



Mayor:	Ryan Voss
Precinct 1 Councilor:	Sue Olson
Precinct 2 Councilor:	Arnie Brinkmann
Precinct 3 Councilor:	Paul Lemke
Precinct 4 Councilor:	Cory Neid
At-Large Councilor:	Allen Robeck

GLENCOE CITY COUNCIL SPECIAL MEETING AGENDA

November 28, 2022 – 5:00pm

City Center Ballroom

- 1. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 2. CONSENT AGENDA**
- 3. PUBLIC COMMENT (agenda items only)**
- 4. PUBLIC HEARINGS – NONE SCHEDULED**
- 5. BIDS AND QUOTES**
 - A.** Airport Terminal Bid Opening and Recommendation – Adinda Van Espen, Airport Engineer, SEH
 - B.** Contract Amendment No. 1 with SEH for Construction Administration - Adinda Van Espen, Airport Engineer, SEH
- 6. REQUESTS TO BE HEARD - NONE SCHEDULED**
- 7. ITEMS FOR DISCUSSION - NONE SCHEDULED**
- 8. ROUTINE BUSINESS**
 - A.** Project Updates
 - B.** Economic Development
 - C.** Public Input
 - D.** Reports
 - E.** Close Meeting for Union and Non-Union Labor Negotiations Discussion
- 9. ADJOURNMENT**

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Separate Agenda Items**



City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 23, 2022

Re: **Item 5A** – Airport Terminal Bid

Item 5A – Attached is Recommendation to award Bid memorandum from Adinda Van Espen, Airport Engineer with SEH. It is recommended to award the Bid to Ebert Construction of Corcoran on Monday for \$1,050,182.69.

Adinda will review the costs with the City Council on Monday.

The City Cost is \$76,882.38.

According to Finance Director Trippel, the Airport Fund had a positive fund balance of \$64,320.41. The City received a Federal Pandemic Grant that was accepted by the City Council in February 2022 in the amount \$32,000 for a total available funds of **\$96,320.41.**

It is recommended to award the Terminal Building Project to Ebert Construction.



Building a Better World
for All of Us®

November 28, 2022

RE: Glencoe Municipal Airport
Recommendation of Award – 2022 Airport
Terminal Building
SEH No. GLENC 168925 6.00

Mark Larson, City Administrator
City of Glencoe
1107 11th Street East
Glencoe, MN 55336

PROJECT SCOPE:

Competitive bids were received for the 2022 Airport Terminal Building project. The project consists of constructing a new terminal building at the Glencoe Municipal Airport. The proposed building will allow for users to visit the airport comfortably and provide a space to be utilized efficiently for pilots and visitors alike.

BID RESULTS:

On Tuesday, November 22, 2022, SEH accepted two bids on behalf of the City of Glencoe for the 2022 Airport Terminal Building project. The bids ranged from a high of \$1,190,904.00 to a low of \$1,050,182.69 (based on the evaluation and recommendation described below). The Engineer's Estimate was \$694,296.00. The low bid received was submitted by Ebert Construction out of Corcoran, MN, in the amount of \$1,050,182.69. Below is a summary of the bid results. A complete bid tabulation is attached.

Contractor	Total Base Bid	Alternate 1	Alternate 2	Total
Ebert Construction	\$962,617.81	34,608.08	52,956.80	1,050,182.69
Construction Results Corporation	\$1,112,558.00	20,092.25	58,253.75	1,190,904.00
Engineer's Estimate	\$632,386.00	11,210.00	50,700.00	694,296.00

During the Bid advertisement period, SEH reached out to over 48 contractors and subcontractors to bring awareness to the project. At the time of the bid opening, there were 8 prime bidders on the plan holders list for the project.

When using federal dollars, as is the case for the Glencoe Municipal Airport, there are strict requirements and assurances that the project needs to follow. This includes following Buy American requirements and paying prevailing wage rates. It is difficult to predict the costs associated with Buy American requirements, prevailing wage rates, and factors affecting materials. Contractors that had questions during the bidding process confirmed prevailing wage rates would apply and indicated that would significantly increase the cost. Additionally, one perceptive bidder identified the size of the building wouldn't cost much but due to the project requirements, it would require significant management and further increase the cost. The project was designed to meet minimal standards and community needs. The two bid results were within a reasonable range of one another indicating that these bids reflect actual costs. A third contractor, that did not end up submitting a bid, indicated their cost landed in between the two results. The bid results and anticipated costs for the project are considered reasonable and appropriate.

