

NANTUCKET MEMORIAL AIRPORT COMMISSION

June 2, 2014

AGENDA – Updated 5/30/14

1. Pending Lease/Contracts/Agreements
 - a. Review/Discuss and Approve Jacobs Engineering Authorization to Proceed for ATCT Modernization Data Collection & Design Charrette.



Public Safety Facility
1st Floor Meeting Room

4 Fiargrounds Road

3:00 PM

From: [Janine Torres](#)
To: ["Richard T. Holland"](#)
Subject: RE: Authorization To Proceed - Article A Services
Date: Friday, May 30, 2014 2:02:02 PM

Thanks Rick

The funds are in an FAA account. We did do an RFQ to procure Jacobs services and Article A was part of the contract I forwarded you earlier and will be sure to attach to this.

Thanks again!

Janine

From: Richard T. Holland [mailto:RHolland@k-plaw.com]
Sent: Friday, May 30, 2014 12:34 PM
To: Janine Torres
Cc: 'Tom Rafter' (trafter@nantucketairport.com)
Subject: RE: Authorization To Proceed - Article A Services

Given the urgency, this should be fine, with my tweaks in the attached. This document may be deemed a contract, FYI. I assume you have appropriation for the funds, and this has been properly procured (sorry, but I have to say it). Also, it says Jacobs will only do the Article A services, but I don't know what these are, so be sure that the reference is correct.

Rick

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From: Janine Torres [mailto:jtorres@nantucketairport.com]
Sent: Friday, May 30, 2014 12:00 PM
To: Richard T. Holland
Subject: FW: Authorization To Proceed - Article A Services

Rick

This is what Jacobs proposes in order to keep the original contract in tact.

Janine

From: Hashem, Sam [<mailto:Sam.Hashem@jacobs.com>]

Sent: Friday, May 30, 2014 11:33 AM

To: Janine Torres

Subject: Authorization To Proceed - Artile A Services

Please let me know what you think.

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AUTHORIZATION TO PROCEED

Between

The Town of Nantucket, Massachusetts
(CLIENT)

&

Jacobs Engineering Group Inc.
(JACOBS)

Effective Date: June 2, 2014

CLIENT and JACOBS are presently negotiating the terms of a formal contract covering the performance by JACOBS of design services for the Modernization of the Federal Airport Traffic Control Tower At Nantucket Memorial Airport.

In order to meet project objectives, the services of JACOBS should commence immediately. CLIENT authorizes JACOBS, and JACOBS agrees, to proceed with performance of the services authorized pursuant to this authorization.

~~This Authorization, and the~~ The services of JACOBS ~~hereunder, shall be governed by~~ are set forth in the following documents, provided that the only services that Jacobs is hereby authorized to commence are those set forth in ~~and limited to~~ Article A Services ~~only of said documents:~~

1. Jacobs' Contract Agreement Proposal to Client, for overall design project described above, submitted May 30, 2014.
2. Exhibit A – Jacobs Scope of Work - May 30, 2014

Jacobs shall perform the services authorized hereunder in accordance with all applicable laws and regulations, and the standard of reasonable care implied by Massachusetts law for engineering design services. Payments shall be due within fifteen (30) days after receipt of invoice. This Authorization is subject to a not-to-exceed value of **\$73,124.00**.

During performance of services hereunder, Jacobs shall maintain automobile insurance, workers' compensation insurance, comprehensive general liability insurance, and professional liability insurance, and shall furnish a certificate of insurance to Client upon execution hereof.

This document shall be construed in accordance with the laws of Massachusetts, irrespective of principles of conflicts of law. Neither party may assign its rights or obligations under this Authorization without the advance written consent of the other party hereto.

CLIENT may terminate this Authorization To Proceed for any reason, or no reason, without any penalty upon seven (7) calendar days' prior written notice to JACOBS. Upon termination of this Authorization To Proceed, CLIENT shall have no liability or obligation other than the obligation to compensate JACOBS for services performed prior to termination.

