

**ACTION SHEET
CITY COUNCIL COMMITTEE MEETING OF 02/11/15
ITEM FROM FINANCE COMMITTEE MEETING OF 02/02/15**

ISSUE:

- 7. Request for Approval of Amendment No. 5 to Agreement – Santa Fe Municipal Airport Terminal Expansion; Molzen Corbin. (Mary MacDonald)
 - A. Request for Approval of Budget Adjustment – Project Fund

FINANCE COMMITTEE ACTION: APPROVED AS DISCUSSION ITEM

Requested approval of amendment no. 5 to professional services agreement with Molzen-Corbin & Associates, Inc., in the amount of \$137,989.34, inclusive of gross receipts tax, for Santa Fe Municipal Airport Terminal Expansion Task Order #119R.

FUNDING SOURCE: 52810.572960

SPECIAL CONDITIONS OR AMENDMENTS

STAFF FOLLOW-UP:

VOTE	FOR	AGAINST	ABSTAIN
COUNCILOR TRUJILLO	X		
COUNCILOR RIVERA	X		
COUNCILOR LINDELL	X		
COUNCILOR MAESTAS	X		
CHAIRPERSON DOMINGUEZ			

3-17-14

**ACTION SHEET
ITEM FROM THE
PUBLIC WORKS/CIP AND LAND USE COMMITTEE MEETING
OF
MONDAY, JANUARY 26, 2015**

ITEM 7

SANTA FE MUNICIPAL AIRPORT TERMINAL EXPANSION

- REQUEST FOR APPROVAL FOR AMENDMENT NO.5 TO MASTER AGREEMENT WITH MOLZEN CORBIN IN THE AMOUNT OF #137,989.34 (MARY MACDONALD)

PUBLIC WORKS COMMITTEE ACTION: APPROVED

FUNDING SOURCE: BU 52810.572960

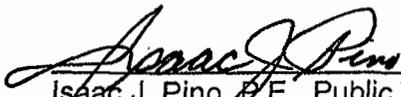
SPECIAL CONDITIONS / AMENDMENTS / STAFF FOLLOW UP:

VOTE	FOR	AGAINST	ABSTAIN
CHAIRPERSON TRUJILLO	X		
COUNCILOR BUSHEE	EXCUSED		
COUNCILOR DIMAS	X		
COUNCILOR DOMINGUEZ	X		
COUNCILOR RIVERA	X		

City of Santa Fe, New Mexico

memo

DATE: January 26, 2015
TO: Public Works, CIP and Land Use Committee & Finance Committee
VIA:


Isaac J. Pino, P.E., Public Works Department Director
David Pfeifel, Facilities Division Director 

FROM: Mary MacDonald, Project Administrator, Facilities Development Section *MM*

ISSUE: **Airport Terminal Expansion CIP Project # 611B
Amendment # 5 to PSA (Exhibit 1) Molzen-Corbin & Associates, Inc.
\$137,989.34**

Not to Exceed Original Contract Amount:	\$3,289,097.44
Amendment # 1 Amount:	\$ 182,873.70
Amendment # 2 Amount:	\$ 240,411.57
Amendment # 3 Amount:	\$ 0.00
Amendment # 4 Amount:	\$ 468,257.68
Amendment # 5 Amount:	\$ <u>137,989.34</u>
Not to Exceed Revised Contract Amount:	\$4,318,629.73

A. Background:

The Professional Services Agreement (PSA) with Molzen – Corbin & Associates, Inc. was approved by City Council in June, 2012 is a four year contract, to be renewed each year at the option of the Owner. This master services agreement included many signed Task Orders for work that was anticipated at the time; seventeen of the Task Orders in progress were carried forward from the expiring PSA with Molzen-Corbin and eleven new Task Orders were added. Task Orders signed and included in the PSA or in subsequent Amendments do not have any work started until funding becomes available; only then is a purchase order issued and work is started. Having task orders approved enables the Airport Manager to task the work quickly to capture and encumber FAA funding. Some details for previously approved Amendments #1 through #4 are included on the first page of Amendment #5 (Exhibit 1).

The huge increase in the number of commercial flights and the size of commercial jets serving Santa Fe Airport since the Airport terminal was renovated in 2004, has resulted in an undersized TSA secured area for departing passengers, undersized restroom facilities, overcrowded conditions in the lobby/ticket counter area, inadequate and inefficient baggage handling and passenger retrieval areas, and other problems that make passenger travel through this airport less than convenient and comfortable.

On November 7, 2014, the City received a fully executed grant from the State, STB 14-L-1998, in the amount of \$881,100.00, for design and construction of improvements to the Santa Fe Municipal Airport terminal.

