completed the project in a timely manner, we had to coordinate regularly with them to ensure that they kept ahead of this. This is mostly due to our mutual success in being awarded new projects (us as prime and them as subcontractor). We both were kept very busy.**
3. Where there any customer complaints with their company or crew members? Please explain. **There are no known customer complains on this project.**
4. Did Pro-Pipe meet the necessary deadlines? Please explain. **Yes. As mentioned before, we kept in constant contact to ensure all work was completed on time.**
5. Did Pro-Pipe give proper notification to residents or businesses in the areas they were working? Please explain. **No residential notifications were required on this**
6. Was Pro-Pipe a safe company? Please explain. **Yes. To my knowledge, their crew worked under OSHA guidelines**
7. Would you use Pro-Pipe again? **We consider ProPipe one of our top 2 subcontractors for CCTV work and, depending on what's spec'd, one of the top candidates for top hats.**
8. Other comments are welcome! **None at the moment.**

5.

Eric Huss | Project Manager | **Insituform Technologies, LLC**
9654 Titan Court | Littleton, CO 80125
Cell: 303.512.3523 | Fax: 303.791.7399 | www.insituform.com
ehuss@insituform.com



1. Are you satisfied with the work that Pro-Pipe completed? Please explain. **Yes, with respect to the “Aurora Storm-CMP Task 2” project, Pro Pipe worked through some difficult (and severely eroded) CMP storm sewers in order to clean them prior to CIPP lining. I appreciated their evaluation regarding bends, holes, and diameter changes. In addition, they also identified missing manholes and “extra” manholes that the Aurora GIS did not have in their system. In spite of the difficult CMP sewer pipe, Pro Pipe also worked through some heavy traffic locations and did a good job of communicating pipe status and issues.**
2. Where there any issues that came up during the project in Aurora? Please explain. **Yes, please see the same item above. We encountered bends, holes (eroded inverts), diameter changes and missing/extra manholes.**
3. Where there any customer complaints with their company or crew members? Please explain. **No**
4. Did Pro-Pipe meet the necessary deadlines? Please explain. **Yes and no; Pro Pipe’s timeline to execute the clean & cctv did extend beyond their baseline forecast. But this was understandable given the changes in scope. Pro Pipe also worked with my firm (Insituform) to prioritize line sequencing in order to keep us on our CIPP timeline.**
5. Did Pro-Pipe give proper notification to residents or businesses in the areas they were working? Please explain. **Yes, Aurora had a clean & cctv door hanger that Pro Pipe passed out to homeowners/commercial businesses that described their scope of work.**
6. Was Pro-Pipe a safe company? Please explain. **Yes, to work for my company, they must meet all of the OSHA confined space certifications/requirements and make my Insituform confined space entry procedures an Exhibit on all of our subcontracts together.**
7. Would you use Pro-Pipe again? **I use Pro Pipe exclusively on all of my project in UT and ID. They are 1 of 4 clean/cctv contractors that I use in CO/WY/NM.**
8. Other comments are welcome! **They are a solid outfit and do good work. I know that my firm uses them in several of our different markets in the Western US. You will be happy with their organization in the office as well as their execution in the field.**

6.

MARK SLACK

District Manager, Inliner

LAYNE | water + mineral + energy

7915 Cherrywood Loop | Kiowa, CO | 80117

Office: 303-646-1200 | Cell: 303-880-4710 | Fax: 303-646-1522

mark.slack@layne.com | layne.com

Jeff,

Answering questions about ProPipe and its performance is an easy request to fulfill. The information this project gathers, compiles and delivers to those who ultimately plan corrective solutions to your infrastructure needs will be the basis of millions of dollars of construction projects for the City of Hays. It’s important to obtain the best information you are able to afford. I don’t know who else is on your list for consideration but you will not be disappointed by choosing ProPipe.

Please find attached response to the specific questions you posed and please feel free to contact me any time with any additional questions.

Sincerely,

Mark

See additional attachment from Mark with Layne.

August 22, 2016

City of Hays, Kansas

Department of Utilities
1000 Vine Street
Hays, Kansas 6761

Attention: Mr. Jeff Crispin
Assistant Director

Reference: Professional Pipe Services
Reference Questions

Gentlemen:

Layne Inliner, LLC considers Professional Pipe Services (ProPipe) one of its preferred providers of sanitary sewer line cleaning and CCTV services. The following is in response to questions recently received regarding ProPipe's performance on a recent City of Boulder, Colorado project.

