



Columbus Municipal Airport

The Columbus Municipal Airport Board of Aviation Commissioners (BOAC) respectfully requests approval for the use of Airport TIF dollars for preliminary scoping and pricing for a feasibility study for the construction of approximately 1,700 feet of sidewalk and 200 feet of trail along Poshard Drive and Kelly Street, on Airport property. The sidewalks are necessary to allow pedestrian access between the proposed Student Housing Project, the existing higher education campus and existing portions of the Columbus People Trail System.

Two professional service proposals were received from reputable engineering firms to undertake the project. After reviewing the proposals carefully, the BOAC has opted to proceed with the plan submitted by Christopher B. Burke Engineering with an estimated cost of \$2,500. Along with this request, I have attached the two proposals that were received for your review.

Thank you for your time and consideration,

Caleb Tennis
Board President
Board of Aviation Commissioners
Columbus Municipal Airport



September 26, 2013

Brian Payne
Director, Columbus Municipal Airport
4770 Ray Boll Blvd
Columbus, IN 47203

Subject: **Columbus Municipal Airport Sidewalk Project
Professional Services Proposal**

Dear Brian:

Christopher B. Burke Engineering, LLC (CBBEL) is pleased to provide this proposal for professional engineering services related to a sidewalk project at the Columbus Municipal Airport (CMA). The following is our understanding of the assignment, scope of services, and estimated fee in support of the project.

UNDERSTANDING OF THE ASSIGNMENT

As we understand the project, CMA intends to construct sidewalks connecting the proposed student housing, the existing higher education campus, and the existing trail system. CBBEL understands that Bluffstone, LLC is the selected developer for the student housing project and we are currently working on a contract with them. At this time, CMA is seeking proposals for a preliminary phase of the project with the intent of clarifying the project scope, location, and the costs associated with future design and construction phases. This proposal covers only the preliminary phase.

SCOPE OF SERVICES

Services to be provided by CBBEL for this work have been identified as follows:

Task 1 - Prepare draft location plan on aerial photo: CBBEL will prepare a draft location plan for discussion with CMA and City staff. The draft plan will show the possible location and extent of the sidewalks. The plan will also show possible crosswalk locations.

Task 2 - On-Site Meeting: CBBEL will schedule a meeting with CMA and City staff to walk the routes and verify or adjust the locations and extents of the sidewalks. CBBEL will prepare a memo to summarize comments received and decisions made at the meeting.

Task 3 - Preliminary Design Challenges: CBBEL will review the route to determine the extent of design challenges that may be encountered along the preferred route. The challenges may include driveway cross slopes, utility locations, existing features such as signs, and roadside ditches.

Task 4 – Preliminary Opinion of Probable Construction Cost: CBBEL will prepare a preliminary estimate of construction costs based on a square foot or linear foot basis.

Task 5 – Proposal for Engineering Services and Fee Estimate: Based on the project scope developed in Tasks 1 – 4, CBBEL will prepare a proposal for engineering services, including a fee estimate. The proposal will cover the items necessary to complete the design for construction of the project. The proposal will include topographic survey, drainage design (including ditches and culverts), ADA compliance, intersection treatments, required permits, and compliance with zoning and PUD requirements.

Task 6 – Aviation Board Presentation: CBBEL will meet with the Board of Aviation Commissioners to present and discuss the data gathered and reports prepared as a result of completing Tasks 1 – 5.

EXCLUDED SERVICES

Based on information available at this time, CBBEL has excluded the services listed below from the scope of services of this proposal. If conditions change and any of the services listed below (or other services not described above) are required, CBBEL will prepare a contract amendment for the required services. Services excluded from this contract include, but are not necessarily limited to the following:

- 1) Any detail design services.
- 2) Topographic survey of the site.
- 3) Meetings with or approval from any City staff, boards, or commissions, except as listed above.
- 4) Right-of-way engineering and/or land acquisition services

ESTIMATED FEE

We have estimated the total cost for these services to be \$2,500.

We will provide the services listed on a fixed fee basis. We will bill you monthly based on the percent complete for the project. In addition, our contract will be established in accordance with the attached General Terms and Conditions. These General Terms and Conditions are expressly incorporated into and are an integral part of this contract for professional services.

If this proposal meets with your approval, please sign where indicated and return an executed original to us as our Notice to Proceed. The executed Proposal, along with the Estimated Fee, and the attached General Terms and Conditions constitute the whole of our Agreement. Any modification to any part of this Agreement without prior acknowledgement and consent by CBBEL will make null and void this Agreement. Any time commitment made by CBBEL as part of the Agreement does not begin until CBBEL has received an executed original.

We appreciate the opportunity to submit this proposal and look forward to working with you on this project. Please contact me at 317-266-8000 or David Hayward, P.E. at 812-376-9252 if you have any questions.

Sincerely,



 Jon D. Stolz, P.E.
Managing Vice President

**THIS PROPOSAL, ESTIMATED FEE, AND GENERAL TERMS AND CONDITIONS ARE ACCEPTED
BY COLUMBUS BOARD OF AVIATION COMMISSIONERS:**

Signature: _____

Name (Printed): _____

Title: _____

Date: _____

Enclosures: General Terms and Conditions

JDS/dlh



Task Order No. 13-01
Columbus Board of Aviation Commissioners (OWNER)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Technical Services Agreement dated September 20, 2013

Project Information

Services Name: Poshard Drive and Kelly Street Sidewalk Feasibility

Services Description: Feasibility study for the construction of approximately 1,700 feet of sidewalk and 200 feet of trail along Poshard Drive and Kelly Street. Provide 30 percent opinion of probable construction cost (OPCC), estimate of construction cost, and technical support at a Columbus Redevelopment Commission meeting.

Scope of Services

ENGINEER will provide the following services to OWNER:

1. Review constructability of sidewalks and trail shown on 2013 Sidewalk Exhibit-1.pdf provided by others.
2. Edit 2013 Sidewalk Exhibit-1.pdf to add sidewalk on the north side of Poshard Drive between Kelly Street and Ray Boll Boulevard, add sidewalk along the west side of Ray Boll Boulevard from Poshard Drive to 380 feet south of Poshard Drive, add a cross walk and accessible ramps across Kelly Street and Poshard Drive, and add a cross walk and accessible ramps across Poshard Drive at Ray Boll Boulevard.
3. Review stormwater drainage feasibility.
4. Attend a design review meeting with airport staff.
5. Develop a preliminary OPCC and estimate of engineering fees, surveying fees, right-of-way costs, inspection fees, permit fees, or other costs necessary to complete the project.
6. Attend a Columbus Redevelopment Commission meeting to request funding for the project.
 - a. Provide a proposed construction exhibit for the meeting.
 - b. Provide a summary of the OPCC and estimate of costs for presentation at the meeting.
 - c. Provide technical support to airport staff during the meeting

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of \$9,000.

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Schedule

Services will begin upon execution of this Task Order, which is anticipated on October 1, 2013. Services are scheduled for completion on December 31, 2013.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

COLUMBUS BOARD OF AVIATION
COMMISSIONERS

Matthew S. Richards
Corporate Secretary

Date

Caleb Tennis
President

Date