



Attachment A
Detailed Scope of Services (Planning)
Princeton Municipal Airport (PNM) ; Princeton, MN
Targeted Airport Planning and ALP Update
AIP Project # 3-27-0081-019-2022
KLJ # 2205-00514.1

PROJECT DESCRIPTION

General

The work is to occur at the Princeton Municipal Airport (PNM) in Princeton, MN, under the terms and conditions of the Standard Agreement for Professional Services (Agreement) between the City of Princeton (Owner) and KLJ (Engineer).

The federal work shall be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant to the City of Princeton.

Detailed Scope of Services have been outlined to complete the following work tasks:

- Conduct Targeted Airport Planning Study
- Update Airport Layout Plan
- Update Exhibit “A” Property Map
- Conduct AWOS Obstruction Survey
- Conduct Field Wetlands Delineation
- Conduct Cultural Survey
- Update hangar area taxilane OFA

The Engineer shall complete the following study deliverables:

- Targeted Planning Narrative Report
- Airport Layout Plan (ALP)
- Exhibit “A” Property Map

The Engineer shall perform the work under this Agreement with approved FAA Advisory Circulars (AC) and regulations that are current as of the date of this Attachment A. These include but are not limited to:

- FAA AC 150/5300-13A, *Airport Design* (Change 1)
- FAA Order 5050.4B, *National Environmental Policy Act (NEPA) Implementing Instructions for Airport Actions*
- FAA Order 1050.1F *Environmental Impacts: Policies and Procedures*
- FAA Order 6560.20C *Siting Criteria for Automated Weather Observing Systems (AWOS)*
- FAA Engineering Brief #91 *Management of Vegetation in the Airport Environment*
- FAA Engineering Brief #99A *Changes to Tables 3-2 and 3-4 of AC 150/5300-13A*
- FAA Standard Operating Procedures (SOP)

Changes to the FAA Advisory Circulars and regulations after the date of this Attachment A shall be addressed per the terms of the Agreement.

The Scope of Work received concurrence from FAA Dakota/Minnesota Airports District Office on March 21, 2022. Modifications or additions that significantly change the services to be performed shall be treated as a change in the project scope of services subject to additional compensation per the Agreement. Additional work may not be eligible for FAA AIP funding.

Background

The most current Airport Layout Plan (ALP) for PNM was approved by the Owner in 2018. This project will serve as the Owner’s guide identifying future development necessary to accommodate existing and future aviation demand at the Princeton Municipal Airport. This project is needed now at PNM for the following reasons:

- Siting of new AWOS equipment as existing equipment is beyond useful life and does not meet siting standards.

The Engineer understands the Owner's specific objective(s) of the project include:

- Locate future AWOS equipment in a location that will be certified and does not impede airport's long-term plans.
- Propose an achievable funding plan to support the implementation schedule

Although there is no guarantee the project will achieve each objective, the Engineer has utilized these objectives to formulate the project scope of work.

The Engineer shall utilize the following studies to assist in data gathering:

- 2018 Airport Master Plan
- 2018 Airport Layout Plan
- 2021 PNM AWOS Preliminary Siting Exhibits and Documents

Completion Time

The Engineer shall complete the work within 12 months of the Owner issuance of the Notice to Proceed. Anticipated project milestone dates after NTP are:

- Airport Planning Narrative Report: Submittal - Month 4
- Draft Airport Layout Plan: Submittal - Month 6
- Final Airport Layout Plan: Submittal - Month 9
- Project Closeout Report: Submittal - Month 12

The above schedule allows for a maximum of 60-day review by the FAA for deliverables requiring FAA approval. All completion dates are subject to change based on actual FAA review timelines.

PROJECT FORMULATION

Project Scoping Meeting with Owner. The Engineer shall attend a meeting to discuss critical planning issues, project goals, study design, FAA Pre-Application and airport capital improvements plan with the Owner by teleconference in 1 meeting. It is anticipated the Engineer staff attending the meeting shall consist of 3 staff member(s).

