



Auburn Lewiston Municipal Airport - Board of Directors - Meeting Agenda

April 10, 2024 5:30 P.M.

Administrative Conference Room 80 Airport Drive, Auburn, Maine

Call to Order

- I. Consent Items – All items with an asterisk (*) are considered routine and will be enacted by one motion.**
- II. Minutes**
 1. March 13, 2024 Meeting
- III. Financial Report – Treasurer**
 1. FY 2024 thru March (Revenue and Expense, Balance Sheet)
 2. Fuel Sales Year to Date Comparisons
- IV. Communications –**
- V. Public Comment – *Members of the public are invited to speak to the Board of Directors about any issue directly related to airport business.***
- VI. Old Business**
- VII. New Business**
 1. Order authorizing an MOU between the Airport and the City of Auburn
 2. Order authorizing the Board Chair to execute a contract with McFarland Johnson for the Congressionally Directed Spending Hangar
- VIII. Reports**
 1. Board Chair Report
 - a. DRAFT FY2025 Airport Operating Budget Discussion (including fee schedule)
 2. Board of Directors Reports
- IX. Executive Sessions**
 1. Pursuant 1 MRSA 405(6) C – Discussion of Airport Lease Negotiations
 2. Pursuant 1 MRSA 405(6) C – Right of First Refusal Review for 67 Kittyhawk Avenue
- X. Adjournment (Next Board Meeting, May 15, 2024 *Note alternative date due to Auburn Business Association Citizen of the Year event on May 8, 2024*)**

Executive Session: On occasion, the Board of Directors discusses matters which are required or allowed by State law to be considered in executive session. Executive sessions are not open to the public. The matters that are discussed in

executive session are required to be kept confidential until they become a matter of public discussion. In order to go into executive session, a Director must make a motion in public. The motion must be recorded. An executive session is not required to be scheduled in advance as an agenda item, although when it is known at the time that the agenda is finalized, it will be listed on the agenda. The only topics which may be discussed in executive session are those that fall within one of the categories set forth in Title 1 M.R.S.A. Section 405(6). Those applicable are:

A. Discussion of personnel issues

C. Discussion or consideration of the condition, acquisition or the use of real or personal property permanently attached to real property or interests therein or disposition of publicly held property or economic development only if premature disclosures of the information would prejudice the competitive or bargaining position of the body or agency

D. Labor contracts

E. Contemplated litigation



**Auburn Lewiston Municipal Airport - Board of Directors - Meeting Minutes
March 13, 2024 5:30 P.M.
Administrative Conference Room 80 Airport Drive, Auburn, Maine**

Attending: T Roy, D Chittim, M Garside, L Allen, J LaBonte, P Crowell **Absent:** B Weisner, M Blais
(M Blais Arrived 5:33pm)

Call to Order 5:32pm

- I. Consent Items – All items with an asterisk (*) are considered routine and will be enacted by one motion.**
- II. Minutes**
 1. January 10, 2023 Meeting
Motion to approve the meeting minutes for the January 10 2024 meeting by D Chittim, 2nd by M Garside, Vote 6-0, the Motion Carried

5:33pm M Blais joined the meeting

- III. Financial Report – Treasurer**
 1. FY 2024 thru February (Revenue and Expense, Balance Sheet)
 2. FBO Fuel Sales Year to Date Comparisons (FY23 vs FY24)
Motion to accept and place on file, the Treasurers report by M Garside, 2nd by D Chittim, Vote 7-0, the Motion Carried.
- IV. Communications –**
 1. Draft DBE Plan Posted for Public Comment
- V. Public Comment – *Members of the public are invited to speak to the Board of Directors about any issue directly related to airport business.* - None**
- VI. Old Business - None**
- VII. New Business**
 1. Order authorizing the Board Chair to execute documents necessary to amend the MOU with FAA to remove the LOM and pursue its release from aeronautical use for potential sale
Motion authorizing the Board Chair to execute documents necessary to amend the MOU with FAA to remove the LOM and pursue its release from aeronautical use for potential sale by D Chittim, 2nd by T Roy, Vote 7-0, Motion Carried
 2. Order authorizing the Board Chair to execute a short-term interim non-aeronautical lease of Airport property to Gendron & Gendron for construction laydown along Hotel Road

Motion authorizing the Board Chair to execute a short-term interim non-aeronautical lease of Airport property to Gendron & Gendron for construction laydown along Hotel Road by D Chittim, 2nd by M Garside, Vote 7-0, Motion Carried

3. Order authorizing the Board Chair to execute a contract for services with Simard and Sons for the construction of the 100LL Self Serve project

Motion authorizing the Board Chair to execute a contract for services with Simard and Sons for the construction of the 100LL Self Serve project by P Crowell, 2nd by T Roy, Vote 6-0-1 (M Blais abstained) Motion Carried.

VIII. Reports

1. Board Chair Report

- a. FY 25 Budget Update – More Detail will be provided at the April Meeting**
- b. Land Use Inspection Update-Quarterly Report is Due & will be presented at the April Meeting.**
- c. Airport Fees Update-Development of New Fee Structure forthcoming**
- d. Airport Accounts Receivable-Updates and Statements will be forthcoming**
- e. T-Hangar/Congressionally Directed Spending Project Update**

2. Board of Directors Reports

IX. Executive Sessions (N/A)

X. Adjournment (Next Board Meeting, April 10, 2024)

Motion to adjourn by T Roy, 2nd P Crowell, Vote 7-0, Motion Carried, meeting ended 6:45pm

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13							
ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
9000 Airport Operations	APPROP	ADJSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL
9000 Airport Operations							
9000 420035 Fees - Fuel Flowage	-13,500	0	-13,500	-12,726.81	.00	-773.19	94.3%*
9000 420040 Fees - Landings	-27,000	0	-27,000	-26,207.65	.00	-792.35	97.1%*
9000 429005 Christian Hill Mate	-100,000	0	-100,000	-72,795.56	.00	-27,204.44	72.8%*
9000 429025 Rental Fees	-207,500	0	-207,500	-100,405.41	.00	-107,094.59	48.4%*
TOTAL NO PROJECT	-348,000	0	-348,000	-212,135.43	.00	-135,864.57	61.0%
TOTAL Airport Operations	-348,000	0	-348,000	-212,135.43	.00	-135,864.57	61.0%
9001 Airport Personnel							
9001 611000 Regular Salaries	262,035	0	262,035	117,182.16	.00	144,852.84	44.7%
9001 613000 Overtime	4,000	0	4,000	5,652.42	.00	-1,652.42	141.3%*
9001 617020 Fringe Benefits	159,620	0	159,620	59,626.57	.00	99,993.43	37.4%
9001 617030 Professional Develo	6,000	0	6,000	2,980.13	.00	3,019.87	49.7%
TOTAL NO PROJECT	431,655	0	431,655	185,441.28	.00	246,213.72	43.0%
TOTAL Airport Personnel	431,655	0	431,655	185,441.28	.00	246,213.72	43.0%
9002 Airport Operations							
9002 628000 Contract Services	9,000	0	9,000	47,708.81	.00	-38,708.81	530.1%*
9002 633030 Fuels and Oil for v	20,000	0	20,000	15,953.33	.00	4,046.67	79.8%
9002 633040 Snow and Ice Contro	18,000	0	18,000	.00	.00	18,000.00	.0%
9002 641100 Utilities	125,500	0	125,500	62,055.42	.00	63,444.58	49.4%
TOTAL NO PROJECT	172,500	0	172,500	125,717.56	.00	46,782.44	72.9%
TOTAL Airport Operations	172,500	0	172,500	125,717.56	.00	46,782.44	72.9%
9003 Airport Maintenance							
9003 628000 PS - Gen/Profession	0	0	0	30.00	.00	-30.00	100.0%*

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
9000 Airport Operations							
9003 628019 Building Maintenan	23,100	0	23,100	18,564.17	.00	4,535.83	80.4%
9003 628020 Vehicle Maintenance	17,831	0	17,831	23,985.48	.00	-6,154.48	134.5%*
9003 628021 Radio Maintenance	1,700	0	1,700	785.75	.00	914.25	46.2%
9003 628038 Electrical Maintena	7,000	0	7,000	2,067.11	.00	4,932.89	29.5%
9003 628039 Airfield Maintenan	30,750	0	30,750	2,291.84	12,929.78	15,528.38	49.5%
9003 633041 Computer/Office Mac	20,500	0	20,500	6,411.59	.00	14,088.41	31.3%
9003 633042 Pavement Maintenan	6,000	0	6,000	17,036.10	.00	-11,036.10	283.9%*
TOTAL NO PROJECT	106,881	0	106,881	71,172.04	12,929.78	22,779.18	78.7%
TOTAL Airport Maintenance	106,881	0	106,881	71,172.04	12,929.78	22,779.18	78.7%

9004 Airport Administration

9004 620000 Advertising and Pr	6,500	0	6,500	1,774.00	.00	4,726.00	27.3%
9004 628000 Professional Servic	35,800	0	35,800	17,871.35	.00	17,928.65	49.9%
9004 628016 Legal Services	45,000	0	45,000	13,220.82	.00	31,779.18	29.4%
9004 628041 Hangar Lease	12,000	0	12,000	.00	.00	12,000.00	.0%
9004 633000 Office Supplies	4,100	0	4,100	561.88	.00	3,538.12	13.7%
9004 640000 Telephone and Inter	5,700	0	5,700	7,789.61	.00	-2,089.61	136.7%*
9004 645000 Insurance Premiums	40,200	0	40,200	9,320.74	.00	30,879.26	23.2%
TOTAL NO PROJECT	149,300	0	149,300	50,538.40	.00	98,761.60	33.9%
TOTAL Airport Administration	149,300	0	149,300	50,538.40	.00	98,761.60	33.9%

9005 Airport Other Income

9005 401600 Municipal Subsidy	-410,000	0	-410,000	-358,750.00	.00	-51,250.00	87.5%*
9005 420063 Service Fees	-500	0	-500	-16,520.76	.00	16,020.76	3304.2%
9005 422000 Investment Income	-1,000	0	-1,000	-4,853.96	.00	3,853.96	485.4%
9005 429013 Sale of Assets	-75,000	0	-75,000	-206,938.26	.00	131,938.26	275.9%
9005 429019 FLIGHT SIMULATOR	-6,500	0	-6,500	-253.50	.00	-6,246.50	3.9%*
TOTAL NO PROJECT	-493,000	0	-493,000	-587,316.48	.00	94,316.48	119.1%
TOTAL Airport Other Income	-493,000	0	-493,000	-587,316.48	.00	94,316.48	119.1%

9010 Airport-FBO

9010 420035 Fees - Fuel and Oi	-661,372	0	-661,372	-581,619.87	.00	-79,752.13	87.9%*
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YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
9000 Airport Operations							
9010 420051 Tie Down/Hangar/Co	-50,000	0	-50,000	-66,211.76	.00	16,211.76	132.4%
9010 420059 Fees-Catering	0	0	0	-167.58	.00	167.58	100.0%
9010 420060 After Hour Call Out	-5,625	0	-5,625	-6,435.00	.00	810.00	114.4%
9010 420061 Flight Line Service	-6,620	0	-6,620	-3,897.84	.00	-2,722.16	58.9%*
9010 420064 Rental Car	-3,340	0	-3,340	-2,016.47	.00	-1,323.53	60.4%*
9010 420915 Service Lease	-7,200	0	-7,200	-3,600.00	.00	-3,600.00	50.0%*
9010 633047 PROCESSING FEE	0	0	0	4,589.31	.00	-4,589.31	100.0%*
TOTAL NO PROJECT	-734,157	0	-734,157	-659,359.21	.00	-74,797.79	89.8%
TOTAL Airport-FBO	-734,157	0	-734,157	-659,359.21	.00	-74,797.79	89.8%
9015 Services (FBO) Expenses							
9015 611000 Regular Salaries	150,000	0	150,000	34,330.41	.00	115,669.59	22.9%
9015 613000 Overtime	4,000	0	4,000	31.98	.00	3,968.02	.8%
9015 620000 Advertising	1,200	0	1,200	907.92	.00	292.08	75.7%
9015 628000 Prof/Contracted Ser	0	0	0	106,960.58	.00	-106,960.58	100.0%*
9015 628021 Plant Equipment	2,065	0	2,065	475.17	.00	1,589.83	23.0%
9015 628044 Ground Support Equi	16,000	0	16,000	17,602.86	93.76	-1,696.62	110.6%*
9015 628071 Fuel Flowage	12,500	0	12,500	9,507.83	.00	2,992.17	76.1%
9015 633030 Fuels & Oils	525,000	61,876	586,876	479,562.67	126,097.88	-18,784.22	103.2%*
9015 645000 Insurance Premiums	2,500	0	2,500	.00	.00	2,500.00	.0%
TOTAL NO PROJECT	713,265	61,876	775,141	649,379.42	126,191.64	-429.73	100.1%
TOTAL Services (FBO) Expenses	713,265	61,876	775,141	649,379.42	126,191.64	-429.73	100.1%
TOTAL Airport Operations	-1,556	61,876	60,320	-376,562.42	139,121.42	297,761.33	-393.6%
TOTAL REVENUES	-1,575,157	0	-1,575,157	-1,463,400.43	.00	-111,756.57	
TOTAL EXPENSES	1,573,601	61,876	1,635,477	1,086,838.01	139,121.42	409,517.90	