B. Scope of Work:

Amendment #5 to the PSA (Exhibit 1) in the amount of \$137,989.34, would authorize the consultant to perform Task 119R:

(1) Provide a schematic design, which would incorporate all of the changes required to address the short and long term needs, solutions that would accommodate growth in passenger travel in the future. A cost estimate for all the work shown in the schematic design would be provided. The consultant would recommend the scope of work for the first phase of construction design.

(2) Provide complete construction drawings, specifications and bidding documents for the approved scope of work for the first phase of construction. Provide bid phase and construction phase basic services.

C. Schedule:

The design for the first phase of construction will be ready for bidding by August 1, 2015.

D. Budget:

Funds for Amendment #5 in the amount of \$128,962.00 plus tax at the rate 0.0700 in the amount of \$9,027.34 for a total of \$137,989.34 are available in Business Unit 52810. The attached BAR, Exhibit 2, will transfer \$150,000.00 from Business Unit/Line Item (BU/LI) 52810.572970 (Exp-Airport-Terminal Upgrd/WIP Construction) to BU/LI 52810.572960 (WIP Design) The Summary of Contracts form is Exhibit 3.

E. Action:

We request you recommend approval of this Amendment #5 to the Molzen-Corbin & Associates, Inc. PSA in the amount of \$137,989.34, and approval of the attached BAR.

Thank you.

Exhibits: (1) Amendment #5
(2) BAR
(3) Summary of Contracts

Xc: Jon Bulthuis, Transportation Department Director
Kent Freier, PE, Molzen-Corbin & Associates
Project/book file

**CITY OF SANTA FE
AMENDMENT #5 TO
PROFESSIONAL SERVICES AGREEMENT**

Amendment No. 5 (the Amendment) to the CITY OF SANTA FE PROFESSIONAL SERVICES AGREEMENT, dated June 16, 2012 (the "Agreement"), between the City of Santa Fe (the "Owner") and Molzen-Corbin & Associates, Inc., (the "Engineer"). The date of this amendment shall be the date when it is executed by the City and the Engineer.

RECITALS:

- A. The City of Santa Fe entered a Professional Services Agreement ("PSA") with Molzen-Corbin & Associates in June, 2012, for the purpose of acting as the airport consulting engineer. The original agreement term was a four year contract to be renewed each year at the option of the Owner. In the original agreement, 17 Task Orders in-progress were carried forward from the expiring PSA with Molzen-Corbin and 11 new Task Orders were added. The Not-To-Exceed (NTE) compensation for the original contract was \$3,289,097.44.
- B. Amendment #1 extended the contract for a second year from July 31, 2013 to July 31, 2014. Amendment #1 also increased the compensation by \$182,873.70 to \$3,471,971.14.
- C. Amendment #2, executed effective September 11, 2013, did not extend the term, but added Task Orders 114 and 115 and increased compensation by \$240,411.57 to a total current contract cost NTE \$3,712,382.71.
- D. Amendment #3 to the PSA extended the contract for the third year with an effective term of August 1, 2014 to July 31, 2015.
- E. Amendment #4 to the PSA added Task Orders 107R and 119 and increased compensation by \$468,257.68 to a total current contract cost NTE \$4,180,640.39.
- F. Amendment #5 adds the Task Order summarized in Paragraph 1 of this Amendment.
- G. Pursuant to Article 18 of the Agreement, for good and valuable consideration, receipt and sufficiency of which are acknowledged by the parties, the City and the Engineer agree as follows:

1. ENGINEER'S COMPENSATION

Article 3 states that the Engineer's compensation is the sum total of individual Task Orders as approved by the Engineer and the Owner. The following changes to the Engineer's

Compensation are hereby made effective upon signature of this Amendment and the Task Order by both parties:

Task Order Number 119R, Terminal Building Expansion Design, Exhibit A1, is added as follows:

Subtotal	\$128,962.00
NMGRT at 7.000%	\$ 9,027.34
Total	\$137,989.34

2. AGREEMENT IN FULL FORCE

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment #5 to the City of Santa Fe Professional Services Agreement effective this ___ day of ____, 2015.

OWNER: CITY OF SANTA FE:

ENGINEER:
MOLZEN-CORBIN &
ASSOCIATES, INC.