- 1. *Are you satisfied with the work that Pro-Pipe completed?*** ProPipe's work was more than satisfactory. We completed the 90,000 LF sewer rehabilitation project successfully and the City has extended the contract for an additional year by adding another 90,000 LF of sanitary sewer rehabilitation in its complex downtown and University areas. ProPipe continues into the extended work scope as an important team member.
- 2. *Were there any issues that came up during the project in Boulder?*** The City preferred a particular format for the delivery of data from both ProPipe and Layne Inliner. Both contractors had to make accommodations that were somewhat out of standard procedure in order to deliver the data in a timely way and in the proper format. Since ProPipe provided the initial inspection it set the pace for the project and delivered the required data in a timely way in the correct format to both the City and to Layne Inliner.
- 3. *Were there any Customer complaints with their company or crew members?*** ProPipe and Layne Inliner both provided active interface representatives to the City and we received no complaints involving ProPipe. It should be noted that the City of Boulder is home to an active and demanding constituency and the work environment is more difficult from a public relationship perspective than most cities.
- 4. *Did ProPipe meet the necessary deadlines?*** ProPipe has a depth of resources few other companies are able to match. If at any time the City or Layne Inliner requested an acceleration of schedule or a concentration in a specific area to accommodate the community calendar ProPipe had the ability and the willingness to respond well.

- 5. Did ProPipe give proper notification to residents or businesses in the areas they were working?** The City of Boulder, Layne Inliner and ProPipe worked together to develop a communication protocol to keep residents, business owners, City departments and emergency responders informed regarding the work schedule and location. ProPipe is a good team member in this type of project organization and they receive high marks from those involved and no complaints from any of the affected parties.
- 6. Was ProPipe a safe company?** Layne Inliner maintains *safety* as its top measurable and we expect subcontractors to perform to the same high standards when engaged on our projects. ProPipe has its own safety program and its crew and equipment are modern and well experienced in safely completing its scope of work.
- 7. Would you use ProPipe again?** We have used ProPipe many times over the past few years and are currently using their services for several projects. ProPipe successfully completed more than 200,000 LF of cleaning and CCTV documentation in advance of cured-in-place pipe in the past 12 months alone in the Colorado area for Layne Inliner. In addition to using ProPipe on many of our open projects we actively solicit their continued involvement on new projects.
- 8. Other Comments.** ProPipe understands the needs of its customer for a specific project and works to ensure that high quality work product is delivered in a timely way. Additionally, ProPipe is quick to offer suggestions and changes that may provide the customer even better results that often come from their depth of experience with like projects.

Certainly a portion of the City of Hays' aging sanitary sewer infrastructure is fragile, not well documented and in need of rehabilitation. One of the measures of a service provider for cleaning and inspection services is how committed they are to working through difficulties found in the existing system and going beyond a reasonable effort to ensure the Owner receives the critical information required to make decisions. Our experience with ProPipe and its reputation with both Owners and consultants responsible for developing action plans for the maintenance of aging sewer systems allow me to endorse them for your project without reservation.

If you have any other questions or if we may assist in any way please do not hesitate to contact me.

Sincerely yours,

Layne Inliner, LLC



Mark Slack
District Manager

Commission Work Session Agenda

Memo

From: John Braun, Assistant Director of Public Works

Work Session: September 1, 2016

Subject: Airport Wildlife Fence – Design Contract

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

Summary

The Airport Capital Improvement Plan within the 2017 Budget included a project to construct a Wildlife Fence around the Hays Regional Airport. The fence is required by the FAA, who would reimburse the City for 90% of the costs associated with the project. In order to complete construction in 2017, it is necessary to begin engineering design at this time. The City's airport engineer, Burns and McDonnell has prepared a Work Authorization in the amount of \$99,950 for the City Commission's consideration. The city share of this project would be funded out of the Airport Improvement Fund.

Background

In 2010 FAA inspectors observed several deer on the Hays Regional Airport, which prompted a Wildlife Hazard Assessment (WHA) in 2011. One recommendation of the WHA, performed by the USDA Wildlife Services, was the construction of a wildlife fence around the airport property. Since then, the wildlife fence has been listed on the Airport CIP as a future project. The FAA is now requiring the fence to be built under the FAA Airport Improvement Program, in which, the FAA funds 90% of the project cost.

One requirement of the FAA is the use of an approved engineer for plan and application development. 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, and Amendment No. 2 was dated November 13, 2014.