The parties agree to negotiate the formal contract in good faith. If a formal contract is executed by the parties, all services performed and all payments made under this Authorization To Proceed will be deemed as having been performed and paid under the formal contract. The formal contract will supersede this Authorization To Proceed and will be effective no later than June 24, 2014.

Agreed:
JACOBS ENGINEERING GROUP INC.
INC.

Agreed:
TOWN OF NANTUCKET, MASSACHUSETTS,

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

By: _____

Name: _____

Title: _____

**Exhibit A – Scope of Work
Revised May 30, 2014 (Rev A)**

**Nantucket Memorial Airport
Nantucket, Massachusetts**

Modernize the ACK Airport Traffic Control Tower (ATCT)

History and Background

The Nantucket Memorial Airport Traffic Control Tower (ATCT) was commissioned in the early 1960s. It is a non-standard ATCT, constructed atop/within the Airport Terminal Building. The facility has undergone several modernization upgrades since inception, including a fire and life safety upgrade in the mid-1990s and the construction of the Terminal Building around portions of the facility in the 2009/2010 timeframe.

Under a separate tasking with the FAA in 2011, the FAA commissioned Jacobs to conduct a Facility Condition Assessment of this facility, to identify building code and FAA Standards and Orders deficiencies and non-compliance issues. Jacobs conducted that evaluation in May 2011 and submitted the final Condition Assessment report to the FAA in June 2011.

The FAA has developed a full modernization and upgrade scope for the ACK ATCT facility which it included FAA's Statement of Work (SOW) for this project, dated November 2013. The FAA SOW includes implementing the recommendations from Jacobs' 2011 Condition Assessment Report, as well as additional items identified by the FAA as part of the modernization scope of this project.

This contract includes professional services for Articles A - Data Collection Phase, Article B – Design, and Article C - Construction Bid Advertisement and Procurement services. It does not include Article D – General Administration, and it is expected that the Airport will request Article E - Construction Administration services from Jacobs at a later date.

ARTICLE A – DATA COLLECTION AND PRE-DESIGN CHARRETTE

Upon award of this design contract, Jacobs will attend a kick-off meeting with the project stakeholders at ACK and conduct a survey of the existing conditions at the ATCT. In the kick-off meeting, Jacobs will conduct a pre-design charrette for the overall project scope, with the goal of establishing preliminary buy-in of the project objectives and scope.

Prior to the kick-off meeting Jacobs will develop preliminary floor plans based upon the space program requested in the SOW, to be used in the space programming charrette. Jacobs will also develop preliminary building elevations (4 separate facades) that will be used to convey the project scope as it pertains to the Nantucket Historic District Commission (HDC) considerations.

The onsite activities will include:

- Conduct a programming charrette of the Second and Third Floor spaces in the ATCT
- Re-survey the ATCT, update the Observations and Recommendations in the 2011 CA report with the new scope requirements, and review their implications with the stakeholders.
- Evaluate life safety code aspects of the project with particular attention devoted to determining building type and egress requirements of the ATCT

- Discuss the ramifications and impact of including the proposed exterior stair from the second floor of the ATCT to the ground level. For purposes of this proposal the stair will be assumed to be exterior to the building's envelope and will *not* be enclosed.
- Conduct discussions with FAA Air Traffic and Technical Operations personnel regarding the console layout for the Cab redesign.
- Perform hazmat material sampling for testing of suspect areas in the ATCT to assist in preparing hazmat abatement and demolition documents (in the next design phase).
- Conduct preliminary meetings with the Nantucket Historic District Commission (HDC), local fire department authority, and the Building Commission to go over local building and permitting requirement.