BALANCE SHEET FOR 2024 9

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9000	011010	Airport Checking	119.32	494,484.93
9000	011030	Cash-Petty Cash	.00	700.00
9000	011140	Interest Receivable	.00	.01
9000	011530	Accounts Receivable	-45,089.72	18,758.39
9000	011545	Lease Receivable	.00	3,028,598.23
9000	011810	Prepaid Expenses	.00	15,162.01
9000	011811	Prepaid Rent	.00	-1,315.20
9000	011900	INVENTORY FOR RESALE	.00	88,568.46
9000	012110	Land	.00	1,717,208.27
9000	012111	Land Improvements	.00	18,381,864.81
9000	012112	Construction In Progress	.00	8,782,874.81
9000	012310	Buildings & Bldg Improvements	.00	4,458,442.82
9000	012410	Machinery & Equipment	.00	1,514,774.52
9000	012900	Accumulated Depreciation	.00	-17,154,817.76
9000	013000	DEF OUTFLOW-NET PENSION	.00	35,342.94
9000	016000	DUE TO / DUE FROM	8,863.00	-12,563,087.48
TOTAL ASSETS			-36,107.40	8,817,559.76
LIABILITIES				
9000	024210	Accounts Payable	.00	-95,544.80
9000	024230	Loan Payable-City of Auburn	.00	-599,531.67
9000	024231	Loan Payable-City of Lewiston	.00	-599,531.67
9000	024611	Compensated Absences	.00	-34,747.63
9000	024710	Federal Withholding Taxes	-1,429.00	-2,928.23
9000	024711	State Withholding Taxes	-662.00	-662.00
9000	024712	FICA Withholding Taxes	-1,624.54	-1,624.54
9000	024713	Medicare Withholding Taxes	-379.92	1,119.31
9000	024730	ICMA Deferred Comp-City	-240.00	-760.00
9000	024734	ME State Retirement	-756.72	-3,540.28
9000	024750	Life Insurance-City	.00	8.70
9000	024758	MMA Health Ins-Airport	-3,431.39	-7,849.56
9000	024765	Dental	-32.85	-7.06
9000	024772	Flex Spending-Airport	-32.00	-97.00
9000	024773	Vision	-11.16	-27.92
9000	024829	DUE TO STATE - SALES TAX	.00	-149.37
9000	025000	DEF INFLOW NET PENSION	.00	-89,512.00
9000	026000	NET PENSION LIABILITY	.00	5,927.00
9000	029000	Deferred Inflow - Leases	.00	-2,965,603.87
TOTAL LIABILITIES			-8,599.58	-4,395,062.59
FUND BALANCE				
9000	037000	Ctrl Total - Encumbrances	-41,139.02	139,121.42
9000	037100	FB ASSIGNED CITY	.00	-1,836,398.00
9000	037104	FB UNASSIGNED	.00	-2,226,191.89
9000	037201	CTRL TOTAL-BUD FB DESIGNATED	41,139.02	-139,121.42
9000	037301	Ctrl Total - Bud FB Undesignat	.00	60,320.33
9000	047000	Ctrl Total - Revenues	-79,590.04	-1,443,205.15
9000	047001	CONTROL - ESTIMATED REVENUE	.00	1,575,157.00
9000	057000	CTRL TOTAL-EXPENDITURES	124,297.02	1,083,297.87

BALANCE SHEET FOR 2024 9

FUND: 9000 Airport Operations			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
FUND BALANCE	9000	057001 CTRL TOTAL-APPROPRIATIONS	.00	-1,635,477.33
		TOTAL FUND BALANCE	44,706.98	-4,422,497.17
		TOTAL LIABILITIES + FUND BALANCE	36,107.40	-8,817,559.76

BALANCE SHEET FOR 2024 9

FUND: 9020 Airport Capital Projects Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9020	011530	Accounts Receivable	.00	756,092.93
9020	016000	Due to/from Other Funds	-8,863.00	13,077,154.54
	TOTAL ASSETS		-8,863.00	13,833,247.47
FUND BALANCE				
9020	037000	Ctrl Total - Encumbrances	-8,863.00	688,444.28
9020	037104	FB-UNASSIGNED-CTY	.00	-13,151,571.55
9020	037201	Ctrl Total - Bud FB Designated	8,863.00	-688,444.28
9020	037301	Ctrl Total - Bud FB Undesignat	.00	422,424.49
9020	047000	Ctrl Total - Revenues	.00	-874,109.73
9020	057000	Ctrl Total - Expenditures	8,863.00	192,433.81
9020	057001	Ctrl Total - Appropriations	.00	-422,424.49
	TOTAL FUND BALANCE		8,863.00	-13,833,247.47
TOTAL LIABILITIES + FUND BALANCE			8,863.00	-13,833,247.47

BALANCE SHEET FOR 2024 9

FUND: 9030 Airport Land Fund			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
9030	011111	Investments-MM-Airpark	.00	758,749.06
9030	016000	Due to/from Other Funds	.00	-525,067.06
	TOTAL ASSETS		.00	233,682.00
FUND BALANCE				
9030	037000	Ctrl Total - Encumbrances	.00	7,000.00
9030	037104	FB-UNASSIGNED-CTY	.00	-229,610.93
9030	037201	Ctrl Total - Bud FB Designated	.00	-7,000.00
9030	037301	Ctrl Total - Bud FB Undesignat	.00	7,000.00
9030	047000	Ctrl Total - Revenues	.00	-4,071.07
9030	057001	Ctrl Total - Appropriations	.00	-7,000.00
	TOTAL FUND BALANCE		.00	-233,682.00
TOTAL LIABILITIES + FUND BALANCE			.00	-233,682.00

** END OF REPORT - Generated by Gina Klemanski **

Auburn Air Center - Fuel Sales Comparison for First 9 Months of FY (FY19 to FY24)

Quantity (gallons) by Fiscal Year

Product	Pay Type	2019	2020	2021	2022	2023	2024
Avgas 100LL	Cash/Invoiced	16187.3	17110	11161.11	8446.9	7921.8	14851.6
Avgas 100LL	Credit Card	10631.15	10216.7	9230.7	7424	8095.15	7884.6
	TOTAL 100LL	26818.45	27326.7	20391.81	15870.9	16016.95	22736.2
Jet A Fuel	Cash	44267.9	50963.3	15418	13581	4057	1552
Jet A Fuel	Contract Fuel	26593	51566	35915	53233	41620.62	68185.5
Jet A Fuel	Credit Card	18606.1	17524	8770	16858	17652	17403
	TOTAL Jet A	89467	120053.3	60103	83672	63329.62	87140.5

**FY2020 included over 16,000 in Jet A sales to Elite Airways*



**Auburn – Lewiston Municipal Airport
Board Meeting Information Sheet**

Board Workshop or Meeting Date: April 10, 2024

Author: Jonathan P. LaBonte, Board Chair

Subject: Management MOU between the City of Auburn and the Airport Board of Directors

Information: The City of Auburn has proposed to continue providing management and back office support for the Airport through an MOU. As the Board is aware, since March 29, 2023, the Board Chair has operated with Board authorization in all of the functions of the Airport Director (per Interlocal Agreement). With support from the Auburn City Council and Auburn City Manager, the City of Auburn has funded the personnel costs for its Transportation Systems Director to complete this work for the Airport in addition to the primary function of managing City required projects and transportation initiatives. As part of the streamlining of Airport operations, additional functions are now being completed by City of Auburn staff in finance, HR, IT, and public works.

The proposed MOU defines those activities and would designate the City's Transportation Systems Director as the Airport Director (aligned with the Interlocal Agreement) effective July 1, 2024. All Airport plans, policies, and procedures would continue to be set by either the Board or continue as directed within the Interlocal Agreement. By the Effective Date, the City of Auburn would seek a resident to replace me (Jonathan) in my seat on the Board of Directors and the Board would hold new officer elections to fill the vacancy.

The Airport Board of Directors would receive quarterly reports on the time allocated in the completion of its services, as contained in the MOU.

Airport Financial Impacts: \$80,000 in FY2025 to be paid quarterly to the City of Auburn

Recommended Action: Authorization to Execute MOU

Previous Meetings and History:

Attachments:

Draft MOU

Memorandum of Understanding

This Memorandum of Understanding (“MOU”), effective as of July 1, 2024, the “Effective Date”, is between the City of Auburn, Maine (the “City”) and the Auburn Lewiston Municipal Airport (the “Airport”).

WHEREAS, the Airport desires, in the interest of ongoing efficiency, that the City continue to provide senior management and back office support for its facilities, grounds, equipment and aviation services;

WHEREAS, the City, as an Airport sponsor, desires to provide those services to the Airport;

NOW, THEREFORE, in consideration of the mutual covenants and conditions in this MOU the parties covenant and agree as follows:

Services:

Services outlined in this MOU shall be performed by City of Auburn employees and these employees shall be subject to the terms of existing City personnel policies.

The day-to-day management, oversight and direction of the Airport and its employees and/or contractors shall be provided by the City. The City will coordinate with the City of Lewiston and Airport Board of Directors for any future planning and staffing changes as needed. Beginning on the Effective Date of this MOU, the City will manage and assist in providing the following services for the Airport (collectively, the “Services”):

Management and Back-office Support Services:

1. The City Transportation Systems Director will be designated as Airport Director, as defined in the Interlocal Agreement between the City of Auburn and City of Lewiston and execute all responsibilities noted therein
2. The City will facilitate the implementation of the Airport Master Plan and any other plans or strategies adopted by the Airport Board of Directors
3. The City will draft, propose, administer, and monitor the Operating and Capital Budgets as approved by the Board of Directors. This includes management of Airport Accounts Payable and Accounts Receivable, and the processing of payments for services rendered through the fueling and other aviation services offered by the Airport. Reports on financial performance will be assembled for the Board of Directors and its Treasurer as well as the Cities of Auburn and Lewiston.
4. The City will administer Airport policies and procedures including, but not limited to, personnel and purchasing policies.
5. The City will conduct the recruitment, interviews, and hiring for all Airport staff positions and/or contracted services required to operate the Airport.
6. The City will conduct orientation for new staff on Airport policies and procedures and perform annual update for current staff on mandated regulations, e.g., Harassment, Drug Testing, FAA, etc. in addition to administering appraisals and goal setting with staff.
7. The City will represent the Airport as needed in public and private forums and serve as the primary contact for partnering agencies such as the FAA and MaineDOT, while keeping the Airport Sponsors and Airport Board of Directors informed through written reports and Board meeting briefings.
8. The City will manage, through direct action or through Airport staff and contractors, the daily operations of the Airport. This includes the maintenance of Airport equipment, its fleet of vehicles, and its buildings.
9. The City will provide information technology support for systems necessary to operate the Airport and the activities of its staff and/or contractors. Costs associated with direct services from third parties (i.e. fiberoptic services) and hardware or software will remain the obligation of the Airport and may be billed directly by the City based on the method of procurement.

Fees:

In consideration for the City managing the Services for fiscal year 2025, the Airport will compensate the City \$80,000. The estimated costs associated with staffing for these services will be submitted to the Airport by January 1st of each year for budgeting purposes:

Continuing costs:

The Airport will continue funding the full costs for staffing and operating costs for:

- 1. All Airport staff and contractors.
- 2. All related expenses for the execution of these functions.

The City and the Airport agree to review this fee annually and adjust it as necessary to fulfill its intended purpose if the MOU is renewed.

Payment:

The City will track personnel time associated with this MOU and submit quarterly reports to the Airport. For FY2025, the payment of the Estimated Cost will be made quarterly starting July 1st, 2024.

Termination:

The MOU commences as of the Effective Date and expires upon an affirmative vote of the Airport Board or the Auburn City Council to cease these services, allowing for a six-month notification to prepare the transfer of staffing and responsibilities.

Upon termination, the City shall promptly transfer to the Airport all data, records, files, and other information, in whatever format is maintained, concerning the Airport and any Services performed for the Airport by the City.

Other:

This MOU contains the entire agreement of the parties regarding its subject matter and may be modified or amended only in writing and signed by both parties.

The parties' consent to the use of electronic signatures in connection with the execution of this MOU. Facsimile, electronic, and digital copies of this document, including properly executed PDF versions of this document, are regarded as original instruments by the parties, and electronic signatures to this MOU shall be legally binding with the same force and effect as manually executed signatures. This MOU may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

SEEN AND AGREED TO:

The City of Auburn

The Auburn Lewiston Municipal Airport

By: _____

By: _____

Its: City Manager as authorized by the City Council
on: _____

Its: Board Chair as authorized by the Board of
Directors on: _____



Auburn – Lewiston Municipal Airport Board Meeting Information Sheet

Board Workshop or Meeting Date: April 10, 2024

Author: Jonathan P. LaBonte, Board Chair

Subject: Congressionally Directed Spending Hangar

Information: The Airport received \$1.6 million in Congressionally Directed Spending (CDS), or earmark, to construct a new hangar. Through a review of the Airport Layout Plan and current customer mix, it was determined that a set of t-hangars (up to 10) would be the best utilization of that funding. In addition, the airport is allocated \$295,000 annually through the Bipartisan Infrastructure Law (BIL) for airport improvements. Per the 5-year CIP on file with the FAA and MaineDOT for use of federal funds at LEW, we have designated \$1.6 million in CDS funding for the hangar and \$879,000 in BIL funds for the associated site work for the hangar (pavement, utilities, etc.).