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

SEH RECOMMENDATION:

Based on the outcome of the bids and in reliance on our experience with Ebert Construction and/or information provided in the bid packages, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid.

SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

SEH reviewed the base bids and alternates and evaluated the available project funding. Based on the bid results as well as discussion with the City Administrator and the FAA, SEH recommends that the City award Base Bid (Schedules A, B, and C) and Alternates 1 and 2.

Below is a summary of what was included in the different schedules and alternates:

- Base Bid - Schedule A - Site Work
- Base Bid - Schedule B - New Terminal Building Construction
- Base Bid - Schedule C - New Unicom Radio and Antenna
- Alternate 1 - Abandon Existing Septic Tank and Seal Existing Well
- Alternate 2 - Parking Lot Reconstruction
- Alternate 3 - Fence Installation
- Alternate 4 - Directional Boring of Proposed Utilities

Accordingly, SEH recommends that the 2022 Airport Terminal Building project be awarded to Ebert Construction in the amount of \$1,050,182.69, contingent upon receipt of the FAA grants and review of DBE participation.

PROJECT COST SUMMARY:

The table below summarizes the final project costs, the available budget, the funding proration determination and the cost sharing breakdown. The final cost includes engineering fees, anticipated administrative expenses, and construction costs.

Funding Source	Final Cost	Budget Available	Funding Proration	Federal Share	State Share	Local Share
Total Project Cost (Federally Eligible)	\$1,270,755.49					
ATP (95% federal, 0% state, and 5% local funding)		\$ 750,000.00	59.0200%	\$ 712,500.00	\$ -	\$ 37,500.00
AIG (90% federal, 0% state, and 10% local funding)		\$ 212,728.89	16.7403%	\$ 191,456.00	\$ -	\$ 21,272.89
AIP (90% federal, 5% state, and 5% local funding)		\$ 308,026.60	24.2396%	\$ 277,223.94	\$ 15,401.33	\$ 15,401.33
		\$1,270,755.49	100.0000%			
Total Project Cost (State Eligible)	\$ 9,027.20					
State (0% federal, 70% state, and 30% local funding)		\$ 9,027.20		\$ -	\$ 6,319.04	\$ 2,708.16
				\$ 1,181,179.94	\$ 21,720.37	\$ 76,882.38

Airport Terminal Program (ATP) Funding

The table below summarizes the cost of the components for the FAA ATP grant:

Airport Terminal Program (ATP) Funding	Total Project Cost	Funding Prorated Cost (59.0200%)	Federal (95%)	State (0%)	Local (5%)
DESIGN - SEH	\$ 134,100.00	\$ 79,145.83	\$ 75,188.54	\$ -	\$ 3,957.29
CONSTRUCTION ADMINISTRATION & OBSERVATION - SEH	\$ 88,000.00	\$ 51,937.61	\$ 49,340.73	\$ -	\$ 2,596.88
ADMINISTRATIVE EXPENSES - CITY OF GLENCOE	\$ 7,500.00	\$ 4,426.50	\$ 4,205.18	\$ -	\$ 221.33
CONSTRUCTION (SCHEDULES A & B + ALTERNATES 1 & 2) - EBERT CONSTRUCTION	\$1,041,155.49	\$ 614,490.06	\$ 583,765.56	\$ -	\$ 30,724.50
Totals	\$1,270,755.49	\$ 750,000.00	\$ 712,500.00	\$ -	\$ 37,500.00

The above components are eligible for federal funding at 95 percent, approximately \$712,500, and the remaining 5 percent is anticipated to be covered by local shares, approximately \$37,500.

Airport Improvement Grant (AIG) Funding

The table below summarizes the cost of the components for this year's FAA AIG grant:

Airport Improvement Grant (AIG) Funding	Total Project Cost	Funding Prorated Cost (16.7403%)	Federal (90%)	State (0%)	Local (10%)
DESIGN - SEH	\$ 134,100.00	\$ 22,448.81	\$ 20,203.93	\$ -	\$ 2,244.88
CONSTRUCTION ADMINISTRATION & OBSERVATION - SEH	\$ 88,000.00	\$ 14,731.51	\$ 13,258.36	\$ -	\$ 1,473.15
ADMINISTRATIVE EXPENSES - CITY OF GLENCOE	\$ 7,500.00	\$ 1,255.53	\$ 1,129.97	\$ -	\$ 125.55
CONSTRUCTION (SCHEDULES A & B + ALTERNATES 1 & 2) - EBERT CONSTRUCTION	\$1,041,155.49	\$ 174,293.05	\$ 156,863.75	\$ -	\$ 17,429.31
Totals	\$1,270,755.49	\$ 212,728.89	\$ 191,456.00	\$ -	\$ 21,272.89

The above components are eligible for federal funding at 90 percent, approximately \$191,456, and the remaining 10 percent is anticipated to be covered by local shares, approximately \$21,273.

