

May 8, 2018

Honorable George Flaggs, Jr.
Mayor, City of Vicksburg
P.O. Box 150
Vicksburg, Mississippi 39181

REFERENCE: VICKSBURG MUNICIPAL AIRPORT
PROPOSAL FOR PROFESSIONAL SERVICES
DRAINAGE IMPROVEMENTS – PHASE 1
AIP PROJECT NO. 3-28-0073-009-2018

Dear Mayor Flaggs;

Neel-Schaffer, Inc. is pleased to present this Letter Agreement to provide professional services for a project to prepare engineering design and construction documents for a project to include improvements to the existing storm water drainage system at the Vicksburg Municipal Airport. The following services are to be provided:

Basic Services

Design and Construction Documents

Bidding

Construction Administration

Special Services

Topographic Survey

Disadvantaged Business Plan (DBE) Development
and Administration

Resident Project Representation (RPR)

SCOPE OF SERVICES – BASIC SERVICES

Design and Construction Documents:

Neel-Schaffer will prepare a design and plans and specifications for a project to include improvements to the storm water drainage system at the Vicksburg Municipal Airport. The specific focus of the project will be the rehabilitation or replacement of the existing culverts passing under Runway 01-19 and the connecting drainage channels.

Bidding

Neel-Schaffer will provide complete documents sealed by a Professional Engineer prepared for bidding to the City. Upon approval and acceptance of the documents by the City, Neel-Schaffer will upload the bid documents to a secure bid management web site capable of accepting electronic bid submittals. This web site will also allow purchase of plans to interested contractors and distribute addenda and other information to registered plan holders during the bidding process. Neel-Schaffer will attend a pre-bid conference to discuss the scope of the proposed work with interested bidders. Neel-Schaffer will also respond to written questions from prospective bidders and issue necessary addenda to the contract documents to make modifications and/or clarifications to the documents. Representatives from Neel-Schaffer will attend the bid opening, where they will assist the City in opening and reading aloud both electronic and hard copy bids. Neel-Schaffer will assist the City in evaluating bids received and preparing an Application for Federal Assistance for FAA funding.

1022 Highland Colony Parkway, Suite 202, Ridgeland, MS 39157 • Phone-601.898.3358 • Fax-601.898.8485

Construction Engineering

Neel-Schaffer will provide professional services during construction including the following activities:

- Providing consultation and advice to the City regarding the progress and quality of the work.
- Represent the City at the preconstruction conference.
- Make periodic site visits for the purpose of observing the work in progress and providing appropriate reports to the City.
- Review and approve shop drawings submitted by the Contractor for compliance with the design concept.
- Prepare and negotiate change orders and supplemental agreements related to the original scope of work for construction.
- Observe or review performance tests required by the specifications.
- Review and recommend action for periodic (monthly) requests for partial payment submitted by the Contractor for work performed. Based on the scope of work for construction and the contract time, it is anticipated that Neel-Schaffer will review and approve one (1) request for partial payment and one (1) request for final payment.
- Attend a final inspection for the purpose of final acceptance of the work.
- Review final construction closeout documents and submit to City

Neel-Schaffer's Scope of Services for Construction Engineering is based on the Contractor completing the work within eight weeks.

SCOPE OF SERVICES – SPECIAL SERVICES

Topographic Survey

Neel-Schaffer will provide topographic survey data through a subconsultant for the project area for use in design.

DBE Plan Administration

Neel-Schaffer will provide services through a subconsultant to prepare a Disadvantaged Business Enterprise (DBE) Plan for the project in accordance with 49 CFR Part 26. The DBE Plan will include legal advertisement, methodology, interim goals, final goals, submission of the plan to FAA Southern Region, and submission of annual reports via the FAA db-connect portal.

Resident Project Representation:

Neel-Schaffer will provide an on-site representative (RPR) during critical phases of construction to observe and document progress, and to provide appropriate reports to the Owner. Based on the scope of the construction project, it is estimated that RPR services will be required for approximately twenty hours per week for a period of eight weeks.



COMPENSATION

Compensation for the various phases of work shall be as shown below:

Fee Schedule	
Basic Services	
Design and Construction Documents	\$28,000.00 (Lump Sum)
Bidding	\$6,000.00 (Lump Sum)
Construction Administration	\$10,000.00 (Lump Sum)
<i>Subtotal – Basic Services</i>	<i>\$44,000.00 (Lump Sum)</i>
Special Services	
Topographic Survey	\$15,500.00 (hourly)
DBE Plan	\$5,000.00 (hourly)
RPR	\$15,000.00 (hourly)
<i>Subtotal – Special Services</i>	<i>\$35,500.00</i>
TOTAL:	\$79,500.00

The agreed fixed fees shall represent full payment for all payroll, overhead, profit, and other direct non-salary costs and expenses as hereinafter described. The fixed fees will not increase nor decrease without written authorization. Hourly rates shall be established on the basis of direct salary cost multiplied by a factor of 2.70 for overhead and profit.

Neel-Schaffer, Inc. will submit monthly statements based on the proportion of services completed at the time of the statement. Payment for our services will be due within the time specified in the General Terms and Conditions and is not dependent on any factor except our ability to provide services in accordance with generally accepted standards of the engineering profession.

Thank you for this opportunity to provide our services to the City of Vicksburg. If this Letter Agreement is acceptable to you, please execute both originals and return one original to us for our records which will constitute our Notice to Proceed.

Sincerely,

NEEL-SCHAFFER, INC.



Thomas C. Henderson, P.E., C.M.
Vice President, Engineer Manager



Attachment:

Exhibit A – General Terms and Conditions

c. Mr. Ron Davis
Alderman Alex Monsour
Ms. Nancy Thomas

ACCEPTED: CITY OF VICKSBURG

BY: _____

DATE: _____