**ARTICLE B – DESIGN
DRAWINGS, SPECIFICATIONS, DESIGN DATA ANDBOOK AND INTERIOR DESIGN**

1.0 Scope of Work (SOW):

The original SOW for the ACK ATCT uses FAA's November 2013 "Modernization Project" statement as a basis for the modernization design. Jacobs attended a follow-on meeting on May 5, 2014 with the Nantucket Airport and the FAA to discuss the upcoming Jacobs proposal for this project. In this meeting the FAA provided clarifications, changes, additions and deletions from FAA's original November 2013 SOW. Subsequent telephone conferences were held with Steve Berube of the FAA to further clarify the SOW. The changes to the November 2013 SOW will be itemized within the technical approach description herein. The Technical Approach portion of this project provided herein identifies the assumed scope of work, described by each technical discipline, as the basis for this proposal.

2.0 Jacobs Scope of Services (SOS):

Jacobs will provide the following services in the execution of this Project

- Architectural Design and Interiors Design
- Historic Preservation Architecture (Consultant)
- Hazmat/Environmental Engineering - Evaluation and Abatement Design
- Civil Engineering (*assuming exterior stair*)
- Structural Engineering
- Mechanical/Plumbing Engineering
- Fire Protection Engineering
- Electrical Engineering
- Specifications
- Cost estimating
- Construction Bid Procurement Administrative Services
- Project Management

3.0 Technical Approach - Overall

The main product of the Project is based upon the Scope of Work will be the production of construction documents for the modernization of the ACK ATCT. The Final Submission will be signed and sealed documents (State of Massachusetts registration); including design drawings,

Modernization Design for
The Existing Airport Traffic Control Tower (ATCT)

Article A: Data Collection

	WORK ITEM	Project Exec	Project Manager	Sr. Civil Engineer	Sr. Architect	Architect	Sr. Struc Engineer	Struc Engineer	Sr. Mech Engineer	Mech Engineer	Sr. Electr Engineer	Electrical Engineer	Sr. FP Engineer	Cost Estimator	Admin	TOTAL
1	Preplanning & Kick-off Prep, work on program and layout before kickoff meeting	12	8		4	8	0	0	0	2	2	0	2	0	8	46
2	Preplanning Prep - Work on potential elevation issues for HDC meeting set for kick-off meeting (include preliminary exterior stair)	0	2		8	8	0	0	0	0	0	0	0	0	0	18
3	Kick-off Meeting, Pre-design Programming Charrette, Site Survey and Data Collection	0	32	12	32	32	0	0	0	32	32	0	32	0	2	206
4	Kick-off Meeting Trip Summary Report	0	8		2					2	2		2	0	2	18
TOTAL HOURS		12	50	12	46	50	0	0	0	36	36	0	36	0	12	290
RATE		\$ 90	\$ 80	\$ 60	\$ 70	\$ 48	\$ 80	\$ 37	\$ 80	\$ 52	\$ 70	\$ 37	\$ 72	\$ 62	\$ 37	
PAYROLL ESTIMATE		\$ 1,080	\$ 4,000	\$ 720	\$ 3,220	\$ 2,400	\$ -	\$ -	\$ -	\$ 1,872	\$ 2,520	\$ -	\$ 2,592	\$ -	\$ 444	\$ 18,848

Task Expenses - Travel: \$ 10,390

Task Expenses - Other Direct Costs: \$ -

Expenses Total - Jacobs \$ 10,390

Subs Sub-Consultants
 Hazmat Abatemni - Norver Armstrong \$ 14,000
 Historic Preservation - FMA \$ 1,350
 SubTotal Sub-Consultants \$ 15,350

TOTAL PAYROLL \$ 18,848
 Overhead 123.01% \$ 23,185
 Subtotal \$ 42,033
 Profit 12% \$ 5,044
 Payroll Fee \$ 47,077
 Expenses - Jacobs \$ 10,390
 Sub-Consultants \$ 15,350
 Mark-up on Subs 2% \$ 307
 Lump Sum Fee Total \$ 73,124

TOTAL FEE \$ 73,124