Airport Improvement Program (AIP) Funding

The table below summarizes the cost of the components for this year's FAA AIP grant:

Airport Improvement Program (AIP) Funding	Total Project Cost	Funding Prorated Cost (24.2396%)	Federal (90%)	State (5%)	Local (5%)
DESIGN - SEH	\$ 134,100.00	\$ 32,505.36	\$ 29,254.83	\$ 1,625.27	\$ 1,625.27
CONSTRUCTION ADMINISTRATION & OBSERVATION - SEH	\$ 88,000.00	\$ 21,330.89	\$ 19,197.80	\$ 1,066.54	\$ 1,066.54
ADMINISTRATIVE EXPENSES - CITY OF GLENCOE	\$ 7,500.00	\$ 1,817.97	\$ 1,636.18	\$ 90.90	\$ 90.90
CONSTRUCTION (SCHEDULES A & B + ALTERNATES 1 & 2) - EBERT CONSTRUCTION	\$1,041,155.49	\$ 252,372.38	\$ 227,135.14	\$ 12,618.62	\$ 12,618.62
Totals	\$1,270,755.49	\$ 308,026.60	\$ 277,223.94	\$ 15,401.33	\$ 15,401.33

The above components are eligible for federal funding at 90 percent, approximately \$277,223, for state funding at 5 percent, approximately \$15,401, and the remaining 5 percent, approximately \$15,401 is anticipated to be covered by local shares.

MnDOT State Funding

The table below summarizes the cost of the components for the MnDOT State Companion Grant:

State Companion Grant (MnDOT)	Total Project Cost	Funding Prorated Cost	Federal (0%)	State (70%)	Local (30%)
CONSTRUCTION (SCHEDULE C) - EBERT CONSTRUCTION	\$ 9,027.20	N/A	\$ -	\$ 6,319.04	\$ 2,708.16
Totals			\$ -	\$ 6,319.04	\$ 2,708.16

The above components are eligible for state funding at 70 percent, approximately \$6,319, and the remaining 30 percent is anticipated to be covered by local shares, approximately \$2,708.

FUNDING SHARE SUMMARY:

The table below summarizes the funding share breakdown:

Funding Source	Federal Share	State Share	Local Share
Total Project Cost (Federally Eligible)			
ATP (95% federal, 0% state, and 5% local funding)	\$ 712,500.00	\$ -	\$ 37,500.00
AIG (90% federal, 0% state, and 10% local funding)	\$ 191,456.00	\$ -	\$ 21,272.89
AIP (90% federal, 5% state, and 5% local funding)	\$ 277,223.94	\$ 15,401.33	\$ 15,401.33
Total Project Cost (State Eligible)			
State (0% federal, 70% state, and 30% local funding)	\$ -	\$ 6,319.04	\$ 2,708.16
	\$1,181,179.94	\$ 21,720.37	\$ 76,882.38

Recommendation of Award – 2022 Airport Terminal Building
November 28, 2022
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Sincerely,

A handwritten signature in black ink that reads "Adinda Van Espen". The signature is written in a cursive, flowing style.

Adinda Van Espen, PE (Lic. MN, FL, AL, WY, TX, ID, OR, NY, CA, OH, WI)
Project Manager

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Separate Agenda Items**



City of Glencoe ♦ 1107 11th Street East, Suite 107 ♦ Glencoe, Minnesota 55336
Phone: (320) 864-5586

To: Mayor and City Council

From: Mark D. Larson, City Administrator

Date: November 23, 2022

Re: **Item 5B** – Airport Terminal Bid Construction Administration

Item 5B - It is recommended to approve the Construction Administration with SEH for \$88,000. Adinda will review the attached information with the City Council on Monday night.

**Contract Amendment
No. 1
Between**

**The City of Glencoe (Owner) and
Short Elliott Hendrickson Inc. (SEH) (Consultant)**

Dated: November 28, 2022

The Contract between the Owner and Consultant dated September 6, 2022, shall be amended to include construction observation and administration services as well as closeout services for the 2022 Airport Terminal Building project at the Glencoe Municipal Airport, Glencoe, Minnesota.

Unless specifically modified by this Amendment, the original contract provisions remain in effect. A description of the additional services is included in Attachment A. A detailed estimate of labor costs and expenses are included in Attachment B.