Per the FAA process, the Airport must design, permit, and bid on the project before “applying” for a grant agreement with the FAA to utilize those funds. This requires authorization of a contract with our general consulting engineers McFarland Johnson to begin that process. Authorization now will allow us to have subcontractors begin as soon as possible collecting site/geotechnical data needed for the permitting process and design. Bids would be solicited by fall 2024, FAA application submitted by December 2024, a grant award by spring 2025, with construction starting in summer of 2025.

The Airport has worked with FAA and MaineDOT to fully scope the needed engineering services. An independent fee estimate (IFE) was secured for this project and reviewed against the fee proposal of McFarland Johnson and was within reasonable limits. Because of the use of two FAA grant sources (CDS and BIL) there is double the amount of FAA grant reporting and requirements for filing, adding to the costs within the scope of work.

Airport Financial Impacts: \$2.75 million is total project estimate at present, with \$68,750 being requested of each sponsor in FY25 funds for the local share (5% of total project, or \$137,500). \$557,860 of which is McFarland Johnson and associated subcontractors (wetlands, soils, etc) totaling 2,186 hours.

Post project, the Airport is likely to see \$40,000-\$50,000 in new net revenue from t-hangar leases.

Recommended Action: Authorize the Board Chair to enter into contract on behalf of the Airport with McFarland Johnson for the CDS Hangar Project

Previous Meetings and History:

June 2023 – FAA CIP Adoption

Attachments:

Scope of Work (including timeline and location sketch)
Fee Breakdown by Task

APPENDIX B – DETAILED SCOPE OF WORK
FOR
AUBURN-LEWISTON MUNICIPAL AIRPORT
CITY OF AUBURN, MAINE

WORK ORDER #1
PROJECT ADMINISTRATION, DATA COLLECTION, PLANNING,
PERMITTING, DESIGN, AND BIDDING
TO CONSTRUCT NEW T-HANGAR AND TAXILANES

A. PROJECT DESCRIPTION

The City of Auburn (SPONSOR) and the Auburn-Lewiston Municipal Airport Board of Directors (BOD), operator of the Auburn-Lewiston Municipal Airport (LEW), has requested McFarland-Johnson, Inc. (CONSULTANT) to perform engineering, planning, environmental, and bidding services to Construct New T-Hangar and Taxilanes (PROJECT) at LEW. Project limits are shown in the attached sketch labeled, *Figure 1 – West T-Hangar Alternative – October 2023*.

The project is anticipated to receive funding assistance from the following agencies: Federal Aviation Administration (FAA) and Maine Department of Transportation (MaineDOT) through Congressionally Directed Spending (CDS) and Bipartisan Infrastructure Law (BIL) Airport Infrastructure Grant (AIG).

The estimated cost of construction is approximately \$2M.

This Work Order will be limited to the following tasks:

- Task 1 – GRANT AND PROJECT ADMINISTRATION
- Task 2 - DATA COLLECTION – TOPOGRAPHIC SURVEY
- Task 3 - DATA COLLECTION – GEOTECHNICAL INVESTIGATION
- Task 4 - DATA COLLECTION – ARCHAEOLOGICAL SURVEY
- Task 5 - PROJECT JUSTIFICATION & PLANNING
- Task 6 - NEPA ENVIRONMENTAL REVIEW
- Task 7 - PERMITTING
- Task 8 - CONCEPTUAL (30%) DESIGN
- Task 9 - PRELIMINARY (60%) DESIGN
- Task 10 - FINAL DESIGN
- Task 11 - BID PHASE SERVICES

Construction Phase Services are excluded from this Work Order. If requested Construction Phase Services can be added under a separate agreement.

B. SCOPE OF WORK

CONSULTANT services will be limited to the hours allocated in the attached Appendix B: Consultant’s Proposal.

1. GRANT AND PROJECT ADMINISTRATION

SPONSOR is responsible for the following:

- Coordination of approval with Cities of Auburn and Lewiston, and the BOD.
- Coordination with FAA and MaineDOT regarding funding assistance.
- Review and approve (by added signature) of the FAA CDS and BIL Grant Applications.
- Reviewing FAA grant reimbursement requests.

Subtasks of the CONSULTANT are limited to the following:

- 1.1. Prepare an agenda and conduct a pre-design conference with the SPONSOR, MaineDOT, and FAA via conference call. Prepare meeting notes.
- 1.2. Conduct a site walk to evaluate existing conditions and identify project limits for an extended day travel.
- 1.3. Assist the BOD in the development of a scope of work (SOW) and fee proposal for the Project. The SOW will be in MS Word with sufficient detail for SPONSOR to obtain an independent fee estimate (IFE) for use in evaluating the CONSULTANT fee proposal. Additionally, CONSULTANT will prepare a “zeroed-out” spreadsheet in MS Excel for use by the IFE preparer. Review the proposed fee with SPONSOR and negotiate during the IFE process.
- 1.4. Prepare a Request for Proposals (RFP) for ground survey. CONSULTANT will review the State of Maine DBE listings and include qualified DBE firms in the RFP.
- 1.5. Prepare a RFP for Geotechnical Investigation. CONSULTANT will review the State of Maine DBE listings and include qualified DBE firms in the RFP.
- 1.6. Prepare a RFP for Archaeological Survey. CONSULTANT will review the State of Maine DBE listings, along with the Maine Historical Preservation Commission approved list of Prehistoric Archaeologists and include qualified firms in the RFP.
- 1.7. Prepare one (1) project contract and coordinate signature with BOD. This does not include work necessary for contract modifications.
- 1.8. Develop proposed project worksheet, letter of intent, and FAA CDS grant application in PDF, anticipating a design and construction grant application for Federal Fiscal Year (FFY) 2024.

- 1.9. Develop FAA BIL grant application in PDF, anticipating a design and construction grant application for Federal Fiscal Year (FFY) 2024.
- 1.10. Develop up to 13 requests for reimbursements to FAA (9), and MaineDOT (4) for CDS Grant.
- 1.11. Develop up to 13 requests for reimbursements to FAA (9), and MaineDOT (4) for BIL Grant.
- 1.12. Develop up to 45 progress reports for the MaineDOT and FAA:
 - a. FAA quarterly progress reports over the life of CDS grant (8).
 - b. FAA quarterly progress reports over the life of BIL grant (8).
 - c. FAA monthly progress reports during construction for CDS grant (6).
 - d. FAA monthly progress reports during construction for BIL grant (6).
 - e. FAA Fiscal Year DBE Reports (3).
 - f. FAA End of Year Fiscal Reports for CDS grant (3).
 - g. FAA End of Year Fiscal Reports for BIL grant (3).
 - h. MaineDOT quarterly progress reports (8).
- 1.13. Prepare for and attend up to 27 project update meeting calls on a periodic basis by one (1) CONSULTANT member for one (1) hour per meeting.
- 1.14. Prepare an initial project schedule in MS Word for review by SPONSOR. The schedule will be reviewed on a periodic basis and updated.
- 1.15. Prepare an initial project budget and monitor it on a periodic basis and provide financial updates.
- 1.16. Assist the SPONSOR in the preparation of FAA CDS Grant closeout report, coordinate printing, and retain project records.
- 1.17. Assist the SPONSOR in the preparation of FAA BIL Grant closeout report, coordinate printing, and retain project records.

2. DATA COLLECTION – LAND SURVEY

SPONSOR is responsible for the following:

- Marking the location of the underground utilities, cables, communication lines, and data lines in the field prior to the survey.
- Coordination with FAA to mark the location all FAA power, communication, and data lines prior to the survey.

- Providing the latest aerial photo of the airport in electronic format.
- Provide all existing AS BUILT and DESIGN PLANS in the vicinity of the hangar development (Electronic AUTO CAD files preferred).
- Providing daily coordination and oversight of the surveyor while on the Airport in regard to access to and safety while working on the Airfield.
- Issuing and coordinating all notice(s) to air missions (NOTAM).

Subtasks of the CONSULTANT are limited to the following:

2.1. Prepare a subconsultant agreement with the SURVEY SUBCONSULTANT to include the following scope of work:

- Perform topographical survey of up to 6.5 acres of the existing project area, and including the following:
 - Topographic survey data will be adequate to allow generation of ½ foot contours of the project area. Survey points on existing pavement surfaces will be taken to the nearest 0.01 feet and turf areas to the nearest 0.10 feet. Field survey will be tied into the horizontal datum Maine State Plane Coordinate System West Zone (North American Datum of 1983 (NAD83)) and vertical datum North American Vertical Datum of 1988 (NAVD 88).
 - Topographic survey will utilize the existing PACS and SACS to establish horizontal and vertical controls for use for topographic survey, design, and construction.
 - Spot elevations will be taken on 25-foot grid on pavement and 50-foot grid on turf intervals within the limits shown on the sketch, at each edge of pavement, surface material type change, concrete slab corner, brush lines, individual trees, and breaks in grade where applicable.
 - Locations of all visible utilities (above and underground) within the marked survey area will be marked and identified. If previously marked Utility structures will be located with top elevations.
 - Drainage structures (information and description) within the marked survey area will be given with top elevations, inverts (in and out for all connections), inside pipe diameters, pipe and manhole construction materials. Determining existing drainage pipe condition is excluded from this task.
 - Trace sewage lines and drainage lines to the next junction outside the project limits (300 feet max).
 - Locate building corners and determine finished floor elevations at all doorways.
 - Locate pavement markings, fencing, and other objects/structures included within the limits shown on the sketch.
 - Establish a minimum of 4 vertical benchmark(s) within the project work area.
 - Survey of runway endpoints for Runway 4-22 and Runway 17-35 will be included.
 - The cost for one (1) additional day of survey should be included separately. This will include both field and office time. These services will be required on short notice to verify critical elevations.
 - Clarifications: No boundary or wetland survey will be included.

2.2. Coordinate the work of the SURVEY SUBCONSULTANT with the Airport. The task includes scheduling the work; and day to day coordination.

- 2.3. Review the deliverables of the SURVEY SUBCONSULTANT for general conformity to the requirements of the RFP. This task includes review of Surveyors subconsultant invoices for accuracy and completeness for inclusion in CONSULTANT's invoices to the SPONSOR.
- 2.4. Perform a visual field check of the survey as prepared by the Surveyor for general conformity to the requirements of the RFP. This task is limited to up to one (1) CONSULTANT member for an extended day.
- 2.5. Prepare a base plan with information provided by the Surveyor and SPONSOR documents, and observations from the field check. Develop a digital terrain model of existing conditions topography. This base plan will be used as the basis of design for the project.

3. DATA COLLECTION – GEOTECHNICAL INVESTIGATION

SPONSOR is responsible for the following:

- Providing historic geotechnical information of the project area.
- Issuing and coordinating all NOTAMs.
- Verifying boring locations do not impact existing underground infrastructure.

Subtasks of the CONSULTANT are limited to the following:

- 3.1. Review existing soils data, existing and proposed site topography, climatic records, and AC 150/5320-6F, Airport Pavement Design and Evaluation. Using this information, CONSULTANT will develop a subsurface soils investigation, required laboratory testing, and geotechnical evaluation program for pavement and embankment designs.
- 3.2. Prepare a subconsultant agreement with the GEOTECHNICAL SUBCONSULTANT to include the following scope of work:
 - Attend one (1) Microsoft Teams project meeting to discuss site specifics.
 - Coordinate with a public underground utility locator as required by Dig Safe.
 - Review readily available geologic and soils mapping information and review previous subsurface information at the site provided by SPONSOR.
 - Review all borings, cores, and test pits locations for accessibility of the drill rig. Soil boring locations will be provided in the field at the discretion of the Engineer. It is assumed the subsurface exploration program will require a minimum of five (5) borings and three (3) CBR test pits.
 - Complete the geotechnical subsurface exploration program under the direction of GEOTECHNICAL SUBCONSULTANT representative who would observe, log, and sample the borings. Standard penetration resistance tests (ASTM D1586, Standard Test Method for Penetration Test and Split-Barrel Sampling of Soils) will be performed as follows:

- Observe groundwater (if encountered) as the drilling progresses and measure at the completion of each boring. If encountered, note the organic material, cinders, wood chips, and other deleterious material.
 - Obtain a licensed soil scientist to classify the soil and determine seasonal high ground water table to satisfy MaineDEP review of Best Management Practices for stormwater filtration and infiltration.
 - Backfill borings with cutting edges extracted from the boreholes.
 - Cuttings and recovered standard penetration resistance test samples will be classified in accordance with ASTM D2488, *Standard Practice for Description and Identification of Soils* (Visual-Manual Procedure).
 - Perform up to 10 laboratory tests for gradation, hydrometer, and Atterberg limits on soil samples recovered from the subsurface explorations. Up to three (3) modified proctor density tests.
 - Make geotechnical engineering evaluations of the acquired exploration and design information with respect to the proposed foundation construction. Emphasis would be placed on foundation type(s), allowable foundation loads, settlement, seismic parameters, and groundwater control. Evaluations would be made for one set of design conditions. Evaluations would include an assessment of liquefaction susceptibility of the soils encountered.
 - Prepare an electronic (PDF) report of geotechnical information presenting the results of the services. The report will include summaries of field and laboratory tests and geotechnical recommendations for design and construction of the pavement and structure.
- 3.3. File one (1) FAA Form 7460-1 for proposed Construction Equipment using the OEAAA.gov website for the use of drill rig during the geotechnical field reconnaissance. The task will require the preparation of up to one (1) sketch showing the drill rig at up to 8 representative sampling locations, inputting the location and elevation of each representative location.
- 3.4. Layout the boring locations at least one (1) week prior to the start of geotechnical investigations to facilitate the geotechnical firm coordinating with Dig Safe and the SPONSOR for conflict with known underground utilities. This task is limited to up to one (1) CONSULTANT member for an extended day. It should be noted that DigSafe does not locate underground utilities beyond the right of way. SPONSOR has elected not to utilize the services of a private utility locator.
- 3.5. Coordinate the work of the GEOTECHNICAL SUBCONSULTANT with the Airport. The task will be limited to one (1) CONSULTANT member up to one (1) in the field to oversee the GEOTECHNICAL SUBCONSULTANT working on the airfield and to review and monitor portions of the soil boring field work and adjust in the boring layout if required.
- 3.6. Review the deliverables of the GEOTECHNICAL SUBCONSULTANT for general conformity to the requirements of the RFP. This task includes review of subconsultant

invoices for accuracy and completeness for inclusion in CONSULTANT's invoices to the SPONSOR.