Discussion

BMcD has submitted a Work Authorization for professional engineering services for the design of approximately 32,000 feet of 10' tall chain link fence with an additional 1 foot tall outward angled 3-strand barbed wire outrigger and a 3-foot deep buried skirt to deter digging under by coyotes, badgers, foxes, etc. **See Attached Work Authorization #10**

The fixed lump sum cost for design services is \$99,950.

Per FAA requirements, staff has accomplished a fee evaluation based on:

- a review by a knowledgeable person,
- comparison with sponsor prepared fee estimate,
- and comparison with previous contracts of similar nature.

Following negotiation with the engineer, staff feels the fee is commensurate with the services to be provided. **See Attached Fee Evaluation**

The time schedule is as follows:

Engineering Design Agreement to FAA	mid-September 2016
Final Plans and Specification	January 2017
Open Bids	February 2017
Submit Grant Application to FAA	May 1, 2017
Construction	Summer 2017

Legal Consideration

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

Financial Consideration

The funding for this project would be shared between the FAA and the City under a 90/10 basis for all eligible portions of the project through the Airport Improvement Program (AIP). At this point, all work is anticipated to be eligible; therefore, FAA would reimburse the City 90% of the project cost.

Estimated Project Costs follow:

	City Share	FAA Share	Total Cost
Design Engineering	\$ 9,995	\$ 89,955	\$ 99,950
Construction	\$190,005	\$1,710,045	\$1,900,050
Total	\$200,000	\$1,800,000	\$2,000,000

The City Share of this project will be funded out of the Airport Improvement Fund. Adequate funds are available to cover the local cost.

The 2017 Budget includes \$200,000 from Airport Improvement Fund for this project. The City's 10% share (\$9,995) of the proposed design phase cost of **\$99,950** would come out of that \$200,000.

Options

The City Commission has the following options:

1. Approve Work Authorization No. 10 from Burns & McDonnell for engineering services;
2. Direct Staff to another option;
3. Do nothing.

Recommendation

City staff recommends authorizing the City Manager to sign Work Authorization No. 10 from Burns & McDonnell for engineering services as presented.

Action Requested

Authorize the City Manager to execute Work Authorization No. 10 with Burns and McDonnell, contingent on FAA approval, in the amount of \$99,950 with the City share to be funded out of the Airport Improvement Fund.

Supporting Documentation

2017 Budget Justification Sheet
Work Authorization No. 10
Fee Evaluation

PROJECT FORM

PROJECT: Airport Wildlife Fence
FISCAL YEAR: 2017
PROJECT NO: 2016-14
FUND: Airport Improvement Fund
DEPARTMENT: Public Works – Airport



PROJECT DESCRIPTION: Design and construct a wildlife exclusion device to deter large mammals from the airport property. The FAA recommends a 10-foot tall chain-link fence with an additional 1-foot tall outward angled 3-strand barbed wire outrigger. Additionally, it is recommended to have 3-foot buried skirting to deter digging under by coyotes, badgers and foxes.

NEED, JUSTIFICATION, BENEFIT: This project would create a safer environment for pilots, patrons and airport staff. The justification for the fence is based on observation of deer by FAA safety inspectors and a subsequent Wildlife Hazard Assessment performed by USDA Wildlife Services. The presence of large mammals such as deer, coyotes, badgers, and stray dogs occur randomly and currently cannot be controlled. This creates an unsafe condition.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: The FAA has required the fence to be constructed in 2017. Failure to accomplish this project would adversely affect the airport’s 14 CFR Part 139 operating certificate, and potentially impact the ability to provide commercial air service.

THIS PROJECT IS RELATED TO THE FOLLOWING: Airport Capital Improvement Program. This was discussed at a City Commission work session on December 17, 2015, where staff presented the annual Airport Capital Improvement Plan submitted to the FAA.

EXPLANATION OF IMPACT ON OPERATING BUDGET: The FAA covers 90% of the project leaving the City share at \$200,000 to be paid out of the Airport Improvement Fund. The Airport Operating Budget makes annual transfers to the Airport Improvement Fund to cover the City share of FAA projects. While the wildlife fence would not have an immediate impact on the operating budget; however, having a \$2,000,000 fence does create a future maintenance/replacement liability.

TIMELINE/CURRENT STATUS: The typical timeline for FAA would be programming in fall 2016, design during the winter (2016/2017), bidding in early spring 2017, award a grant in May/June 2017, and construction in late 2017 or early 2018.