JAVIER M. GONZALES, MAYOR

ADELMO ARCHULETA,
PRESIDENT & CEO

ATTEST:

NM Taxation & Revenue
CRS # 01305771005
City of Santa Fe Business
Registration # 15-42293

YOLANDA Y. VIGIL, CITY CLERK

**TASK ORDER FOR
PROFESSIONAL SERVICES AGREEMENT BETWEEN
MOLZEN-CORBIN & ASSOCIATES (ENGINEER)
AND CITY OF SANTA FE (OWNER), DATED July 30, 2012.**

TASK ORDER NO. 119R

TASK TITLE: Terminal Building Expansion Design

The Owner directs the Engineer/Architect to provide services as described below:

Building programming (master plan) and design of first phase of construction.

As funded by \$890,000 legislative appropriation, and \$200,000 NMDOT Aviation Div. Grant.

The Engineer/Architect estimates the period of performance to be as follows:

Services to be rendered within 120 days after receipt of written notice to proceed from Airport Manager and project to be ready for bids by 8/1/15.

The Engineer/Architect will be paid a lump sum fee as stated as based upon the following estimates the level of effort as follows:

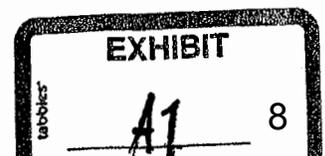
Manhours: (specify estimated manhours per position and billing rate)

Manhour & Fee Estimate:

Principal Architect	113.5 Hrs.	\$ 170.00 /hr =	19,295.00
Architectural Intern II	341.5 Hrs.	\$ 95.00 /hr =	32,442.50
Arch. Sr. Arch Designer	208.0 Hrs.	\$ 105.00 /hr =	21,840.00
Sr. Civil Engineer	43.0 Hrs.	\$ 160.00 /hr =	6,880.00
Civil Eng. Int. II	15.0 Hrs.	\$ 95.00 /hr =	1,425.00
Civil CAD Operator I	31.5 Hrs.	\$ 55.00 /hr =	1,732.50
Elect. Proj. Eng.	84.0 Hrs.	\$ 165.00 /hr =	13,860.00
Mech. Proj. Eng.	94.0 Hrs.	\$ 165.00 /hr =	15,510.00
Elec. Eng. Design Specialist	0.0 Hrs.	\$ 105.00 /hr =	0.00
Elec. Assoc. Design Tech.	47.5 Hrs.	\$ 80.00 /hr =	3,800.00
Admin/Support	42.0 Hrs.	\$ 65.00 /hr =	2,730.00

Subconsultants and Other Reimbursable Expenses:

In House Copies 3,000 @ 0.11	330.00
In House Color Copies 40 @ 1.00	40.00
In House Color Copies 11X17 40 @ 2.00	80.00
In House Large Format Prints 200 @ 3.00	600.00
Bid Set Printing	2,400.00
Mileage 1200 @ 0.560	672.00
Meals	200.00
Postage	25.00
Supplies	100.00
Subconsultants-ABQ Engineering	5,000.00



SUBTOTAL		<u>128,962.00</u>
NMGRT @	7.00 %	<u>9,027.34</u>
ESTIMATED TASK ORDER TOTAL		<u>\$ 137,989.34</u>

Proposed by
ENGINEER/ARCHITECT

Recommended By

Approved by CITY

Date _____ Date _____ Date _____

Aviation			
Department	Project	P.O. No.	Account Number

For Client Use Only

Tom 1/22/15

City of Santa Fe, New Mexico

BUDGET ADJUSTMENT REQUEST (BAR)

DEPARTMENT / DIVISION / SECTION / UNIT NAME Public Works / Facilities / Facilities Development				DATE Jan. 16, 2015	
ITEM DESCRIPTION	B.U. / LINE ITEM	SUBLEDGER <small>(Finance Dpt. Use Only)</small>	INCREASE	DECREASE	
WIP Construction	52810.572970			150,000	
WIP Design	52810.572960		150,000		
JUSTIFICATION: <i>(use additional page if needed)</i>			TOTAL	\$ 150,000	\$ 150,000

Needed for Amendment #5 - Task 119R, to Molzen-Corbin & Associates, Inc. PSA, to design improvements for the Airport Terminal Expansion, CIP Project #611B

Mary MacDonald *MM* 1/16/2015
 Prepared By Date
David R. L... 1-16-15
 Division Director Date
 Department Director Date

CITY COUNCIL APPROVAL

City Council Approval Required

City Council Approval Date

Agenda Item #:

Cal Moon 1/23/15
 Budget Officer Date
J. ... 1-27-2015
 Finance Director Date
 City Manager Date