Compensation by the Owner to the Consultant shall be a lump sum amount of \$88,000.00.

APPROVED:

City of Glencoe, Minnesota

OWNER

Short Elliott Hendrickson Inc.

CONSULTANT

Signature: _____

Title: _____

Date: _____

Signature:  _____

Title: Regional Practice Center Lead

Date: November 28, 2022

Attest: _____

Title: _____

Date: _____

ATTACHMENT A
PROPOSAL FOR ENGINEERING SERVICES
CONSTRUCTION ADMINISTRATION, OBSERVATION, AND CLOSEOUT
2022 AIRPORT TERMINAL BUILDING
GLENCOE MUNICIPAL AIRPORT
GLENCOE, MINNESOTA

PROJECT SCOPE:

This project consists of constructing a new terminal building at the Glencoe Municipal Airport. The existing terminal building was built in 1970, is in overall poor condition, and needs modernization. It does not currently meet the Americans with Disabilities Act (ADA) requirements and the existing septic system and well need to be replaced. The proposed building will be relocated to the North-West to provide adequate separation from future fuel tanks. The proposed building will allow for users to visit the airport comfortably and provide a space to be utilized efficiently for pilots and visitors alike.

PROPOSED PROJECT SCHEDULE

The project is scheduled to be substantially completed in 270-calendar days (nine months). It is anticipated the work will be performed during weekdays with weekend work as needed. Contractor is anticipated to start in May 2023, pending weather and site conditions, as well as the City of Glencoe's receipt of the FAA grants.

January 2023	Construction Procurement Begins, Shop Drawing and Submittal Review Begins
May 2023	Construction Begins
February 2024	Substantial Completion
May 2024	Closeout Process Begins

SCOPE OF SERVICES:

Services to be provided under this proposal include construction administration and observation as well as closeout report services and project management.

Specific tasks to be performed by the Consultant include the following:

1. Construction Administration

- 1.1. *Scope Development:* Consultant will develop the project scope to ensure that necessary aspects of the project are included. Scope development includes coordination with the City of Glencoe (Sponsor) and the Federal Aviation Administration (FAA) for scope review, preparation of the final scope, fee proposal development, and contract negotiations. As part of the scope development, Consultant will coordinate and obtain scope and fee estimates for subconsultant work including quality assurance testing and onsite monitoring cameras.
- 1.2. *Project Administration Services:* Consultant will provide office engineering staff, CAD personnel, and administrative staff that will assist the construction project team as necessary during construction in response to requests for information (RFI), plan or specification clarifications, change orders and other issues that may arise. Other administrative tasks include project set up and invoicing, internal meetings (three anticipated), progress reports, and contract management.
- 1.3. *Permit Coordination:* Consultant will review all applicable permits related to the project construction, provided by the Contractor. This includes, at a minimum, building permit, plumbing permits and SSTs permits. Consultant will assist with the plan review process as required by the building code official.

- 1.4. *Pre-Construction Meeting:* Consultant will hold a pre-construction meeting (at the airport) prior to beginning construction to outline and discuss project requirements, administration procedures, airfield pavement closure procedures and requirements, schedules, project responsibilities and communication, Disadvantaged Business Enterprise reporting, contractor submittals, and other construction related information. Consultant will administer the pre-construction meeting, issue notifications, and record meeting minutes. The meeting will be attended by the Contractor, subcontractors (as needed), FAA, Airport and SEH staff, including the Project Manager (at the airport) and representatives from each major discipline (virtually).
- 1.5. *Establish Survey Control:* Consultant will establish the necessary horizontal and vertical control for construction staking for the project. (The Contractor is required to provide the construction staking for the remainder of the project.)
- 1.6. *Submittal and Shop Drawing Review:* Consultant will review product and material data, shop drawings, samples, mockups and other items required to be submitted by the Contractor.
- 1.7. *Progress Meetings:* Construction progress meetings (all virtual) will be held bi-weekly while construction work is being performed. The virtual progress meeting will be attended by SEH staff, including Project Manager, and other staff as needed or required. It is anticipated that eighteen progress meetings (six 1-hour meetings and twelve 30-minute meetings) will occur during construction activities and will require inclusion of preparatory and meeting documentation work. Consultant will administer the meetings, issue notifications, and record meeting minutes.
- 1.8. *Pay Applications:* Consultant will prepare nine partial pay applications upon throughout construction (one per month). A final pay application will be included following the final agreement of quantities for all work components and a pay application releasing retainage to the Contractor once all closeout requirements have been met. Actual completed quantities will be tabulated for use in preparing pay applications.
- 1.9. *Record Drawings:* Consultant will prepare record drawings. Record drawings will incorporate any modifications or additions that occurred during construction. A final plan set will be plotted and distributed to the Sponsor for their records.
- 1.10. *Update Airport Layout Plan (ALP):* Consultant will complete an update to the current ALP to reflect any as-built conditions.