COMMENTS: The FAA grant program is a reimbursement; thus, the City would have to finance the entire cost, and submit requests for reimbursement from the FAA.

IMPACT ON OPERATING BUDGET:		FINANCING:	
2017	\$	Airport Improvement Fund	\$200,000
2018	\$		\$
2019	\$		\$
2020	\$		\$
2021	\$		\$
5-YEAR TOTAL:	\$		\$200,000

**AUTHORIZATION NO. 10
FOR PROFESSIONAL ENGINEERING SERVICES
FOR THE
WILDLIFE FENCING IMPROVEMENTS DESIGN PROJECT
AT HAYS REGIONAL AIRPORT
AIP Project No. 3-20-0028-34**

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 and November 13, 2014, 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:** Wildlife Fencing Improvements
2. **Description of Improvements:** Provide professional engineering services for the design of new wildlife fencing at 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. Perform onsite visual observations to determine the extent of the areas to be fenced. Attendees for the CONSULTANT include the Project Engineer.
 - b. Review existing data and prepare updates to Airport Capital Improvement Plan (ACIP).
 - c. Prepare Scope of Work (SOW) for Property Line, Utility, and Topographical Surveying Services.
 - d. Prepare Engineering Scope of Services and Fee Estimate.
 - e. Develop a preliminary cost estimate and submit to the SPONSOR for budgeting purposes.
 - f. Develop a preliminary schedule for construction and submit to the SPONSOR for review.
 - g. Prepare preliminary site plans for development of construction safety plan and coordination with the FAA.
 - h. Prepare a preliminary design report per FAA AIP Guide 920.
 - i. Prepare and submit FAA Forms 7460-1 for all fence corners.
 - j. Perform an internal Quality Review by the CONSULTANT’S independent staff.
 - k. Submit for Review, the preliminary engineering report to the SPONSOR and FAA.
 - l. The CONSULTANT will attend and conduct a preliminary design meeting.

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 on the project. The specific tasks that will be performed in this phase are:
- a. Prepare construction Bid Documents. The drawing list may include the following:
 - i. Cover Sheet
 - ii. Index, Legend, Abbreviations & Summary of Quantities
 - iii. Access and Safety Plan with Notes
 - iv. Overall Phasing Plan
 - v. Survey Plan
 - vi. Fence Demolition and Clearing Plans
 - vii. Fence Layout Plan with Details
 - viii. Grading and Drainage Plans with Details
 - ix. Erosion Control Plans with Details
 - x. Miscellaneous Details
 - b. Prepare KDHE Land Disturbance Permit(s) and Construction SWPPP.
 - c. Prepare project technical specifications.
 - d. Prepare Standard FAA and SPONSOR front-end documents outlining bid procedures and process.
 - e. Revise the preliminary cost estimate for the final engineer's estimate of probable cost.
 - f. Revise the preliminary construction schedule.
 - g. Prepare the final design report following FAA AIP Guide 920.
 - h. Prepare and submit the final Construction Safety and Phasing Plan (CSPP).
 - i. Perform an internal Quality Review by the designer of the project.
 - j. Perform an internal Quality Review by the CONSULTANT'S internal review team.
 - k. Revise drawings and specifications per internal Quality Review comments.
 - l. Submit an electronic copy of the drawings and project manual to the FAA and two hard copies of the drawings and project manual to the SPONSOR for 100% review.
 - m. Meet with SPONSOR via teleconference for an interim review of the project status.
 - n. Revise contract documents per final review comments and resubmit to SPONSOR for bidding.
 - o. Provide an electronic copy of project manual and construction drawings to SPONSOR for the purpose of filing and use for distribution to contractors.
 - p. Prepare a Documented Categorical Exclusion (CATEX) using the checklist provided by the FAA for wildlife deterrent fencing.
 - i. Review the Airport's current Wildlife Hazard Assessment (WHA) and all related correspondence from the FAA.
 - ii. Agency Scoping – prepare and distribute scoping letter to state and federal agencies to obtain information pertinent to the disclosure of impacts associated with the installation of the fence.