**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

Section to be completed by department for each contract or contract amendment

- | | | | | |
|---|-------------------------------|--------------------------|-----------------------------|-------------------------------------|
| 1 | FOR: ORIGINAL CONTRACT | <input type="checkbox"/> | CONTRACT AGREEMENT | <input type="checkbox"/> |
| | MAINTENANCE AGREEMENT | <input type="checkbox"/> | LICENSE AGREEMENT | <input type="checkbox"/> |
| | LEGAL SERVICES AGREEMENT | <input type="checkbox"/> | MEMORANDUM OF UNDERSTANDING | <input type="checkbox"/> |
| | MEMORANDUM OF AGREEMENT | <input type="checkbox"/> | JOINT POWERS AGREEMENTS | <input type="checkbox"/> |
| | GRANT AGREEMENTS | <input type="checkbox"/> | CONTRACT AMENDMENT | <input checked="" type="checkbox"/> |

2 Name of Contractor Molzen-Corbin & Associates, Inc.

- 3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$3,289,097.44

Termination Date: July 31, 2013

Approved by Council Date: July 11, 2012

or by City Manager Date: _____

Contract is for: Engineering services required by FAA for Airport

Amendment # 5 to the Original Contract# 12-0619

Increase/(Decrease) Amount \$ 137,989.34

Extend Termination Date to: no extension

Approved by Council Date: (pending)

or by City Manager Date: _____

Amendment is for: Schematic design for short term & long term Airport terminal renovations and complete construction designs for phase 1 construction

- 4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 468,257.68 Amendment # 4 Termination Date: no extension

Reason: Task Orders 107R Airport Master Plan & 119 prelim. Design airport terminal

Amount \$ 0.00 amendment # 3 Termination Date: 07/31/2015

Reason: extend time of contract

Amount \$ 240,411.57 amendment # 2 Termination Date: no extension

Reason: Task Orders 114 and 115, work related to Runways

Amount \$ 182,873.70 amendment # 1 Termination Date: 07/30/2013

Reason: Task 112, runway work and Task 113, passenger facil. Charges application

Total of Original Contract plus all amendments: \$ 4,318,629.73



**City of Santa Fe
Summary of Contracts, Agreements, & Amendments**

5 Procurement Method of Original Contract: (complete one of the lines)

RFP RFQ Sole Source Other

6 Procurement History: RFP 12/21/P, April 27, 2012---third year of four year contract
example: (First year of 4 year contract)

7 Funding Source: Exp-Airport-Terminal Upgrd/WIP Design BU/Line Item: 52810.57296

8 Any out-of-the ordinary or unusual issues or concerns:
BAR attached to memo will transfer from LI 572970 to LI 572960
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Mary MacDonald *SM* Phone # 955-5934

Division Contract Administrator: David Pfeifer

Division Director: David Pfeifer, Facilities Division Director *David Pfeifer*

Department Director: Isaac J. Pino, PE, Public Works Department Director

10 Certificate of Insurance attached. (if original Contract)

11 Description of your efforts to reduce the cost of the contract including information on efforts to obtain other quotes for the contracted activity: Original agreement based on RFP

12 Prior year's contract amount?: N/A

13 Describe service impact from an ongoing commitment to the contractor: N/A

14 Why staff cannot perform the work?: The work needs licensed professional engineers with a depth of experience in designing commercial Airports

15 If extending contract, why?: N/A

16 Was a Santa Fe company awarded contract? If not, why?: N/A

17 Has the contract has been approved as to form by City Attorney's Office?: will be by Finance Comm

18 Is this for City Manager or Council approval?: Council

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____



CERTIFICATE OF LIABILITY INSURANCE

MOLZE-1 OP ID: EH

DATE (MM/DD/YYYY)

01/06/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Professional Liability Insurers, Inc. 6101 Moon St. NE, Suite 1000 Albuquerque, NM 87111 Bob Dean	CONTACT NAME: Bob Dean PHONE (A/C, No, Ext): 822-8114 E-MAIL ADDRESS:	FAX (A/C, No): 822-0341
	INSURER(S) AFFORDING COVERAGE	
INSURED Molzen-Corbin & Associates Inc Bob Robeda 2701 Miles Road SE Albuquerque, NM 87106	INSURER A: Travelers P&C of America	
	INSURER B: New Mexico Assurance Co	
	INSURER C: XL Specialty Insurance	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION WAIVED	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	6806811L457	12/31/2014	12/31/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		BA6811L598	12/31/2014	12/31/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB. <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS-LIAB. <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10000		CUP7910Y754	12/31/2014	12/31/2015	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	64411.107	01/01/2015	01/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab		DPR9718863	12/31/2014	12/31/2015	Ea Claim 2,000,000 Aggregate 4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Terminal Building expansion design. Certificate holder is additional insured with respect to General Liability as required by written contract.

CERTIFICATE HOLDER City of Santa Fe PO Box 909 Santa Fe, NM 87504	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 