4. DATA COLLECTION – ARCHAEOLOGICAL SURVEY

Subtasks of the CONSULTANT are limited to the following:

- 4.1. Prepare a subconsultant agreement with the ARCHAEOLOGICAL SUBCONSULTANT to include the following scope of work:
 - Conduct a Phase I Archaeological Survey in general conformance with the Archaeological Survey Guidelines, published by the Maine Historic Preservation Commission (MHPC).
 - Review the MHPC's site inventory for the presence of known archaeological sites, review historic maps and documentary sources for indications of historic occupation,
 - Conduct up to one (1) site visit to visually inspect the proposed project area by a walkover or pedestrian survey to document observable natural and cultural surface features indicative of human occupation. Layout potential subsurface testing.
 - Coordinate with a public underground utility locator as required by Dig Safe.
 - Conduct subsurface testing in areas of high probability. Testing generally consists of the excavation of 50cm x 50cm shovel test pits (STPs) arranged in transects at intervals of 5, 10, or 20 meters as determined to be appropriate by MHPC. Individual judgmental tests may also be used.
 - Prepare a formal report of findings and recommendations. Draft report to be submitted to CONSULTANT for review prior to submittal to MHPC.
- 4.2. Conduct a remote meeting with MHPC and ARCHAEOLOGICAL SUBCONSULTANT to review proposed approach. This task is limited to up to two (2) CONSULTANT members.
- 4.3. Coordinate and conduct a site visit with MHPC, SPONSOR, and ARCHAEOLOGICAL SUBCONSULTANT. This task is limited to up to one (1) CONSULTANT member for an extended day.
- 4.4. Coordinate the sitework of the ARCHAEOLOGICAL SUBCONSULTANT with the Airport.
- 4.5. Review the deliverables of the ARCHAEOLOGICAL SUBCONSULTANT for general conformity to the requirements of the RFP. This task includes review of subconsultant invoices for accuracy and completeness for inclusion in CONSULTANT's invoices to the SPONSOR.

5. PROJECT JUSTIFICATION & PLANNING

SPONSOR is responsible for the following:

- Participating in Hangar Siting Review Meetings.
- Coordination of approval for hangar siting with the BOD.
- Selecting Hangar Site prior to authorization of Notice to Proceed.
- Providing historical documentation as necessary.

Subtasks of the CONSULTANT are limited to the following:

- 5.1. Obtain readily available Lidar data and develop digital terrain model to represent existing ground elevations to establish a planning-level representation of the existing topography.
- 5.2. Request and coordinate historic base plan documents from the previous consultants and review 2006 and 2019 Airport Layout Plans (ALPs).
- 5.3. Develop assumptions for:
 - Airplane design group and associated design standards
 - Hangar type/dimensions
 - Hangar orientation
 - Number of units
- 5.4. Conduct an overview of existing airport property to identify potential hangar site locations and provide justification for initial dismissal or progression into more detailed review. Develop layouts for up to four (4) potential hangar site locations and conduct an initial review based on:
 - Potential wetland impacts
 - Terrain
 - Currently published 14 CFR Part 77 surfaces
 - Runway visibility zone limitations
 - Currently published runway safety and object free areas
 - Current airfield facilities and geometry
- 5.5. Provide additional analysis for up to two (2) hangar site locations based on refined layouts.
- 5.6. Conduct up to two (2) remote client meetings to discuss alternatives with up to three (3) consultant staff.
- 5.7. Conduct a table-top environmental review of the preferred hangar siting to determine environmental review requirements.

6. NEPA ENVIRONMENTAL REVIEW

Subtasks of the CONSULTANT are limited to the following:

- 6.1. Review project for eligibility for a categorical exclusion (CATEX) from the National Environmental Policy Act (NEPA) as administered by the FAA, as described in FAA Order 1050.1F, *Environmental Impacts: Policies and Procedures*, and FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*. Identify the appropriate CATEX paragraphs that apply to the project.

- 6.2. Review LEW existing endangered, threatened species, and wetland information established from the following Section 7 - *Permitting*.
- 6.3. Review information regarding areas at LEW for State Historic Preservation and Tribal Historic areas of interest established from previous Section 4 - *Data Collection – Archaeological Survey*, and the following Section 7 - *Permitting*.
- 6.4. Prepare detailed project description for inclusion in ARP SOP No. 5.1, *Standard Operating Procedure – CATEX Determinations*, under task 6.12.
- 6.5. Prepare and submit a State Historic Preservation review request letter. Subtask to be developed in preparation for Section 4 - *Data Collection – Archaeological Survey*.
- 6.6. Submit review request to US Fish and Wildlife Service (USFWS).
- 6.7. Submit review request letters to Maine Inland Fisheries and Wildlife (MeIF&W), and Maine Natural Areas Program (MNAP).
- 6.8. Coordinate with the FAA for Tribal review of the project limits.
- 6.9. Attend one (1) site visit to review project area for the presents of wetlands and endangered/threaten species. It is assumed one (1) CONSULTANT staff members will conduct the site visit.
- 6.10. Review flood plain maps to verify proposed project improvements do not impact a flood plain.
- 6.11. Prepare two (2) project figures, the first figure using USGS mapping to identify the project location, and the second figure to show the project and project impact limits. Figures are to be attached to the FAA ARP SOP 5.1.
- 6.12. Prepare documentation and submit it to the FAA in accordance with ARP SOP 5.1 seeking a CatEx determination. Until the FAA makes a final determination on whether or not the proposed project is categorically excluded from further NEPA review, we do not know if an Environmental Assessment (EA) and possibly an Environmental Impact Statement (EIS) will be required. This Agreement does not include preparation of an EA or involvement in an EIS process.

7. PERMITTING

SPONSOR is responsible for the following:

- Coordinating approval with Cities of Auburn and Lewiston, and the BOD.
- Verifying that existing permit conditions have been met.
- Providing abutter information in GIS data format.

Subtasks of the CONSULTANT are limited to the following:

- 7.1. Review the 2021 Site Location of Development Act (SLODA) application and associated Finding of Fact and Order.
- 7.2. Provide a summary of permit conditions and management requirements contained in the 2021 SLODA approval to LEW. CONSULTANT will review this summary with LEW remotely, to verify that previous permit conditions have been met.
- 7.3. Conduct wetland delineation within the proposed project area and determine jurisdictional wetland boundaries, if any. Task is limited to two (2) CONSULTANT members in the field for up to two (2) days, plus extended travel. Task includes GPS location and post processing of field data and completion of jurisdictional forms.

Maine SLODA - Amendment

- 7.4. Submit a formal request for a Pre-Application Meeting with City of Auburn. Prepare for and attend in person at Auburn, Maine offices.
- 7.5. Develop new approach to stormwater mitigation for this project using MaineDEP authorized Best Management Practices (BMPs).
- 7.6. Schedule and attend a pre-submission meeting in Auburn, Maine with City Staff. Coordinate with City of Auburn Staff to communicate project parameters and how they relate to the Pre-Application approach assumptions.
- 7.7. Develop a Pre-Development Drainage Plan.
- 7.8. Develop a Post-Development Drainage Plan.
- 7.9. Develop a Stormwater Treatment Plan.
- 7.10. Develop Site Plan addressing City of Auburn Development Review Requirements. This scope excludes the development of a Landscape plan, lighting plan, or traffic information.
- 7.11. Model hydrologic surface runoff flow for Pre and Post-Development Drainage in HydroCAD for 2, 10, 25, and 100 -year storm events.
- 7.12. Analyze and size stormwater treatment devices in accordance with Maine State Chapter 500 Stormwater law. Revise grading to reflect BMP size. Revise HydroCAD Model to reflect changes to grading surface drainage.
- 7.13. Prepare a Stormwater Management written report and sampling log.

- 7.14. Prepare an Erosion and Sedimentation Control written report addressing soil types procedural measures; structural measures; temporary non-structure measures; permanent non-structure measures; winter construction measures; seed mixture and application; and bmp maintenance requirements in accordance with MaineDEP.
- 7.15. Develop Stormwater Maintenance Manual.
- 7.16. Develop List of Abutters of the Airport by correlating GIS data provided by Sponsor. Draft and send abutter notifications using certified mail. Track abutters who do not accept mailed notification.
- 7.17. Coordinate notice in one (1) local newspaper.
- 7.18. Develop and coordinate potable water source system ability to serve letter.
- 7.19. Develop and coordinate sanitary sewer system ability to serve letter.
- 7.20. Develop and coordinate electrical ability to serve letter.
- 7.21. Prepare the SLODA Amendment application for the City of Auburn, limited to the following Sections:
 - a. Section 1. Development description
 - b. Section 2. Title, right, or interest
 - c. Section 3. Financial capacity
 - d. Section 4. Technical ability
 - e. Section 5. Noise
 - f. Section 6. Visual Quality and Scenic Character
 - g. Section 7. Wildlife and fisheries
 - h. Section 8. Historic Sites
 - i. Section 9. Unusual natural areas
 - j. Section 10. Buffers
 - k. Section 11. Soils
 - l. Section 12. Stormwater management
 - m. Section 14. Basic standards submissions
 - n. Section 15. Groundwater
 - o. Section 16. Water Supply
 - p. Section 17. Wastewater disposal
 - q. Section 18. Solid waste
 - r. Section 19. Flooding
 - s. Section 25. Notices

Addressing the following sections are excluded in this agreement:

- a. Section 13. Urban impaired stream submissions
- b. Section 20. Blasting
- c. Section 21. Air Emissions

- d. Section 22. Odors
 - e. Section 23. Water Vapor
 - f. Section 24. Sunlight
- 7.22. Print and deliver fifteen (15) complete SLODA packets for City review, limited to five (5) full size 22"x34" plansets, and 10 11"x17" plansets, cover letter, application, and signatures.
- 7.23. Address City review comments. This is limited to up to two (2) rounds of minor comments.
- 7.24. Prepare for and present at up to two (2) City Planning Board meetings for acceptance and approval of Site Development.
- 7.25. Develop a Maine Construction General Permit (MCGP) and coordinate submission with MaineDEP.

8. CONCEPTUAL (30%) DESIGN

SPONSOR is responsible for the following:

- Obtaining BOD approval to proceed with thirty (30%) preliminary design.

Subtasks of the CONSULTANT are limited to the following:

- 8.1. Prepare a subconsultant agreement with the ARCHITECTURAL SUBCONSULTANT. to include the following scope of work:
- Attend Microsoft Teams project meeting to discuss site specifics.
 - Conduct Kick Off Meeting with Design Team.
 - Code Report: Coordinate code analysis with consultant input, draft Code Narrative.
 - Consult Authorities Having Jurisdiction (AHJ's).
 - Drawings & Specifications: Develop preliminary design drawings and performance specs to 30%, 60%, and Final, including framing plans, floor plans, elevations, sections, material notes, and typical details. Basis of design will utilize a standard T-Hangar as manufacture by FULL-FAB or equivalent. Design will be performance based.
 - QC: Perform quality reviews on 30%, 60%, and Final drawing set.
 - Bidder Questions: Assist in responding to bidder questions. The prospective bidder's questions will be collected by CONSULTANT and distributed to the associated disciplines. Prepare and submit clarification sketches (1).
 - Assist in the preparation and issuance of up to two (2) addendums.
- 8.2. Coordination with the Architect, Structural, Electrical, and Plumbing disciplines.