- iii. Prepare a Documented CATEX – Complete the documentation required in the FAA’s *Documented CATEX Form*, October 1, 2014.
- iv. Airport Submittal and Review – Submit the Documented CATEX checklist to the SPONSOR for review and comment.
- v. FAA Submittal – After addressing the SPONSOR’S comments, submit the Documented CATEX checklist to FAA for review and approval.
- vi. CATEX Assumptions - In preparing this scope of work, the following assumptions have made as follows:
 1. No wild and scenic waterways or sole source aquifers are affected by this project.
 2. If required by the United States Army Corps of Engineers (USACE), wetlands or waters of the U.S. will be delineated under this scope of work. The CONSULTANT shall provide the USACE with a map and drawing showing the proposed fencing improvements, and calculate the length or area of the stream or wetland affected, respectively.
 3. No cultural resources (archaeological, cultural, historical, or architectural) are located within and/or adjacent to the project footprint. If such resources are identified by resource agencies and the project may have an effect on them, a supplemental scope of work and fee estimate will need to be prepared to conduct the appropriate level of documentation and to obtain approval of the impact.
 4. No state or federally-listed threatened or endangered species and/or designated critical habitat will be affected by the project.
 5. If the project crosses into a designated Federal Emergency Management Agency (FEMA) floodplain, the CONSULTANT shall describe the anticipated impacts of the project to the governing agency and local floodplain coordinator with a current FEMA map, project drawing, and letter from the Project Engineer. If coordination to construct the project in a floodplain requires more than the assumed deliverables, a supplemental scope of work and fee estimate will need to be prepared to conduct the appropriate level of documentation and permitting.
 6. No hazardous waste sites will be affected by the project.
 7. No meetings with outside agencies or the public are included in this scope of work.

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 of the project.
- b. Attend and conduct a prebid meeting with the SPONSOR. Attendees for the CONSULTANT will include one representative.
- c. Prepare any addenda for the project.
- d. Respond to questions during the bidding phase.
- e. CONSULTANT shall tabulate bids, analyze and provide recommendations to the SPONSOR.

- f. CONSULTANT will not attend the bid opening.
- g. Assist SPONSOR with preparing contract documents.
- h. Assist SPONSOR with preparing grant application documents.

4. **Construction Phase Services:** This work will be determined upon completion of the project design. Construction Phase Services are not provided in this Scope of Work.

C. METHOD OF COMPENSATION:

- 1. Compensation of the Scope of Work for items 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 B.1-3 of this Authorization No. 10, per the terms and conditions set forth in the Agreement, for a Lump Sum Amount of Ninety-Nine Thousand Nine Hundred Fifty Dollars (**\$99,950**).

E. ESTIMATED TIME OF COMPLETION:

- 1. The estimated time to complete the Scope of Services B.1-2 of this Authorization No. 10 is estimated at One Hundred Thirty (130) calendar days from the Notice to Proceed.

F. ENGINEERS' 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.
Manager, Aviation Services

ATTEST:

By _____
City Clerk

END OF AUTHORIZATION NO. 10 FOR PROFESSIONAL ENGINEERING SERVICES

**DERIVATION OF CONSULTANT PROJECT COSTS
SUMMARY OF COSTS
WILDLIFE FENCING IMPROVEMENTS
HAYS REGIONAL AIRPORT
DESIGN SERVICES FOR THE WILDLIFE FENCING IMPROVEMENTS
BASIC AND SPECIAL SERVICES
August 19, 2016**

1 DIRECT SALARY COSTS:

TITLE	HOURS	RATE/HOUR	COST (\$)		
			Office	Office-Field	Contract
Principal	7.00	\$65.00	\$455.00	\$0.00	\$0.00
Project Manager	27.00	\$42.00	\$1,134.00	\$0.00	\$0.00
Sr. Civil Eng.	10.00	\$50.00	\$500.00	\$0.00	\$0.00
Staff Civil Eng.	278.00	\$34.00	\$9,452.00	\$0.00	\$0.00
Assist. Civil Eng.	144.00	\$28.00	\$4,032.00	\$0.00	\$0.00
Environmental Specialist	29.00	\$50.00	\$1,450.00	\$0.00	\$0.00
Sr. Electrical Eng.	4.00	\$52.00	\$208.00	\$0.00	\$0.00
Staff Electrical Eng.	16.00	\$40.00	\$640.00	\$0.00	\$0.00
Sr. Tech.	122.00	\$30.00	\$3,660.00	\$0.00	\$0.00
Staff Tech.	143.00	\$26.00	\$3,718.00	\$0.00	\$0.00
Geotechnical Engineer	0.00	\$50.00	\$0.00	\$0.00	\$0.00
Clerical	11.00	\$21.00	\$231.00	\$0.00	\$0.00
	791.00				
Total Direct Salary Costs			\$25,480.00	\$0.00	\$0.00