2. Construction Observation

- 2.1. *Construction Observation:* Consultant will conduct site visits for critical construction items. The site visits will be conducted as follows by identified disciplines:
 - Foundation and slab inspection – Structural Staff (1 Visit)
 - Structural inspection – Structural Staff (1 Visit)
 - Mechanical inspection – Mechanical Staff (1 Visit)
 - Electrical inspection – Electrical Staff (1 Visit)
 - Routine periodic inspections – Civil and Architectural Staff (Total 3 Visits)

Braun Intertec will provide quality control testing and special inspections as described in their proposal (attached).

No daily or part-time construction observation is included in this scope of work. This includes daily reporting.

- 2.2. *Final Inspection/Punch List:* Consultant will conduct a final inspection with the Contractor after completion of the work and prior to substantial project acceptance. Consultant representatives will include Project Manager and one discipline lead from each of the following: civil, structural, mechanical, electrical, and architectural. A punch list will be developed by the Consultant, and provided to the Contractor, if any deficiencies are found. The punch list will be a tracking document and progress on the items will be recorded until all issues are resolved. One follow-up visit for final walkthrough after final completion of the site work will be conducted by the Project Manager only.

- 2.3. *Warranty Inspection Site Visit:* Consultant will complete one onsite warranty inspection site visit prior to the expiration of the warranty period to identify and document any issues to be resolved by the Contractor, as part of the warranty guarantee. Consultant representative will include the Project Manager only.

3. Project Closeout and FAA Reporting

- 3.1. *FAA Project Quarterly Reports:* Consultant will prepare FAA Quarterly Reports and submit to FAA on a quarterly basis until grant closeout.
- 3.2. *Project Closeout:* Consultant will work with the Contractor to ensure that all necessary closeout documents are submitted by the Contractor. These include, but are not limited to, IC-134 documentation, lien waivers, wage rate compliance, and other documentation as identified in the specifications.
- 3.3. *FAA Closeout Report:* Consultant will prepare a "Project Closeout Report" as required by the FAA by using the "Sponsors Guide to Quality Project Closeout Report Requirements" (FAA Publication).
- 3.4. *Disadvantaged Business Enterprise (DBE) Requirements:* Consultant will review and submit the required documentation to confirm the Contractor's compliance with the DBE program and goals for this project or provide evidence of "good faith efforts" to meet DBE requirements.

4. Project Management and Stakeholder Engagement

- 4.1. *Overall Project Management:* Consultant will provide overall administering of the project, including preparing contract modifications, reviewing quality control and testing results, and coordination with the Sponsor (outside of the meetings task), Contractor, FAA, MnDOT, and other regulatory agencies and utilities.
- 4.2. *Project Meetings:* Consultant will virtually attend bi-weekly 30-minute meetings with the Sponsor representatives to discuss project elements, schedule, and updates (on weeks that there are no construction progress meetings). These meetings will be scheduled as the Sponsor requests them throughout the project.
- 4.3. *Tenant and User Notification and Newsletter:* Consultant will develop a tenant and user notification flyer prior to construction starting to notify about upcoming work. Consultant will develop a monthly newsletter to provide updates on construction activities and identify impacts to airport operations. SEH will assist the sponsor with newsletter distribution. It is estimated one notice and four newsletters will be issued.
- 4.4. *Subconsultant Coordination:* Scheduling, coordination, and review of deliverables, including subcontracts and reports.

Subconsultants performing work under this proposal include the following:

1. Braun Intertec, Inc.: Quality control testing for the building construction will be performed by Braun Intertec of St. Cloud, Minnesota.