- 8.3. Electrical and Plumbing: Investigate Fire Protection, codes, and requirements based on the Architect's code review. Prepare a summary of options for the SPONSOR.
- 8.4. Electrical and Plumbing 30% design limited to:
 - a. Initial block load, initial system basis, one-line diagrams.
 - b. Initial load calculations and coordination with the utility.
 - c. Initial water demand calculations.
 - d. Coordination with other disciplines.
 - e. Consult with AHJ.
- 8.5. Structural 30% design limited to:
 - a. Review geotechnical report; determine if foundation constraints are likely to be encountered.
 - b. Review building dead and live load requirements.
 - c. Consult with AHJ.
 - d. Preliminary determination of building foundation size, building footing, wall, and slab.
- 8.6. Site / Civil / Aviation 30% design limited to:
 - a. Geometric design of pavement areas. The anticipated future construction of up to two additional future T-hangar units will be considered during the layout of this project.
 - b. 30% design of site grading and drainage.
 - c. Sewer, water, and electrical Utility connections within Flight Line Drive.
 - d. Develop a plan identifying aviation-related building constraints related to Runway, Taxiway, and Taxilane Object Free Areas and FAR Part 77 surfaces. Compare the FAR Part 77 and Airport Design AC surfaces to the existing ground elevations to verify hangar height restrictions.
 - e. Limit of disturbance and demolition.
- 8.7. Prepare 30% Design Documents including:
 - a. Cover sheet (1).
 - b. General plan (1).
 - c. Site Plan limited to: building orientation, proposed pavements layout, elevations, utility connections, limit of disturbance, and demolition.
 - d. Architectural Plans to include room layout, room dimensions, and door locations. Exterior front and side elevation (Plan provided by Architect).
 - e. Plumbing and Electrical layout.
 - f. Structural foundation and framing plans.
- 8.8. Coordinate and review engineer's preliminary opinion of probable construction costs (EOPCC) (prepared by architect's subconsultant). The ENGINEER will utilize past bid results from similar work and other published construction cost data in the preparation of the cost estimate. As the ENGINEER has no control over market conditions or the pricing Contractors chose to use in their bids, the ENGINEER cannot guarantee the bids will be below or above the EEOCC.

- 8.9. Develop a planning-level potential cost outlay plan identifying probable construction and consultant costs, anticipated FAA reimbursement, and projected project schedule.
- 8.10. Schedule, prepare for, and attend one (1) 30% Design Review meeting with the LEW, FAA, and MaineDOT with up to two (2) Consultant members.
- 8.11. Revise and make minor edits to the 30% Design and submit to the LEW BOD for final review and approval. It is assumed that this task will not require a meeting.
- 8.12. Prepare a “pen-and-ink” change to the Airport Layout Plan (ALP) that denotes the proposed location of the new hangar. This task does not include changes to the ALP that will not be constructed as a part of this project. Coordinate FAA Review.

9. PRELIMINARY (60%) DESIGN

Subtasks of the CONSULTANT are limited to the following:

- 9.1. Using fleet mix data from LEW hangar waiting list and Snow Removal Equipment, prepare an FAA pavement design utilizing FAARFIELD and develop a typical pavement section for the new pavement using the limited frost protection method. Present Pavement Design to FAA for eligibility determination.
- 9.2. Design site grading, determine a finished floor elevation for the hangar, and develop a digital terrain model (DTM) of the proposed grading.
- 9.3. Design erosion control measures meeting the 2016 Maine Erosion and Sediment Control Best Management Practices (BMPs) Manual for Designers and Consultants.
- 9.4. Design new stormwater drainage in the vicinity of the proposed hangar in accordance with the MaineDEP Stormwater Law and connect it to the existing drainage system. Evaluation of the existing drainage system is excluded.
- 9.5. Design sanitary sewer connection from the proposed hangar to the municipal wastewater disposal system in Flight Line Drive.
- 9.6. Develop a preliminary construction safety and phasing plan (CSPP) along with a written narrative. The CSPP will be prepared in accordance with AC 150/5370-2G Operational Safety on Airports During Construction.
- 9.7. Coordinate preliminary utility connections to the building.
- 9.8. Develop fence layout, swing gates, and details.

- 9.9. Revise geometric design.
- 9.10. Revise limits of demolition and disturbance.
- 9.11. Coordinate and review engineer’s preliminary opinion of probable construction costs (EOPCC) (prepared by architect’s subconsultant). The ENGINEER will utilize past bid results from similar work and other published construction cost data in the preparation of the cost estimate. As the ENGINEER has no control over market conditions or the pricing Contractors chose to use in their bids, the ENGINEER cannot guarantee the bids will be below or above the EEOCC.
- 9.12. Schedule and conduct a team meeting to review the Preliminary Design and determine changes to the design and plans that will be needed for the final design.
- 9.13. Submit 60% preliminary design plans and cost estimate to the SPONSOR , MaineDOT, and FAA for reviews and comments. Schedule and conduct 60% review meeting with the SPONSOR and stakeholders. Discuss the findings of the preliminary design with the SPONSOR and review the schedule for final design.

Architectural

- 9.14. Develop preliminary designs for the hangar including floor plans, roof plans, elevations, ceiling plans, building sections, wall sections, door schedules, and details.

Structural

- 9.15. Perform a preliminary structural analysis to obtain estimated foundation loads and reactions for the foundations, frost walls, and slab-on-grade as well as a performance specification for the pre-engineered building structure.

Electrical / Plumbing

- 9.16. Develop plumbing fixture count based on applicable Codes and program requirements for drinking fountains, lavatories, urinals, and water closets. Layout and Define water, and sewer service points.
- 9.17. Develop design criteria for electrical and fire protection services, including voltage and number of feeders. Provide a specific description of items to be served by emergency power if required and describe consideration for special areas.
- 9.18. Develop preliminary electrical/plumbing equipment room locations and space requirements for Electrical, Plumbing, Telecom, and Special Systems rooms.
- 9.19. Develop preliminary design including electrical/plumbing systems and systems narratives.

- 9.20. Locate an electric connection from adjacent transmission lines to proposed transformer location.
- 9.21. Prepare Preliminary 60% Design Plan Set. Plans limited to:
- a. Cover Sheet (1)
 - b. General Plan and Airfield Control (1)
 - c. Construction Safety and Phasing Plan (2)
 - d. Site Design - Existing Condition Plans (1)
 - e. Site Design - Demolition Plan (1)
 - f. Site Design - Layout Plan (1)
 - g. Site Design - Grading Drainage (2)
 - h. Site Design - Drainage Details (2)
 - i. Site Design – Fence and Gate Details (1)
 - j. Site Design - Erosion Control Plan (1)
 - k. Site Design - Erosion Control Details (3)
 - l. Site Design - Typical Section and Pavement Details (1)
 - m. Site Design - Utility Plan (1)
 - n. Site Design - Utility Details (2)
 - o. Site Design - Boring Plan (1)
 - p. Site Design - Boring Logs (1)
 - q. Architectural - Abbreviations, Symbols, & Partition Types (1)
 - r. Architectural - First Floor Plan (1)
 - s. Architectural - Roof Plan (1)
 - t. Architectural - Reflected Ceiling Plan (1)
 - u. Architectural - Elevations (2)
 - v. Architectural - Building Sections (1)
 - w. Architectural - Wall Sections (2)
 - x. Architectural - Details (3)
 - y. Architectural - Door Schedule and Details (1)
 - z. Structural - Standard Notes (1)
 - aa. Structural - Standard Details (2)
 - bb. Structural - Foundation Plan (1)
 - cc. Structural - Sections (1)
 - dd. Structural - Pier Details (1)
 - ee. Electrical - General Notes, Legends, and Abbreviations (1)
 - ff. Electrical - Power Plan (1)
 - gg. Electrical - Lighting and Fire Alarm Plan (1)
 - hh. Electrical - Fire Alarm Riser Diagram (1)
 - ii. Electrical - Panel Schedules and One Line (1)
 - jj. Plumbing - General Notes and Legend Schedules (1)
 - kk. Plumbing - Plumbing Floor Plan (1)
 - ll. Plumbing - Details (1)

10.FINAL DESIGN

Subtasks of the CONSULTANT are limited to the following:

- 10.1. Finalize design of site grading and develop a final digital terrain model of the proposed grading.
- 10.2. Finalize design of erosion control measures.
- 10.3. Finalize design of the stormwater drainage in the vicinity of the proposed hangar.
- 10.4. Design a sanitary sewer connection from the proposed hangar to the municipal sewer.
- 10.5. Finalize construction safety and phasing plan (CSPP) and written narrative.
- 10.6. Finalize fence layout, gates, and details.
- 10.7. Finalize limits of demolition and disturbance.
- 10.8. Prepare front end and technical specifications for site work.
- 10.9. Coordinate and review final engineer's preliminary opinion of probable construction costs (EOPCC) (prepared by architect's subconsultant). The ENGINEER will utilize past bid results from similar work and other published construction cost data in the preparation of the cost estimate. As the ENGINEER has no control over market conditions or the pricing Contractors chose to use in their bids, the ENGINEER cannot guarantee the bids will be below or above the EEOCC.
- 10.10. Perform a utility conflict analysis based on known electrical, underdrain, and drainage locations and elevations.
- 10.11. Provide height limitations one (1) material storage locations within the airport property for temporary use during construction.
- 10.12. Submit up to four (4) OEAAA notifications with sketches for construction box, fence line, building corners and roof ridge, and CSPP.
- 10.13. Perform in-house quality control review of the plans and specifications with multiple disciplines.
- 10.14. Compile a complete set of construction drawings and specifications to be used for bidding and construction. The bid set drawings will be stamped and signed by an engineer(s) and architect(s) registered to practice in the State of Maine.
- 10.15. Prepare the final design report that details the critical design components of this project.

- 10.16. Submit final design plans and cost estimate to the SPONSOR , MaineDOT and FAA for reviews and comments. Schedule and conduct final review meeting with the SPONSOR and stakeholders. Prepare notes.
- 10.17. Adjust plans and specifications based on Final Design Review Meeting.

Architectural

- 10.18. Develop final designs for the hangar including floor plans, roof plans, elevations, ceiling plans, building sections, wall sections, and door schedules and details.
- 10.19. Design interior and exterior finishes, lighting design approach, and miscellaneous finishes and fixtures.
- 10.20. Prepare Architectural technical specifications for bidding.
- 10.21. Prepare life safety plans based on the State of Maine Building Code.

Structural

- 10.22. Complete the structural design.
- 10.23. Prepare structural technical specifications for bidding.
- 10.24. Develop Structural Notes to be included on the Construction Documents.
- 10.25. Prepare a complete statement of Special Inspections in conformance with the Building Code of Maine and develop procedures and formats for reporting results prior to the start of construction.

Electrical / Plumbing

- 10.26. Finalize design of major electrical duct or pipe runs and coordination with structural and architectural building components.
- 10.27. Finalize design of plumbing room equipment layouts and locations.
- 10.28. Finalize design of major electrical equipment (distribution panels, etc.) dimensioned and drawn to scale into the space allocated, also include riser diagram or one-line diagram. Design of fire alarm systems including smoke and carbon monoxide detector and manual pull boxes. The design includes connection of the fire alarm system to the city system.
- 10.29. Finalize design of plumbing systems.
- 10.30. Prepare electrical and plumbing technical specifications for bidding.

10.31. Prepare electrical and plumbing notes for the Construction Documents.

Develop Final Design Plan Set

10.32. Prepare Final Design Plan Set. Plans will include:

- a. Cover Sheet (1)
- b. General Plan and Airfield Survey Control (1)
- c. Construction Safety and Phasing Plan (2)
- d. Site Design - Existing Condition Plans
- e. Site Design - Demolition Plan (1)
- f. Site Design - Layout Plan (1) and Taxilane Lighting Plan (1)
- g. Site Design - Grading Drainage (2)
- h. Site Design - Drainage Details (2)
- i. Site Design – Fence and Gate Details (1)
- j. Site Design - Erosion Control Plan (1)
- k. Site Design - Erosion Control Details (3)
- l. Site Design - Typical Section and Pavement Details (1)
- m. Site Design - Utility Plan (1)
- n. Site Design - Utility Details (2)
- o. Site Design - Boring Plan (1)
- p. Site Design - Boring Logs (1)
- q. Architectural - Abbreviations, Symbols, & Partition Types (1)
- r. Architectural - First Floor Plan (1)
- s. Architectural - Roof Plan (1)
- t. Architectural - Reflected Ceiling Plan (1)
- u. Architectural - Elevations (2)
- v. Architectural - Building Sections (1)
- w. Architectural - Wall Sections (2)
- x. Architectural - Details (2)
- y. Architectural - Door Schedule and Details (1)
- z. Structural – Standard Notes (1)
- aa. Structural – Standard Details (2)
- bb. Structural – Foundation Plan (1)
- cc. Structural – Sections (1)
- dd. Structural – Pier Details (1)
- ee. Electrical – General Notes, Legends, and Abbreviations (1)
- ff. Electrical – Power Plan (1)
- gg. Electrical – Lighting and Fire Alarm Plan (1)
- hh. Electrical – Fire Alarm Riser Diagram (1)
- ii. Electrical – Panel Schedules and One Line (1)
- jj. Plumbing – General Notes and Legend Schedules (1)
- kk. Plumbing – Plumbing Floor Plan (1)
- ll. Plumbing – Details (1)

10.33. Develop Engineer’s Design Report in PDF.

11.BID PHASE SERVICES

Subtasks of the CONSULTANT are limited to the following:

- 11.1. Set up a web-based portal for the distribution and viewing of plans, specifications, and bidding documents. The portal will be capable of registering and recording plan set holders and potential bidders. CONSULTANT will maintain the portal throughout the bidding process.
- 11.2. Prepare and coordinate the placement of the advertisement for bids in one up to (1) local newspaper and contact up to two (2) plan holder websites. The cost to place the local advertisement shall be paid for by the SPONSOR.
- 11.3. Conduct a pre-bid conference, prepare an agenda, and develop graphics. The pre-bid conference will be at the airport and one (1) MJ employee will attend.
- 11.4. Assist the SPONSOR with the response to bidder's questions. The prospective bidder's questions will be collected by CONSULTANT and distributed to the associated disciplines.
- 11.5. Assist the SPONSOR in the preparation and issuance of addendums. This task includes up to two (2) addendums. Any addendums will be posted on the CONSULTANT's bid portal.
- 11.6. Attend the bid opening and provide assistance to the SPONSOR in the bid opening procedures.
- 11.7. Assist the SPONSOR in analyzing the bids received and prepare a bid review letter. Upon approval of the bid review letter, submit it to the FAA and MaineDOT.