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs @	213.80%	Office	\$54,476.24		
Percentage of Direct Salary Costs @	213.80%	Office-Field		\$0.00	
Percentage of Direct Salary Costs @	99.03%	Contract			\$0.00

3 SUBTOTAL:

Items 1 and 2			\$79,956.24	\$0.00	\$0.00
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4 PROFIT:

10.00%	% of Item 3 Subtotal		\$7,995.62	\$0.00	\$0.00
		Subtotal	\$87,951.86	\$0.00	\$0.00

5 OUT-OF-POCKET EXPENSES:

a. Transportation (Office Staff)	895.00 Miles @	\$0.540 / Miles	\$483.30		
b. Transportation (Field Staff)	0.00 Miles @	\$0.540 / Miles =		\$0.00	
c. Expenses (meals) office (per day)	6.00 days @	\$35.00 / day=	\$210.00		
d. Expenses (lodging) office (per day)	0.00 days @	\$120.00 / day=	\$0.00		
e. Expenses field (meals) : per day	0.00 days @	\$35.00 / day =		\$0.00	
f. Expenses field (Lodging) : per day	0.00 days @	\$120.00 / day =		\$0.00	
g. Comp. hrs: (N/A)	138.00 Hours @	\$0.00 / Hour =	\$0.00		
h. Comp. hrs: (N/A)	653.00 Hours @	\$0.00 / Hour =	\$0.00		
i. Materials and Supplies		=	\$2,004.84	\$0.00	\$0.00
Total Out-of-Pocket Expenses			\$2,698.14	\$0.00	\$0.00

6 SUBCONTRACT COSTS:

a. Surveyor: Ruder Engineering & Surveying	=	\$0.00	\$0.00	\$9,300.00
b. N/A	=	\$0.00	\$0.00	\$0.00
c. NA:	=	\$0.00	\$0.00	\$0.00
d. Other:	=	\$0.00	\$0.00	\$0.00
	Subtotal	\$0.00	\$0.00	\$9,300.00

7 MAXIMUM TOTAL FEE:

Items 1, 2, 3, 4, 5 and 6			\$90,650.00	\$0.00	\$9,300.00
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TOTAL:	EXHIBIT 2: SUMMARY	\$99,950.00
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EXHIBIT 2: SUMMARY

**DERIVATION OF CONSULTANT PROJECT COSTS
SUMMARY OF COSTS
WILDLIFE FENCING IMPROVEMENTS
HAYS REGIONAL AIRPORT
DESIGN SERVICES FOR THE WILDLIFE FENCING IMPROVEMENTS
BASIC AND SPECIAL SERVICES
August 19, 2016**

Classification:	Principal	Project Manager	Sr. Civil Eng.	Staff Civil Eng.	Assist. Civil Eng.	Environmental Specialist	Sr. Electrical Eng.	Staff Electrical Eng.	Sr. Tech.	Staff Tech.	Geotechnical Engineer	Clerical	Other Costs
Gross Hourly Rate:	\$224.37	\$144.98	\$172.59	\$117.36	\$96.65	\$172.59	\$179.49	\$138.07	\$103.55	\$89.75	\$172.59	\$72.49	
A. BASIC SERVICES													
1 PRELIMINARY DESIGN	5.00	10.00	4.00	76.00	20.00	1.00			22.00	32.00		2.00	(1, 2, 3, 4, 5)
Total =	\$20,500.00	\$1,121.84	\$1,449.76	\$690.36	\$8,919.45	\$1,933.01	\$172.59		\$2,278.19	\$2,871.90		\$144.98	\$917.94
2 FINAL DESIGN	1.00	15.00	6.00	176.00	108.00	28.00	4.00	16.00	92.00	111.00		5.00	(1, 2, 3, 4, 5)
Total =	\$63,050.00	\$224.37	\$2,174.63	\$1,035.54	\$20,655.57	\$10,438.24	\$4,832.52	\$717.97	\$2,209.15	\$9,526.97	\$9,961.89	\$362.44	\$910.70
3 BIDDING	1.00	2.00		26.00	16.00				8.00			4.00	(1, 2, 3, 4, 5)
Total =	\$7,100.00	\$224.37	\$289.95	\$3,051.39	\$1,546.41				\$828.43			\$289.95	\$869.50
4 N/A													(1, 2, 3, 4, 5)
Total =													
5 N/A													(1, 2, 3, 4, 5)
Total =													
PART A SUBTOTAL =	\$90,650.00												
B. SPECIAL SERVICES													
1 SURVEYING													(1, 2, 3, 4, 5)
Total =	\$9,300.00												\$9,300.00
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 =													
PART B SUBTOTAL =	\$9,300.00												
GRAND TOTAL =	\$99,950.00												