ESTIMATED FEES AND EXPENSES

ATTACHMENT B

2022 AIRPORT TERMINAL BUILDING - CONSTRUCTION ADMINISTRATION & OBSERVATION
GLENCOE MUNICIPAL AIRPORT

Task No.	Task Description	Project Manager (Adinda V.E.)	Project Engineer (Chelsea K.)	Senior Civil Engineer (Brent K.)	Structural Engineer (Saura J.)	Electrical Engineer (Karina Z.)	Mechanical Engineer (Colin A.)	Architect (Brian B.)	Senior Airport Planner (Jacque Z.)	Survey Crew Chief (Matt S.)	Senior Technician (Sheldon L.)	Administrative Assistant (Donna K.)
Construction Administration												
1.1	Scope Development	2	4									
1.2	Project Administration Services		4		3	3	3	3			4	4
1.3	Permit Coordination		4									
1.4	Pre-Construction Meeting	4	8	1	1	1	1	1	1			
1.5	Establish Survey Control									4		
1.6	Submittal and Shop Drawing Review	2	6	4	8	6	6	6				
1.7	Progress Meetings (18 Total)	30	12	6	9	9	9	9				
1.8	Pay Applications (10 Total)	5	10									
1.9	Record Drawings	1	4		1	1	1	1			8	
1.10	Update Airport Layout Plan (ALP)		1						2		4	
Construction Observation												
2.1	Construction Observation		24		16	8	8	24				
2.2	Final Inspection/Punch List	6	8	8	8	8	8	8				
2.3	Warranty Inspection Site Visit	4										
Project Closeout and FAA Reporting												
3.1	FAA Project Quarterly Reports	2										
3.2	Project Closeout	2										
3.3	FAA Closeout Report	1	4									
3.4	Disadvantaged Business Enterprise (DBE)	2										2
Project Management and Stakeholder Engagement												
4.1	Overall Project Management	24			6	6	6	6	6			
4.2	Project Meetings (4 Total)	9										
4.3	Tenant and User Newsletter (5 Total)		3									
4.4	Subconsultant Coordination	2	2									
	Total hours per labor category	96	90	19	52	42	42	58	9	4	16	6

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager (Adinda V.E.)	96	\$57.95	\$5,563.20
Project Engineer (Chelsea K.)	90	\$47.70	\$4,293.00
Senior Civil Engineer (Brent K.)	19	\$57.29	\$1,088.51
Structural Engineer (Saura J.)	52	\$52.00	\$2,704.00
Electrical Engineer (Karina Z.)	42	\$57.23	\$2,403.66
Mechanical Engineer (Colin A.)	42	\$44.23	\$1,857.66
Architect (Brian B.)	58	\$64.09	\$3,717.22
Senior Airport Planner (Jacque Z.)	9	\$51.66	\$464.94
Survey Crew Chief (Matt S.)	4	\$48.85	\$195.40
Senior Technician (Sheldon L.)	16	\$44.35	\$709.60
Administrative Assistant (Donna K.)	6	\$32.45	\$194.70

Total Direct Labor Costs:	434	\$23,191.89
Salary Overhead (34%)		\$7,885.24
General and Administrative Overhead (138%)		\$32,004.81
Total Labor Costs		\$63,081.94
Fee (15%)		\$9,462.29

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Employee Mileage	2,930	\$0.62	\$1,816.60
Computer Charges	434	\$5.80	\$2,517.20
Survey GPS Equipment and Vehicle	4	\$35.00	\$140.00
Survey Vehicle Allowance	4	\$4.90	\$19.60
Geotechnical Testing Services (Braun Intertec)	1	\$10,650.00	\$10,650.00
Reproductions / Miscellaneous	1	\$400.00	\$400.00

Total Expenses	\$15,543.40
Total (Labor Costs + Fee + Expenses)	\$88,087.63

SUMMARY:

Estimated Total	\$88,000.00
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November 14, 2022

Proposal QTB168628

Adinda Van Espen, PE
SEH, Inc.
3535 Vadnais Center Drive
Saint Paul, MN 55110

Re: Proposal for Special Inspection and Testing Services
2022 Airport Terminal Building
Glencoe Municipal Airport
9902 Dairy Avenue
Glencoe, Minnesota

Dear Ms. Van Espen:

Braun Intertec Corporation is pleased to submit this proposal to provide special inspections and testing services for the proposed new airport terminal building in Glencoe, Minnesota.

We have completed the geotechnical evaluation for the project, so we have a unique understanding of the site and construction challenges. We can aid the construction team by applying this experience and transferring our knowledge developed during the design phase which will provide professional continuity to the construction. Our work on the project to date gives us familiarity with the project team and design development which allows us to understand some of the considerations used when developing the projects design.

Our Understanding of Project

The terminal building will be a slab-on-grade building (Finished Floor Elevation = 995.50 feet) supported on a strip footing foundation system. The building will have exterior wood-framed walls and a prefinished metal roof system. Site work will include new bituminous pavement to expand the parking lot, concrete sidewalks, and new utility connections.

Available Information

This proposal was prepared using the following documents and information.