C. CLARIFICATIONS

The following clarifications are provided as the basis for the design services for the PROJECT:

1. The basis of design is for an unheated T-hangar structure with up to 10 units that is under 12,000sf.
2. LEW is responsible for consultant costs prior to grant reimbursements being received.
3. The project budget for the proposed hangar and associated work is \$2.75 million.
4. Value Engineering is excluded from this scope of work.
5. Plans will be produced in AutoCAD Civil 3D.
6. The bids will be based upon a performance-type specification approach for a pre-engineered, steel-framed building.
7. Design excludes a conditioned building (heat/air conditioning) or interior mezzanines.
8. Foundation design is limited the use of traditional spread and continuous footings with an interior slab-on-grade and assumes soil conditions at the site will allow for this approach.

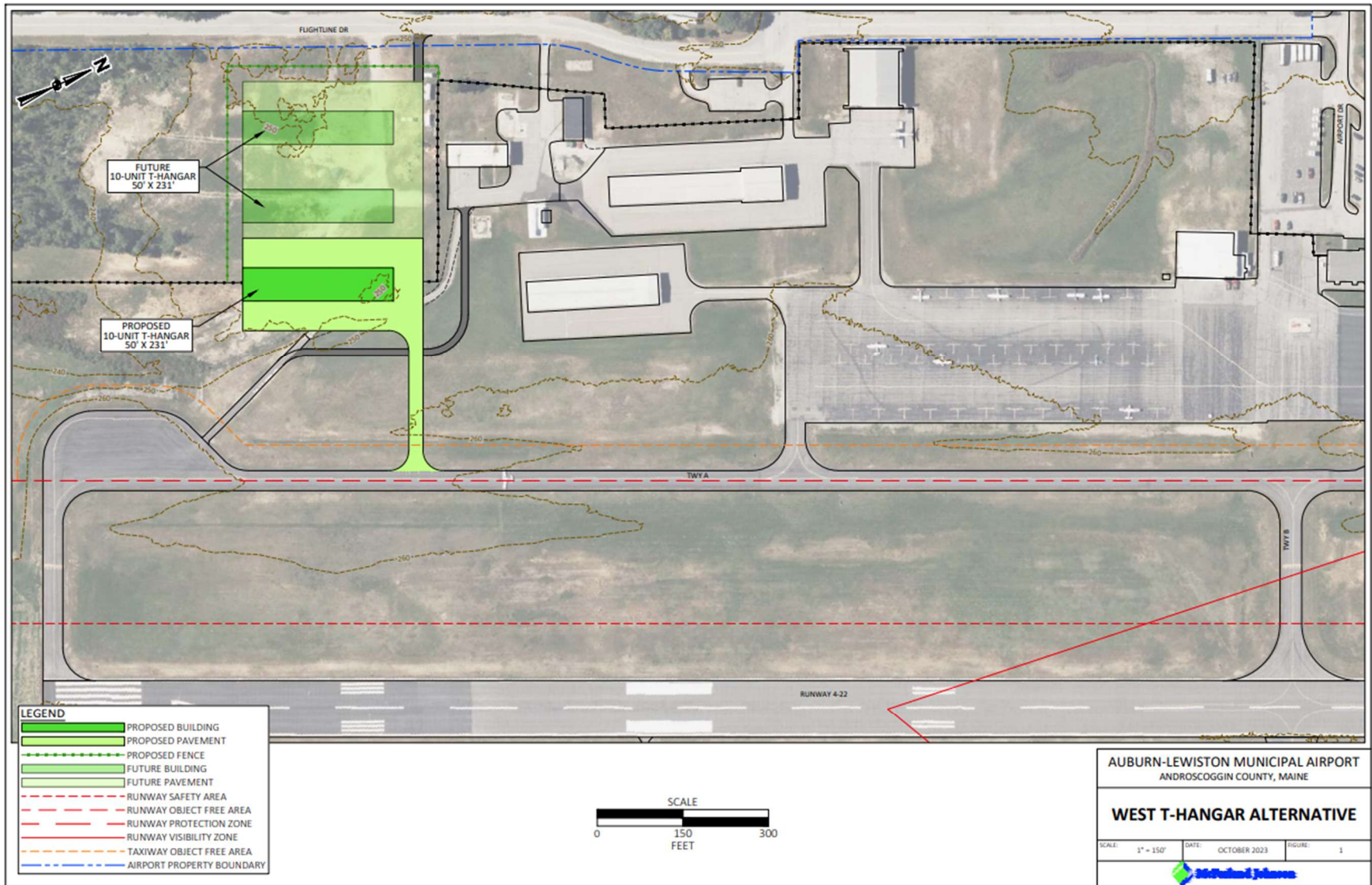
9. Sustainable/green design elements beyond those required by building and energy codes are excluded.
10. Electrical design is limited to current energy and building codes.
11. The design of security cameras and electronic access control is excluded.
12. The SPONSOR has indicated that there is no known hazardous materials contamination within the project site.
13. Existing utilities will have adequate capacity to support the proposed hangar.
14. A Natural Resource Protection Act permit application for wetland impacts is excluded.
15. Update to Stormwater Pollution Prevention Plan (SWPPP) is excluded.
16. Fire suppression system design is excluded from this scope of work.
17. Additional services must be authorized by the SPONSOR in writing, and in advance of proceeding with additional work based on a negotiated fee.
18. Bid Alternatives are excluded.
19. Revisions to final plans resulting from delays in permit review are excluded.
20. Mechanized gates, key access design is excluded.

D. SCHEDULE

The following assumptions are provided as the basis for the design for the PROJECT:

The following is an approximate schedule of project milestones:

Authorization to Proceed	April 2024
Data Collection Complete.....	June 2024
Conceptual (30%) Design Submission	July 2024
Conceptual (30%) Design Review/Comments	July 2024
SLODA Submission.....	August 2024
Preliminary (60%) Design Submission.....	August 2024
Preliminary (60%) Review/Comments	August 2024
Final Design Submission (100%)	October 2024
Final Review Meeting/Comments	October 2024
Plans and Specs Available.....	November 2024
Open Bids.....	December 2024
Bid Review Complete	December 2024
Submit FAA Grant Application(s)	December 2024
Grant Offer(s).....	June 2025
Award Project	July 2025
Anticipated Construction Start.....	September 2025
Winter Shutdown (Anticipated)	December 2025 – March 2026
Anticipated Construction End.....	June 2026
Close Out Project	July 2026



Attachment B: Consultant's Cost Proposal

3/14/2024

**McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design
 and Bidding to Construct New T-Hangar and Taxilanes**

Task and Description	Payment Terms	Hours	Fee
Task 1 - Grant and Project Administration	Lump Sum	424	\$ 81,311.00
Task 2 - Data Collection - Topographic Survey	Actual Cost Plus Fixed Fee	57	\$ 21,789.00
Task 3 - Data Collection - Geotechnical Investigation	Actual Cost Plus Fixed Fee	51	\$ 36,530.00
Task 4 - Data Collection - Archaeological Survey	Actual Cost Plus Fixed Fee	33	\$ 24,050.00
Task 5 - Project Justification and Planning	Lump Sum	108	\$ 18,970.00
Task 6 - NEPA Environmental Review	Lump Sum	116	\$ 23,280.00
Task 7 - Permitting	Actual Cost Plus Fixed Fee	399	\$ 83,250.00
Task 8 - Conceptual (30%) Design	Lump Sum	206	\$ 61,730.00
Task 9 - Preliminary (60%) Design	Lump Sum	335	\$ 92,620.00
Task 10 - Final Design	Lump Sum	370	\$ 92,330.00
Task 11 - Bid Phase Services	Lump Sum	87	\$ 22,000.00
Total Actual Cost Plus Fixed Fee	SUBTOTAL	540	\$ 165,619.00
Total Lump Sum	SUBTOTAL	1,646	\$ 392,241.00
Total Project Costs	TOTAL	2,186	\$ 557,860.00

		<u>Breakdown</u>
Subconsultants	\$	145,658.76
Expenses	\$	12,000.60
MJ	\$	400,200.64
Breakdown Total	\$	557,860.00

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design
 and Bidding to Construct New T-Hangar and Taxilanes

Sub task	Task 1 - Grant and Project Administration	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
1.1	Prepare agenda and conduct pre-design conference call with Sponsor, MaineDOT & FAA (remote)		4						4
1.2	Conduct Site Walk to evaluate field conditions and project limits		1			10			11
1.3	Assist with development of Scope Of Work, IFE, negotiations	2	20	10	2	6		4	44
1.4	Prepare RFP for Ground Survey		2			8		2	12
1.5	Prepare RFP for Geotech		2			8		2	12
1.6	Prepare RFP for Archaeological Survey		2			8		2	12
1.7	Prepare project contract		2	4					6
1.8	Develop proposed project worksheet, letter of intent, CDS grant application		6					12	18
1.9	Develop FAA BIL grant application		2					8	10
1.10	Develop up to (13) FAA/MaineDOT reimbursements for CDS Grant		7					13	20
1.11	Develop up to (13) FAA/MaineDOT reimbursements for BIL Grant		7					13	20
1.12	Develop (45) progress reports to MaineDOT and FAA		24					60	84
1.13	Attend (27) project update calls on periodic basis		54			27			81
1.14	Prepare initial project schedule & update		27						27
1.15	Prepare initial project budget & update		27						27
1.16	Assist with FAA CDS closeout report, coordinate printing, retain records		4			8		6	18
1.17	Assist with FAA BIL closeout report, coordinate printing, retain records		4			8		6	18
	TOTAL Hours	2	195	14	2	83	0	128	424
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct labor Cost	\$ 170.00	\$ 15,210.00	\$ 873.60	\$ 123.20	\$ 4,565.83	\$ -	\$ 4,339.20	

TOTAL HOURS	424
TOTAL DIRECT LABOR COST	\$ 25,281.83
OVERHEAD @ 179.00%	\$ 45,254.48
TOTAL LABOR COST	\$ 70,536.31
FEE @ 15%	\$ 10,580.45
SUBTOTAL	\$ 81,116.76
TOTAL EXPENSES	\$ 194.24
TOTAL OUTSIDE SERVICES	\$ -
TOTAL TASK	\$ 81,311.00
USE LUMP SUM	\$ 81,311.00

Expenses

Meals	\$ 28.00
Hotel	\$ -
Mileage	\$ 136.00
Transportation Cost (Tolls/Parking)	\$ 12.00
Postage/Copies.	\$ 18.24

Total Expenses \$ **194.24**

Outside Services

\$ -

Total Outside Services: \$ -

TASK 1 EXPENSES BREAKDOWN

3/14/2024

Subtask	Status	Breakfast	Dinner	Incidental	Hotel	Toll	Mileage (\$0.50)/mile 2024 Rate
Task 1.2	Site Visit	\$ 8.00	\$ 20.00	\$ -	\$ -	\$ 12.00	\$ 136.00 Concord to LEW & Back
	Subtotal	\$ 8.00	\$ 20.00	\$ -	\$ -	\$ 12.00	\$ 136.00
	Total		\$ 176.00				

Attachment B: Consultant's Cost Proposal

3/14/2024

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design
 and Bidding to Construct New T-Hangar and Taxilanes

Sub task	Task 2 - Data Collection - Topographic Survey	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
2.1	Prepare subconsultant agreement	1	6					2	9
2.2	Coordinate Surveyor work with Airport (1)		10						10
2.3	Review deliverables of Surveyor		2				4		6
2.4	Perform field check of survey (1)		1			10			11
2.5	Prepare base plan & DTM with information from Surveyor	1				4	16		21
	TOTAL Hours	2	19	0	0	14	20	2	57
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct labor Cost	\$ 170.00	\$ 1,482.00	\$ -	\$ -	\$ 770.14	\$ 758.00	\$ 67.80	