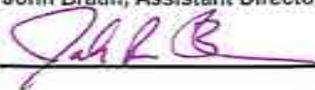
(1) Mileage, Motel and Meals (3) Computer Services (5) Other (identify)
(2) Equipment, Materials and Supplies (4) Vendor Services

EXHIBIT 3: SUMMARY-01

Detailed Fee/Cost Analysis
(variation of AC 150/5100-14E - Appendix E)

Airport: KHYS - Hays Regional Airport
Project: AIP Project # 3-20-0028-34 Wildlife Fence
Date: August 22, 2016

Prepared By: John Braun, Assistant Director of Public Works

Signature: 

Estimated Construction Costs (ECC): \$1,554,498

Estimated Construction Duration: 0 calendar days

0 weeks

Item	Sponsor's Independent Estimate			Consultant Fee Proposal			Negotiation	
	Hourly Rate	Estimated Hours	Cost	Hourly Rate	Estimated Hours	Cost	Difference	Objective
Principal	\$ 65.00	4	\$ 260.00	\$ 65.00	7.00	\$ 455.00	\$ 195.00	
Project Manager	\$ 42.00	40	\$ 1,680.00	\$ 42.00	27.00	\$ 1,134.00	\$ (546.00)	
Senior Civil	\$ 50.00	40	\$ 2,000.00	\$ 50.00	10.00	\$ 500.00	\$ (1,500.00)	
Civil Engineer	\$ 34.00	200	\$ 6,800.00	\$ 34.00	278.00	\$ 9,452.00	\$ 2,652.00	
Assist Civil Engineer	\$ 28.00	120	\$ 3,360.00	\$ 28.00	144.00	\$ 4,032.00	\$ 672.00	
Environmental Specialist	\$ 50.00	40	\$ 2,000.00	\$ 50.00	29.00	\$ 1,450.00	\$ (550.00)	
Senior Electrical Engineer	\$ 52.00	4	\$ 208.00	\$ 52.00	4.00	\$ 208.00	\$ -	
Electrical Engineer	\$ 40.00	8	\$ 320.00	\$ 40.00	16.00	\$ 640.00	\$ 320.00	
Senior Tech	\$ 30.00	80	\$ 2,400.00	\$ 30.00	122.00	\$ 3,660.00	\$ 1,260.00	
CADD Tech	\$ 26.00	200	\$ 5,200.00	\$ 26.00	143.00	\$ 3,718.00	\$ (1,482.00)	
Geotechnical Specialist	\$ 50.00		\$ -	\$ 50.00	-	\$ -	\$ -	
Clerical	\$ 21.00	30	\$ 630.00	\$ 21.00	11.00	\$ 231.00	\$ (399.00)	
Subtotal Hours/Wages		766	\$ 24,858.00		791.00	\$ 25,480.00	\$ 622.00	
Overhead	200.00%		\$ 49,716.00	213.80%		\$ 54,476.24	\$ 4,760.24	
Subtotal Wages and Overhead			\$ 74,574.00			\$ 79,956.24	\$ 5,382.24	
Profit	10.00%		\$ 7,457.40	10.00%		\$ 7,995.62	\$ 538.22	
Travel	3 trips at \$250 each		\$ 750.00	895 mi @ \$.54		\$ 483.30		
Lodging	6 days at \$110 each		\$ 660.00			\$ -		
Per Diem	6 days at \$46 based on GSA		\$ 276.00	6 days @ \$35		\$ 210.00		
Materials/Supplies (Printing)			\$ 3,000.00			\$ 2,004.84		
Geotechnical			\$ -			\$ -		
Survey			\$ 10,000.00			\$ 9,300.00		
Total Fee			\$ 96,717.40			\$ 99,950.00	\$ 3,232.60	103.3%
As percent of ECC			6.22%			6.43%		
Subconsultant Services							Revised Proposal based on negotiation	
TOTAL			\$ 96,717.40			\$ 99,950.00		0.00%