

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Minot, North Dakota ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective 8/31/2021, this Supplemental Letter Agreement dated _____ authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **Airport Rescue and Firefighting (ARFF) Vehicle Acquisition.**

Client's Authorized Representative: Maria Romanick, Airport Operations Manager

Address: Minot International Airport (MOT)
305 Airport Road Suite 216, Minot ND 58703

Telephone: 701-857-4724 **email:** maria.romanick@minotnd.org

Project Manager: Shawn McMahon, PE (MN, SD, IA, WI)

Address: 3535 Vadnais Center Dr.
St. Paul, MN 55110-5196

Telephone: 651-925-7541 **email:** smcmahon@sehinc.com

Scope: The Basic Services to be provided by Consultant are included in Attachment A.

Schedule: Services to be initiated at the direction of the City of Minot, with a service completion date no later than December 31, 2023. A detailed schedule is included in Attachment A.

Payment: A retainer in the amount of \$0.00 will be paid in advance of Consultant starting work and will be applied to the final invoice(s). The lump sum fee is \$7,100.00 including expenses and equipment. See Attachment B reflecting the estimate of labor, fees, and expenses.

The payment method, basis, frequency, and other special conditions are set forth in attached Exhibit A-2.

Other Terms and Conditions: Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of Minot, North Dakota

By: 
Shawn McMahon
Title: Regional Practice Center Leader

By: _____
Title: _____

Exhibit A-2
to Supplemental Letter Agreement
Between City of Minot, North Dakota (Client)
and
Short Elliott Hendrickson Inc. (Consultant)
Dated _____

Payments to Consultant for Services and Expenses
Using the Lump Sum Basis Option

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

A. Lump Sum Basis Option

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially. Amendment to be approved by Client in advance via written authorization.

B. Expenses Not Included in the Lump Sum

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement.

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.

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ATTACHMENT A
Minot International Airport (MOT)
Aircraft Rescue and Firefighting (ARFF) Vehicle Acquisition
Scope of Work
CARES Grant Funding

Specification Review, Bidding Document Review, and Acquisition Assistance

General – The City of Minot and the Minot International Airport need a backup ARFF Replacement vehicle to support commercial flight operations.

The existing backup ARFF truck is beyond its useful life, and it is no longer cost effective to maintain. This project includes the acquisition of a new ARFF truck. The new truck will provide a backup ARFF truck for fire rescue coverage and minimize impacts to the commercial air service schedule should the primary ARFF vehicle go down for maintenance. The main ARFF vehicle is not eligible to be replaced and moved into the backup role until 2027.

The estimated costs for equipment acquisition are as follows:

ARFF Vehicle - \$800,000

Project Deliverables – The project deliverables of this scope include the following:

1. Specification package/bidding document review
2. National Environmental Policy Act (NEPA) Categorical Exclusion (CatEx)
3. Buy American review and contractor coordination
4. FAA grant coordination

Items not included as part of this scope – The project deliverables included in the scope are:

1. Project formulation
2. Engineer's Design Report
3. Specification package development
4. FAA specifications completion
5. Bidding document preparation, and bidding
6. Contract award
7. Pay application process
8. FAA Reporting and Closeout Report
9. Project management

This work scope includes:

Work Element 1: Project Formulation

Task 1.1 – Environmental Determination – SEH will complete coordination and completion of the Categorical Exclusion documentation and submit to FAA for review. It is expected that this will entail a request to the FAA for a Simple Written Record.

Work Element 2: Specification Package Review

Elements of the specification development will be prepared per applicable FAA Advisory Circulars (AC), Orders, Regulations and Policy Memorandums by the City of Minot. The consultant shall provide review services to include review of technical specifications, bidding documents, Buy American certification requirements and FAA eligibility reviews.

Specific tasks included with this work element include:

Task 2.1 – Specification Package and Bidding Documents – SEH will review the specifications and bidding documents for procurement for ARFF vehicle, prepared by City of Minot. This task includes reviewing the draft documents, submitting comments, and two virtual meetings to discuss recommended revisions.

Work Element 3: FAA Specifications/Buy American Review

Task 3.1 – FAA Coordination – It is expected that the FAA will require a Development Addendum to the existing CARES Act grant in order to utilize the grant funds on an ARFF truck. SEH will assist the airport with submitting the required documentation to the FAA for this Addendum. .

Task 3.2 – Review and Address FAA Comments – SEH will review FAA comments on the specifications and make recommendations for revisions. SEH will develop documentation to track any comments received and how those comments were addressed.

Task 3.3 – Buy American Submittal Review and Submittal to FAA – SEH will review Buy American submittals by manufacturers and coordinate submittals to FAA. This will include any waiver requests.

Project Schedule

April 4, 2022	Coordination Proposal considered at City Council
April and May 2022	Bidding schedule to be determined by City of Minot
June 2022	Grant application
June 2023	Equipment delivery

ATTACHMENT B
ESTIMATED FEES AND EXPENSES
Aircraft Rescue and Firefighting (ARFF) Acquisition
MINOT INTERNATIONAL AIRPORT (MOT)
City of Minot, ND
CARES Funding

Task No.	Task Description	Project Manager	Project Engineer	Aviation Planner	Admin Technician
Project Formulation					
1.1	Environmental Determination			1	
Specification Package Development					
2.1	Specification Package and Bidding Documents (Review Only)	4	8	2	
FAA Specifications/Buy American Review					
3.1	FAA Coordination	2		2	
3.2	Review and Address FAA Comments	2	4		
3.3	Buy American Submittal and Coordination	4	4		2
Total hours per labor category		12	16	5	2

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Project Manager	12	\$81.20	\$974.40
Project Engineer	16	\$48.32	\$773.12
Aviation Planner	5	\$81.11	\$405.55
Admin Technician	2	\$32.92	\$65.84
Total Direct Labor Costs:	35		\$2,218.91
Direct Salary Costs plus Overhead (172%)			\$3,816.53
Total Labor Costs			\$6,035.44
Fixed Fee on Labor Costs (15%)			\$905.32

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
Computer Charges	35	\$5.80	\$203.00
Total Expenses			\$203.00

SUMMARY:

Total Labor Costs + Expenses + Fixed Fee	\$7,143.76
Estimated Total	\$7,100.00