Expenses

Meals	\$ 28.00
Hotel	\$ -
Mileage	\$ 136.00
Transportation Cost (Tolls/Parking)	\$ 12.00
Postage/Copies	\$ 21.49

Total Expenses \$ 197.49

Outside Services

Survey - GM2 Work Item #1 First Priority Area \$ 11,170.50

Total Outside Services: \$ 11,170.50

TOTAL HOURS	57
TOTAL DIRECT LABOR COST	\$ 3,247.94
OVERHEAD @ 179.00%	\$ 5,813.81
TOTAL LABOR COST	\$ 9,061.75
FEE @ 15%	\$ 1,359.26
SUBTOTAL	\$ 10,421.01
TOTAL EXPENSES	\$ 197.49
TOTAL OUTSIDE SERVICES	\$ 11,170.50
TOTAL TASK	\$ 21,789.00
USE ACTUAL COST + FIXED FEI	\$ 21,789.00

TASK 2 EXPENSES BREAKDOWN

3/14/2024

Subtask	Status	Breakfast	Dinner	Incidental	Hotel	Toll	Mileage (\$0.50)/mile 2024 Rate
Task 2.4	Extended Day	\$ 8.00	\$ 20.00	\$ -	\$ -	\$ 12.00	\$ 136.00 Concord to LEW & Back
	Subtotal	\$ 8.00	\$ 20.00	\$ -	\$ -	\$ 12.00	\$ 136.00
	Total		\$ 176.00				

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design and Bidding to Construct New T-Hangar and Taxiways

Sub task	Task 3 - Data Collection - Geotechnical Investigation	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
3.1	Review existing soils data, existing and proposed site topography, climatic records, and AC 150/5320-6, Airport Pavement Design and Evaluation.		1	2		8			11
3.2	Prepare subconsultant agreement for Geotech	1	6					2	9
3.3	Submit one (1) OEAAA notification with sketch for equipment					1	2		3
3.4	Layout boring locations at least one (1) week prior to start of geotechnical investigations		1			10			11
3.5	Coordinate work of geotechnical firm with Airport (1) day		0			4			4
3.6	Review deliverables of Geotechnical Subconsultant for completeness		1	4		8			13
	TOTAL Hours	1	9	6	0	31	2	2	51
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct labor Cost	\$ 85.00	\$ 702.00	\$ 374.40	\$ -	\$ 1,705.31	\$ 75.80	\$ 67.80	

Expenses

Meals	\$ 28.00
Hotel	-
Mileage	\$ 136.00
Transportation Cost (Tolls/Parking)	\$ 12.00
Postage/Copies	\$ 14.10

Total Expenses \$ 190.10

Outside Services

Geotechnical - R.W. Gillespie & Associates, Inc. Rev. 2-8-24 \$ 26,681.33

Total Outside Services: \$ 26,681.33

TOTAL HOURS	51
TOTAL DIRECT LABOR COST	\$ 3,010.31
OVERHEAD @ 179.00%	\$ 5,388.45
TOTAL LABOR COST	\$ 8,398.76
FEE @ 15%	\$ 1,259.81
SUBTOTAL	\$ 9,658.57
TOTAL EXPENSES	\$ 190.10
TOTAL OUTSIDE SERVICES	\$ 26,681.33
TOTAL TASK	\$ 36,530.00
USE ACTUAL COST + FIXED FEE	\$ 36,530.00

TASK 3 EXPENSES BREAKDOWN

3/14/2024

Subtask	Status	Breakfast	Dinner	Incidental	Hotel	Toll	Mileage (\$0.50)/mile 2024 Rate
Task 3.4	Extended Day	\$ 8.00	\$ 20.00	\$ -	\$ -	\$ 12.00	\$ 136.00 Concord to LEW & Back
	Subtotal	\$ 8.00	\$ 20.00	\$ -	\$ -	\$ 12.00	\$ 136.00
	Total		\$ 176.00				

Attachment B: Consultant's Cost Proposal

3/14/2024

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design and Bidding to Construct New T-Hangar and Taxiways

Sub task	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
Task 4 - Data Collection - Archaeological Survey								
4.1 Prepare subconsultant agreement for archaeological survey	1	6					2	9
4.2 Conduct remote meeting with MHPC and subconsultant (2)		2		4				6
4.3 Site visit with MHPC, sponsor, subconsultant (1)		1		10				11
4.4 Coordinate site work with the airport		2						2
4.5 Review deliverables of Subconsultant for completeness		1		4				5
TOTAL Hours	1	12	0	18	0	0	2	33
Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
Direct labor Cost	\$ 85.00	\$ 936.00	\$ -	\$ 1,108.80	\$ -	\$ -	\$ 67.80	

Expenses

Meals	\$ 28.00
Hotel	\$ -
Mileage	\$ 136.00
Transportation Cost (Tolls/Parking)	\$ 12.00
Postage/Copies	\$ 16.07

Total Expenses \$ 192.07

Outside Services

Archaeological - Northeast Arch. Research Center, Inc. 2/9/24 \$ 16,806.93

Total Outside Services: \$ 16,806.93

TOTAL HOURS	33
TOTAL DIRECT LABOR COST	\$ 2,197.60
OVERHEAD @ 179.00%	\$ 3,933.70
TOTAL LABOR COST	\$ 6,131.30
FEE @ 15%	\$ 919.70
SUBTOTAL	\$ 7,051.00
TOTAL EXPENSES	\$ 192.07
TOTAL OUTSIDE SERVICES	\$ 16,806.93
TOTAL TASK	\$ 24,050.00
USE ACTUAL COST + FIXED FEE	\$ 24,050.00

TASK 4 EXPENSES BREAKDOWN

3/14/2024

Subtask	Status	Breakfast	Dinner	Incidental	Hotel	Toll	Mileage (\$0.50)/mile 2024 Rate
Task 4.3	Extended Day	\$ 8.00	\$ 20.00		\$ -	\$ 12.00	\$ 136.00 Concord to LEW & Back
Task 4.4							
	Subtotal	\$ 8.00	\$ 20.00	\$ -	\$ -	\$ 12.00	\$ 136.00
	Total		\$ 176.00				

Attachment B: Consultant's Cost Proposal

3/14/2024

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design and Bidding to Construct New T-Hangar and Taxiways

Sub task	Task 5 - Project Justification and Planning	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
5.1	Obtain LIDAR and model existing surface		1			1	4		6
5.2	Request and coordinate historic base plan documents from previous consultants		3						3
5.3	Develop assumptions for ADG, hangar type/dimensions, orientation, units		1	1		1			3
5.4	Develop layout for up to (4) potential hangar locations and conduct review		4	4		12	16		36
5.5	Conduct detailed analysis for up to two (2) hangar site locations based on refined layouts		2	4		16	16		38
5.6	Conduct up to two (2) client meetings to discuss alternatives(3)		4	2		2			8
5.7	Conduct a table-top environmental review of the preferred hangar siting to determine environmental review requirements		4		10				14
	TOTAL Hours	0	19	11	10	32	36	0	108
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct labor Cost	\$ -	\$ 1,482.00	\$ 686.40	\$ 616.00	\$ 1,760.32	\$ 1,364.40	\$ -	

Expenses

Meals	\$ -
Hotel	\$ -
Mileage	\$ -
Transportation Cost (Tolls/Parking)	\$ -
Postage/Copies	\$ 10.59

Total Expenses \$ 10.59

Outside Services

None \$ -

Total Outside Services: \$ -

TOTAL HOURS	108
TOTAL DIRECT LABOR COST	\$ 5,909.12
OVERHEAD @ 179.00%	\$ 10,577.32
TOTAL LABOR COST	\$ 16,486.44
FEE @ 15%	\$ 2,472.97
SUBTOTAL	\$ 18,959.41
TOTAL EXPENSES	\$ 10.59
TOTAL OUTSIDE SERVICES	\$ -
TOTAL TASK	\$ 18,970.00
USE LUMP SUM	\$ 18,970.00

TASK 5 EXPENSES BREAKDOWN

3/14/2024

Subtask	Status	Meal	Meal Value	Hotel	Toll	Mileage
	Not Applicable					
		Subtotal	\$ -	\$ -	\$ -	\$ -
		Total	\$ -			

Attachment B: Consultant's Cost Proposal

3/14/2024

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design
 and Bidding to Construct New T-Hangar and Taxilanes

Sub task	Task 6 - NEPA Environmental Review	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
6.1	Review 1050.1F for CatEx eligibility		1		2				3
6.2	Review LEW existing endangered threatened species, wetlands information.		1		4				5
6.3	Review readily available Historic and Tribal areas of interest.		2		4				6
6.4	Prepare detailed project description		2		2				4
6.5	Prepare and submit historic preservation review request letter.		1		4				5
6.6	Submit review request to USFWS		1		6				7
6.7	Prepare Submit review request letters to MeIFW and MAP		2		4				6
6.8	Coordinate with FAA to submit THPO review		1		4				5
6.9	Attend site visit (1) to identify the potential for habitats and wetlands		1		10				11
6.10	Review flood plain maps and verify project impacts		1		2				3
6.11	Prepare figures (2)		1		2		8		11
6.12	Prepare document and coordiante SOP 5.1. Address Comments.		8		24	16		2	50
	TOTAL Hours	0	22	0	68	16	8	2	116
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct Labor Cost	\$ -	\$ 1,716.00	\$ -	\$ 4,188.80	\$ 880.16	\$ 303.20	\$ 67.80	

TOTAL HOURS	116
TOTAL DIRECT LABOR COST	\$ 7,155.96
OVERHEAD @ 179.00%	\$ 12,809.17
TOTAL LABOR COST	\$ 19,965.13
FEE @ 15%	\$ 2,994.77
SUBTOTAL	\$ 22,959.90
TOTAL EXPENSES	\$ 320.10
TOTAL OUTSIDE SERVICES	\$ -
TOTAL TASK	\$ 23,280.00
USE LUMP SUM	\$ 23,280.00

Expenses

Meals	\$ 8.00
Hotel	-
Mileage	\$ 136.00
Transportation Cost (Tolls/Parking)	\$ 12.00
Maine Natural Areas Program (MNAP) Review	\$ 150.00
Postage/Copies.	\$ 14.10

Total Expenses

\$ 320.10

Outside Services

None _____

Total Outside Services:

\$ -

TASK 6 EXPENSES BREAKDOWN

3/14/2024

Subtask	Status	Breakfast	Dinner	Incidental	Hotel	Toll	Mileage (\$0.50)/mile 2024 Rate
6.9	Travel	\$ 8.00	\$ -	\$ -	\$ -	\$ 12.00	\$ 136.00 Concord to LEW & Back
	Subtotal	\$ 8.00	\$ -	\$ -	\$ -	\$ 12.00	\$ 136.00
	Total		\$ 156.00				

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design
 and Bidding to Construct New T-Hangar and Taxilanes

Sub task	Task 7 - Permitting	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
7.1	Review 2021 SLODA and Finding of Fact & Order		2		4				6
7.2	Provide Summary, Coordinate Conditions with SPONSOR		2		4				6
7.3	Conduct wetland delineation, GPS locate, and develop jurisdictional data forms (2 days + Travel for 2)		2		12	18	4		36
	Maine Site Location of Development Act - Amendment								
7.4	Submit formal request for Pre-Application Meeting with City		8		2				10
7.5	Develop approach to stormwater mitigation			2		4			6
7.6	Coordinate Pre-Submission Meeting with City		8		2				10
7.7	Develop Pre-Development Drainage Plan		1	2		8	8		19
7.8	Develop a Post-Development Drainage Plan.		1	2		8	8		19
7.9	Develop a Treatment Plan.		1	2		8	8		19
7.10	Develop Site Plan addressing City Requirements		1	2		8	8		19
7.11	Model Hydrologic surface runoff Pre & Post for 2, 10, 25, 100yrs		1	4		16			21
7.12	Analyze stormwater treatment devices per chpt 500. Revise grading, revise HydroCAD model.		1	4		16			21
7.13	Prepare stormwater management written report		1	2		8			11
7.14	Prepare erosion control written report		1	2		8			11
7.15	Develop stormwater maintenance manual		1	2		8			11
7.16	Develop List of Abutters, Certified Mail notice track.		3			2		4	9
7.17	Coordinate Notice in Local Newspaper		1			2		2	5
7.18	Develop and coordinate potable water source Ability to Serve Letter		1			4			5
7.19	Develop and coordinate sanitary sewer Ability to Serve Letter		1			0			1
7.20	Develop and coordinate electrical Ability to Serve Letter		1			4			5
7.21	Prepare SLODA Amendment Application (19 Sections)		4		40	20			64
7.22	Print and deliver 15 copies, 5 full size, 10 halfsize plans		4			6		4	14
7.23	Address City Review comments (2) rounds.		4			24	16	4	48
7.24	Prepare and Present at City Planning Board Meeting		10			4		2	16
7.25	Develop and submit Maine MCGP Application		1		4			2	7
	TOTAL Hours	0	61	24	68	176	52	18	399
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct Labor Cost	\$ -	\$ 4,758.00	\$ 1,497.60	\$ 4,188.80	\$ 9,681.76	\$ 1,970.80	\$ 610.20	