- Project manual, plans, and Special Inspection requirements prepared by SEH, dated November 1, 2022.
- Geotechnical Evaluation Report prepared by Braun Intertec Corporation for Project B2207933, dated September 30, 2022.

Project Approach and Staff Qualifications

Special Inspections

Braun Intertec has adopted the International Code Council (ICC) Model Program for Special Inspection to develop the guiding principles for our special inspection program. This model was selected because it was designed by the ICC to assist owners, contractors and building officials in the understanding, administration, and enforcement of the special inspection requirements of the International Building Code (IBC). Currently, there are ICC certifications for soils, reinforced concrete, structural masonry, pre-tension/post-tension (pre-stressed) concrete, spray-applied fireproofing, structural steel and bolting, and structural welding.

Qualifications and Experience

ICC certified special inspectors, or qualified technicians working under the direction of ICC certified special inspectors, will provide the required special inspection services under the direction of a licensed professional engineer. Through experience and examination, our ICC certified special inspectors and qualified technicians have demonstrated their ability to provide special inspection services.

Inspections and Reporting

Our special inspectors summarize the nature, extent, and results of special inspection activities at the time they are performed on Special Inspection Daily Report forms submitted electronically to the general contractor's on-site personnel for review and records. These records can also be transmitted electronically to others who may want to review these documents on an agreed upon schedule. When unresolved discrepancies are noted, we will document the issues and work with the design and construction team to bring them to resolution. Special inspection final reports will be prepared and submitted upon completion as required by the requirements of the IBC.

Communications

Braun Intertec special inspectors will communicate the results of their inspections to the contractor and our supervising engineer each day special inspections are performed. We strive to have our special inspectors develop a working relationship with the project's structural engineer-of-record. We may attempt contact with the structural engineering consultant periodically to review the work being performed and to request clarifications and direction on any item that may require it.

Construction Materials Testing

Qualified technicians working under the direction of a professional engineer will provide the services. Experience and certification information is available upon request once we are provided with schedule information. Concrete technicians assigned to the project are ACI Concrete Field Testing Technician – Grade I certified to conduct the required concrete testing. Soil technicians are certified to use a nuclear gauge for soil density testing, so test results can be determined on site and evaluated once the required laboratory testing is completed. Field test results will be verbally reported daily to the general contractor on site, with written field and laboratory reports distributed shortly after.

Scope of Services

Services are performed under the direction of a licensed professional engineer, either on a full-time or periodic basis, depending on the construction schedule and when they are requested by the general contractor. After reviewing available information to determine compliance with project plans and/or specifications, other design or construction documents, and applicable ASTM and other industry standards, our scope of services for the project will be limited to the tasks defined below.

Soil Related Services

- Observe and evaluate the soils exposed in the bottoms of excavations to determine if the soils are similar to those encountered with the geotechnical evaluation and suitable for support of fill, foundations, and utilities. Our engineer can provide consultation for conditions that appear to differ from the geotechnical evaluation.
- Measure the in-place dry density, moisture content and relative compaction of soils related to site grading, building and pavement support, and utility backfill for compliance with the project documents. This task includes performing laboratory Proctor tests to provide maximum dry densities from which the relative compaction of fill can be determined, as well as the use of a nuclear density gauge to measure in-place dry densities and moisture contents.
- Sample and test aggregate base materials for compliance with the project documents. This task includes laboratory gradation of the materials.

Concrete Related Services

- Observe concrete reinforcement placement.
- Observe the general placement of bolts and other embeds in the plastic concrete.
- Sample and test the plastic concrete for slump, air content, temperature and prepare test cylinders for laboratory compressive strength testing with ACI level 1 field technicians. We will perform concrete testing on structural items as required by the IBC. Though not required by the IBC we have included testing for the interior slab on grade, as well as limited testing of exterior concrete and aprons.
- Observe the concrete placement and test sample preparation.
- Perform laboratory compressive strength testing of the concrete samples.

Engineering Consulting and Project Communication and Reporting Services

- Provide engineering consulting services, review test results and observations reports, and prepare required final reports.
- Management, including scheduling of our field personnel and communication with the contractor, owner, building official, and design team.

- Transmit results to the project team on weekly basis to the contractor, owner, building official, fabricators and design team.

Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- This project will begin in Spring 2023 and will be substantially completed within 270 calendar days.
- Assumptions regarding the number of trips for special inspections and testing are outlined in the attached cost estimate table. As the contractor's schedule becomes available and designs are finalized, please review this proposed scope of work to determine if the project's needs and budget will be met.
- The inspection of the reinforcement associated with structural concrete will be performed immediately prior to testing of the concrete with no additional trips or time incurred.
- We assume the structural steel fabricator will be AISC certified, and review of quality control manual or inspections of the fabrication shop are **not** required. If this assumption is not correct, please call us and we will provide a cost estimate for the fabrication shop inspections.
- No special site-specific training or gear is required to complete our scope of services.
- Parking will be available on site for our vehicles.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

Cost

We will furnish the services described in this proposal for an estimated fee of **\$10,650**. A tabulation showing hourly and unit rates associated with our proposed scope of services is attached. To the extent possible, units and hours were reviewed with representatives of the contractor to determine if time

frames are consistent with their expectations for completing the various activities. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. After reviewing this proposal, **please sign and return one copy to our office as notification of acceptance and authorization to proceed.** If anything in this proposal is not consistent with your requirements, please let us know immediately. Braun Intertec will not release any written reports until we have received a signed agreement. Also, ordering services from Braun Intertec constitutes acceptance of the terms of this proposal (including the attached General Conditions).

The proposed fee is based on the scope of services described and the assumption that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

Our services will be provided under the terms of our Agreement for Professional Services dated July 2, 2008.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Aaron Tast at 320.980.3504 (atast@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION



Colin L. Anderson, PE
Project Engineer



Aaron M. Tast
Aviation Account Leader, Senior Project Manager



Steven A. Thayer, PE
Business Unit Manager, Senior Engineer

Attachments:
Estimated Cost Tabulation

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB168628
Glencoe Airport Terminal Building
Client:

Short Elliott Hendrickson, Inc.
Adinda Van Espen
3535 Vadnais Center Dr
Saint Paul, MN 55110

Work Site Address:

Glencoe Airport
9902 Dairy Avenue
Glencoe, MN 55336

Service Description:

Construction Testing / SI Observations
Glencoe Municipal Airport
Glencoe, Minnesota

	Description	Quantity	Units	Unit Price	Extension
Phase 1	Construction and Materials Testing				
Activity 1.1	Soil Observations and Testing				\$3,640.00
206	Excavation Observations	5.00	Hour	125.00	\$625.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Foundation Excavations	1.00	Trips	5.00	5.00
1861	CMT Trip Charge	1.00	Each	105.00	\$105.00
207	Compaction Testing - Nuclear	18.00	Hour	85.00	\$1,530.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Wall Backfill	1.00	Trips	4.50	4.50
	Slab On Grade	1.00	Trips	4.50	4.50
	Granular Borrow	1.00	Trips	4.50	4.50
	Aggregate Base	1.00	Trips	4.50	4.50
1308	Nuclear moisture-density meter charge, per hour	18.00	Each	15.00	\$270.00
1861	CMT Trip Charge	4.00	Each	105.00	\$420.00
1318	Moisture Density Relationship (Standard), per sample	3.00	Each	180.00	\$540.00
1162	Sieve Analysis with 200 wash, per sample	1.00	Each	150.00	\$150.00
Activity 1.2	Concrete Observations and Testing				\$5,180.00
260	Concrete Observations	2.00	Hour	125.00	\$250.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Footings	1.00	Trips	1.00	1.00
	Walls / Stoops	1.00	Trips	1.00	1.00
261	Concrete Testing	25.00	Hour	85.00	\$2,125.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Footings	1.00	Trips	5.00	5.00
	Walls / Stoops	2.00	Trips	5.00	10.00
	Slab On Grade	1.00	Trips	5.00	5.00
	Sidewalks	1.00	Trips	5.00	5.00
278	Concrete Cylinder Pick up	12.00	Hour	85.00	\$1,020.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	4.00	Trips	3.00	12.00
1861	CMT Trip Charge	9.00	Each	105.00	\$945.00
1364	Compressive strength of concrete cylinders (ASTM C 39),per specimen	24.00	Each	35.00	\$840.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Footings	1.00	Set	5.00	5.00
	Walls / Stoops	2.00	Set	5.00	10.00
	Slab On Grade	1.00	Set	5.00	5.00
	Sidewalks	1.00	Set	4.00	4.00
Activity 1.3	Project Management				\$1,830.00
226	Project Manager	5.00	Hour	150.00	\$750.00
1230	SI Report	1.00	Each	500.00	\$500.00
228	Senior Project Manager	2.00	Hour	170.00	\$340.00

Project Proposal
QTB168628
Glencoe Airport Terminal Building

238	Project Assistant	3.00	Hour	80.00	\$240.00
Phase 1 Total:					\$10,650.00

Proposal Total:	\$10,650.00
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