Expenses

Meals	\$ 309.00
Hotel	\$ 233.26
Mileage	\$ 1,024.00
Transportation Cost (Tolls/Parking)	\$ 72.00
Site Plan Review Fee	\$ 200.00
SLODA Application Fee	\$ 6,400.00
MCGP Application Fee	\$ 135.00
Printing/Postage/Copies.	\$ 2,020.81

Total Expenses \$ 10,394.07

Outside Services

None _____

Total Outside Services: \$ -

TOTAL HOURS	399
TOTAL DIRECT LABOR COST	\$ 22,707.16
OVERHEAD @ 179.00%	\$ 40,645.82
TOTAL LABOR COST	\$ 63,352.98
FEE @ 15%	\$ 9,502.95
SUBTOTAL	\$ 72,855.93
TOTAL EXPENSES	\$ 10,394.07
TOTAL OUTSIDE SERVICES	\$ -
TOTAL TASK	\$ 83,250.00
USE ACTUAL COST + FIXED FEE	\$ 83,250.00

TASK 7 EXPENSES BREAKDOWN

3/14/2024

Expenses									
Subtask	Status	Breakfast	Dinner	Incidental	Hotel	Toll	Rental+gas		
7.3	Overnight	First Day Travel	\$ 44.25		\$ 116.63	\$ 6.00	\$ 120.00	Concord to LEW	
	Overnight	Last Day Travel	\$ 44.25			\$ 6.00	\$ 120.00	LEW to Concord	
	Overnight	First Day Travel	\$ 44.25		\$ 116.63	\$ 6.00	\$ 120.00	Concord to LEW	
	Overnight	Last Day Travel	\$ 44.25			\$ 6.00	\$ 120.00	LEW to Concord	
									Mileage (\$0.50)/mile (2024 rate)
7.4	Extended Day	\$ 8.00	\$ 20.00	\$ 5.00	\$ -	\$ 12.00	\$ 136.00	Concord to LEW & Back	
7.6	Extended Day	\$ 8.00	\$ 20.00	\$ 5.00	\$ -	\$ 12.00	\$ 136.00	Concord to LEW & Back	
7.24	Extended Day	\$ 8.00	\$ 20.00	\$ 5.00	\$ -	\$ 12.00	\$ 136.00	Concord to LEW & Back	
7.24	Extended Day	\$ 8.00	\$ 20.00	\$ 5.00	\$ -	\$ 12.00	\$ 136.00	Concord to LEW & Back	
	Subtotal	\$ 32.00	\$ 257.00	\$ 20.00	\$ 233.26	\$ 72.00	\$ 1,024.00		
			Total	\$ 1,638.26					

Printing	Copies	Sheets	Rate	Cost
Full Size	5	24.00	\$ 2.50	\$ 300.00
Half Size	15	24	\$ 1.20	\$ 432.00
Report working	15	275	\$ 0.25	\$ 1,031.25
				\$ -
			Total	\$ 1,763.25

Postage	Abbutters	Rate	Cost
Certified Mailing	56	\$ 4.35	\$ 243.60

Attachment B: Consultant's Cost Proposal

3/14/2024

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design and Bidding to Construct New T-Hangar and Taxilanes

Sub task	Task 8 - Conceptual (30%) Design	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
8.1	Prepare subagreement for Architectural Subconsultant	1	6					2	9
8.2	Coordinate with Arch, Structural, Electrical, Plumbing disciplines		8	8		16			32
8.3	Investigate fire protection, codes, requirements. Prepare Summary.		2	2		6			10
8.4	Electrical and Plumbing 30% design		1	2		8			11
8.5	Structural 30% design		1	2		4			7
8.6	Site/Civil 30% Design		4			24	8		36
8.7	Prepare 30% Design Documents		2	8		8	32		50
8.8	Prepare conceptual Engineer's Opinion of Probable Construction Costs		1	2		8			11
8.9	Develop financial Plan identifying costs and funding schedule		4	2					6
8.10	Schedule and prepare 30% Design review meeting		2			4			6
8.11	Revise 30% design and submit for LEW BOD approval		2	2		8	8		20
8.12	Prepare Pen & Ink Change for ALP		2			2	4		8
	TOTAL Hours	1	35	28	0	88	52	2	206
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct labor Cost	\$ 85.00	\$ 2,730.00	\$ 1,747.20	\$ -	\$ 4,840.88	\$ 1,970.80	\$ 67.80	

Expenses

Meals	\$ -
Hotel	\$ -
Mileage	\$ -
Transportation Cost (Tolls/Parking)	\$ -
Postage/Copies	\$ 19.37

Total Expenses \$ 19.37

Outside Services

Architect - Fennick McCredie Architecture, Ltd. \$ 25,000.00

Total Outside Services: \$ 25,000.00

TOTAL HOURS	206
TOTAL DIRECT LABOR COST	\$ 11,441.68
OVERHEAD @ 179.00%	\$ 20,480.61
TOTAL LABOR COST	\$ 31,922.29
FEE @ 15%	\$ 4,788.34
SUBTOTAL	\$ 36,710.63
TOTAL EXPENSES	\$ 19.37
TOTAL OUTSIDE SERVICES	\$ 25,000.00
TOTAL TASK	\$ 61,730.00
USE LUMP SUM	\$ 61,730.00

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 1918&01
 Project Administration, Data Collection, Planning, Permitting, Design
 and Bidding to Construct New T-Hangar and Taxilanes

Sub task	Task 9 - Preliminary (60%) Design	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
9.1	Pavement Design, Use SRE + Wait list, Model FAARFIELD			2		6			8
9.2	Develop site grading, FFE, and DTM of proposed grading			2		16			18
9.3	Design erosion control measures			1		4			5
9.4	Design stormwater drainage			2		8			10
9.5	Design sewer connection			1		8			9
9.6	Develop a preliminary CSPDP with narrative		1	4		8			13
9.7	Coordinate preliminary utility connections					4			4
9.8	Develop fence layout, swing gates, and details.			1		4			5
9.9	Revise geometry design and develop new marking layout			1		4			5
9.10	Revise limits of demolition and disturbance			2		4			6
9.11	Develop EOPCC and quantity take off			2		8			10
9.12	Schedule conduct multi-discipline review meeting		4	4		8			16
9.13	Coordinate review meeting for the 60% submission with SPONSOR and other stakeholders to discuss review comments		2			4			6
9.14	Develop Architectural designs for the hangar including floor plans, roof plans, elevations, ceiling plans, building sections, wall sections, door schedules, and details.								0
9.15	Perform structural analysis for foundation loads for foundations, frost walls, and slab-on-grade. Develop performance specification for the pre-engineered building structure.		1	4					5
9.16	Develop plumbing fixture counts layout and define water and sewer service points			1		4			5
9.17	Develop design criteria for electrical service & fire protection, including emergency power			1		12			13
9.18	Develop equipment room location and space requirements			1		2			3
9.19	Develop Electrical/plumbing systems, narratives			1		4			5
9.20	Locate electrical connection to proposed transformer			1		2			3
9.21	Prepare 60% Design Plan Set								
a	Cover Sheet (1)					1	1		2
b	General Plan and Airfield Control (1)					1	2		3
c	Construction Safety and Phasing Plan (2)		1	2		4	8		15
d	Site Design - Existing Condition Plans (1)					1	4		5
e	Site Design - Demolition Plan (1)			1		2	4		7
f	Site Design - Layout Plan (1) & Taxilane Lighting Plan (1)			1		10	4		15
g	Site Design - Grading Drainage (2)			1		2	4		7
h	Site Design - Drainage Details (2)			1		2	4		7
i	Site Design - Fence and Gate Details (1)			1		2	4		7
j	Site Design - Erosion Control Plan (1)					1	4		5
k	Site Design - Erosion Control Details (3)					2	4		6
l	Site Design - Typical Section and Pavement Details (1)			1		2	4		7
m	Site Design - Utility Plan (1)					1	2		3
n	Site Design - Utility Details (2)			1		4	4		9
o	Site Design - Boring Plan (1)					1	2		3
p	Site Design - Boring Logs (1)					1	2		3
q	Architectural Sheets								
z	Structural - Standard Notes (1)								1
aa	Structural - Standard Details (2)								2
bb	Structural - Foundation Plan (1)		1	4			8		13
cc	Structural - Sections (1)		1	6			4		11
dd	Structural - Pier Details (1)		1	4			4		9
ee	Electrical - General Notes, Legends, and Abbreviations (1)					2	1		3
ff	Electrical - Power Plan (1)			2		4	2		8
gg	Electrical - Lighting and Fire Alarm Plan (1)			1		4	2		7
hh	Electrical - Fire Alarm Riser Diagram (1)			1		4	2		7
ii	Electrical - Panel Schedules and One Line (1)			2		4	2		8
jj	Plumbing - General Notes and Legend Schedules (1)					2	1		3
kk	Plumbing - Plumbing Floor Plan (1)					4	2		6
ll	Plumbing - Details (1)					2	2		4
	TOTAL Hours	0	12	63	0	189	71	0	335
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct Labor Cost	\$ -	\$ 936.00	\$ 3,931.20	\$ -	\$ 10,588.89	\$ 2,690.90	\$ -	

Expenses	
Meals	\$ -
Hotel	\$ -
Mileage	\$ -
Transportation Cost (Tolls/Parking)	\$ -
Postage/Copies	\$ 11.42
Total Expenses	\$ 11.42
Outside Services	
Fennick McCrede Architecture, Ltd.	\$ 35,000.00
Total Outside Services:	\$ 35,000.00

TOTAL HOURS	335
TOTAL DIRECT LABOR COST	\$ 17,954.99
OVERHEAD @ 179.00%	\$ 32,139.43
TOTAL LABOR COST	\$ 50,094.42
FEE @ 15%	\$ 7,514.16
SUBTOTAL	\$ 57,608.58
TOTAL EXPENSES	\$ 11.42
TOTAL OUTSIDE SERVICES	\$ 35,000.00
TOTAL TASK	\$ 92,620.00
USE LUMP SUM	\$ 92,620.00

McFarland Johnson, Inc.
 City of Auburn, Maine
 Auburn-Lewiston Municipal Airport
 Project Number 19186.01
 Project Administration, Data Collection, Planning, Permitting, Design
 and Bidding to Construct New T-Hangar and Taxilanes

Sub task	Task 11 - Bid Phase Services	QC Manager	Project Manager	Senior Engineer	Environmental Coordinator	Project Engineer	Senior CAD Technician	Assistant Admin Technician	Hours
11.1	Set up Web based portal for plan distribution		1			2		4	7
11.2	Prepare and coordinate the placement of Ad in (1) newspaper and plan holder websites		1			2			3
11.3	Conduct a pre-bid conference, prepare agenda, and develop graphics		10			4			14
11.4	Assist SPONSOR with the response to bidder's questions		2	2		8			12
11.5	Assist SPONSOR in the preparation and issuance of addenda (2)		2	4		16	8		30
11.6	Attend bid opening and assist in opening procedures		8						8
11.7	Analyze the bid and provide a bid review letter		1	2		8		2	13
	TOTAL Hours	0	25	8	0	40	8	6	87
	Hourly Rate	\$ 85.00	\$ 78.00	\$ 62.40	\$ 61.60	\$ 55.01	\$ 37.90	\$ 33.90	
	Direct Labor Cost	\$ -	\$ 1,950.00	\$ 499.20	\$ -	\$ 2,200.40	\$ 303.20	\$ 203.40	

Expenses

Meals	\$ 66.00
Hotel	\$ -
Mileage	\$ 272.00
Transportation Cost (Tolls/Parking)	\$ 24.00
Postage/Copies	\$ 94.33

Total Expenses

\$ 456.33

Outside Services

Fennick McCredie Architecture, Ltd.	\$ 5,000.00
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Total Outside Services:

\$ 5,000.00

TOTAL HOURS	87
TOTAL DIRECT LABOR COST	\$ 5,156.20
OVERHEAD @ 179.00%	\$ 9,229.60
TOTAL LABOR COST	\$ 14,385.80
FEE @ 15%	\$ 2,157.87
SUBTOTAL	\$ 16,543.67
TOTAL EXPENSES	\$ 456.33
TOTAL OUTSIDE SERVICES	\$ 5,000.00
TOTAL TASK	\$ 22,000.00
USE LUMP SUM	\$ 22,000.00

TASK 11 EXPENSES BREAKDOWN

3/14/2024

Subtask	Status	Breakfast	Dinner	Incidental	Hotel	Toll	Mileage (\$0.50)/mile	2024 Rate	
11.3	Extended Day	\$ 8.00	\$ 20.00	\$ 5.00	\$ -	\$ 12.00	\$ 136.00	Concord to LEW & Back	
11.6	Extended Day	\$ 8.00	\$ 20.00	\$ 5.00	\$ -	\$ 12.00	\$ 136.00	Concord to LEW & Back	
	Subtotal	\$ 16.00	\$ 40.00	\$ 10.00	\$ -	\$ 24.00	\$ 272.00		
	Total		\$ 362.00						