Prepare Detailed Scope of Services and Schedule. The Engineer shall prepare a Detailed Scope of Services and preliminary and schedule based on the information obtained during the Owner Scoping Meeting. Engineer shall submit the Detailed Scope of Services and schedule to the Owner for review and make applicable modifications as agreed upon.

Project Scope of Services Review with FAA & State. The Engineer shall present the draft and final Scope of Services for review and acceptance. The Engineer shall coordinate and collaborate with the Owner, FAA & State to facilitate the review and acceptance process. The Engineer anticipates one (1) edit to refine study design based on FAA comments. It is anticipated the Engineer shall attend 1 meeting(s) with FAA by videoconference to discuss the project scope consisting of 2 staff members.

Detailed Scope of Services and Fee Negotiations. Upon Detailed Scope of Services approval from the FAA, the Engineer shall prepare a detailed hour breakdown with the associated fees for review by the Owner. It is anticipated the Engineer shall attend 1 meeting with the Owner by teleconference to discuss the project scope and fee.

Agreement for Professional Services. The Engineer shall compile the Agreement for Professional Services (Agreement), complete an internal review and execution of the Agreement for approval by the Owner.

PROJECT MANAGEMENT & ADMINISTRATION

Overall Project Management. The Engineer shall provide project management services to manage the completion of the project within the conditions of this Agreement. Project management is crucial to the success of all projects. The Engineer has identified John Glesne as the project manager for the project. Project

management is the discipline of planning, organizing, and managing resources to successfully meet this project's objectives and goals. It is the project manager's responsibility to notify the Owner of any issues, problems, or concerns regarding the project; the delegation of all activities to the project team; and handling all subconsultant coordination. In addition, if any items arise during the duration of the project that are outside this Detailed Scope of Services of work, the project manager shall address them with the Owner.

Project Budget Setup / Review / Projections. The Project Manager shall coordinate with the internal Accounting staff to establish the internal budgets. The Project Manager shall review budgets and budget projections up to a bi-weekly basis and coordinate any known issues with the Owner.

Monthly Invoicing. The Project Manager and shall prepare monthly billings of project accounting.

Periodic Internal Meetings. The Project Manager and project team anticipate regularly scheduled meetings, including a project startup meeting, to review project work items, project schedule and any outstanding issues encountered. During the project, the meetings will be conducted on at-least a monthly basis and be arranged by the Lead Planner. The staff attending meetings will typically include the Lead Planner, Client Manager, Project Manager, Supporting Planners, CAD staff, GIS staff, Survey staff, and Environmental staff each as needed depending on the phase of the project.

Develop Quality Control Plan. The Engineer shall develop a Quality Control Plan for the project. The Plan shall include project instructions, milestone checking, and peer review procedures at each phase of the project.

Monthly Status Reports. The Engineer shall prepare and submit monthly status reports to the Owner noting project progress, issues encountered and action requirements by the Owner.

AIRPORT PLANNING & NARRATIVE

Background For Targeted Study. The Engineer shall prepare a background report outlining the objectives and issues relevant to the targeted planning effort. The following components are anticipated to be completed by the Engineer:

- **Inventory.** The Engineer shall gather relevant existing background information to formulate baseline profiles of the airport. The following tasks are anticipated to be completed by the Engineer:
 - Introduce the purpose and need for the airport planning study.
 - Document study's goals, objectives and public involvement program.
 - Collect background documentation from the airport, FAA and State. Conduct a physical facility field inventory. Obtain relevant geographic information systems (GIS) data for project use.
 - Prepare exhibits that graphically depict existing facilities.
- **Environmental Task.** The Engineer shall gather available environmental information to address the targeted planning issues. This task will follow general guidelines of FAA Order 5050.4 and potential impact categories identified in FAA Order 1050.1. The following tasks are anticipated to be completed by the Engineer:
 - Complete a field delineation of wetlands for on-airport and adjacent off-airport property areas to cover potential future AWOS siting areas.
 - Perform a Phase I cultural resource field survey to identify and record cultural resources within airport property and potential future airport expansion areas.
 - This task is not intended to satisfy the requirements of NEPA but is provided to create awareness of the potential environmental impacts early in the planning process.
- **Facility Requirements.** The Engineer shall review applicable FAA design standards needed to satisfy aeronautical demand for the airfield and terminal areas in consideration of the AWOS siting. The following tasks are anticipated to be completed by the Engineer:
 - Review existing, future and ultimate requirements for each of the following items:
 - Runways (Design Codes)
 - Taxiways/Taxilanes (Design Codes)
 - General Aviation Facilities (Aircraft Storage Facilities, GA Terminal)

- NAVAIDs (AWOS)
- Identify AWOS siting issues that might affect the airport's ability to meet FAA design standards.
- Evaluate the ADG II Taxilane Object Free Area in the north hangar area to accommodate aircraft storage development.

Alternatives Development & Evaluation. The Engineer shall formulate and analyze reasonable airport development alternatives that meet design standards and demands through the planning period. An alternatives analysis will be prepared. The following tasks are anticipated to be completed by the Engineer:

- Formulate and analyze reasonable airport development alternatives that meet design standards and demands through the planning period for siting the new AWOS
- Recommend up to three (3) alternatives for further refinement and analysis.
- Obtain input from Owner, State and FAA through project meetings and coordination efforts. Make necessary revisions.
- Work with the Owner to select a preferred alternative(s) for each functional area.
- Prepare Exhibits that depict the alternatives analyzed.
- Gather Ownership & Encumbrance reports on each potential property where the AWOS may be eventually sited.

Implementation. The Engineer shall formulate realistic implementation strategies based on the findings from the targeted planning study. Implementation will include project timing, financing, and identification of environmental tasks.

Targeted Planning Narrative Report. The Engineer shall compile a narrative report to document key information and provide the rationale for decision making. Prepare draft and final narrative report sections/chapters summarizing key information. The Narrative Report shall likely consist of approximately 25-50 pages of Engineer-developed text and graphics. Prepare Appendices, as necessary, documenting technical information. Address review stakeholder comments.

Internal Quality Control. The Engineer shall complete internal quality control procedures for the airport planning and narrative report, including peer review(s) throughout the study.

Documentation & Review Process. The Engineer shall prepare the narrative report in accordance with FAA and State guidelines. The draft narrative report shall be submitted to the Owner, State and FAA for review and approval. The Engineer shall attempt to facilitate a progressive chapter review with the Owner, State and FAA as sections are completed. The Engineer shall address up to one (1) round of FAA and Owner comments. The Engineer shall print, compile and deliver an electronic PDF and up to six (6) bound copies of the final narrative report for the Owner, State and FAA.

PUBLIC INVOLVEMENT & MEETINGS

The purpose of this task is to encourage information-sharing and collaboration among the airport stakeholders including the general public. Coordination efforts and meetings may be required to understand key issues, solicit input and feedback, address issues and help build understanding and consensus on airport planning decisions.

Public Involvement Program. The Engineer shall assist the Owner in identifying airport's stakeholders to participate in project meetings, outline key challenges and opportunities that should be examined in the study, and prepare the public involvement program for the study.

Project Meeting(s) with Stakeholders. The recommended format for stakeholder meetings is a Planning Advisory Committee (PAC). The PAC will be made up of various stakeholder representatives to provide valuable input and feedback throughout the study. The Engineer anticipates conducting up to 2 meetings with the PAC to discuss airport planning. It is anticipated 3 staff members shall attend each meeting at the following milestones of the study:

1. Project Meeting #1 (Alternatives - *Princeton and Virtual*)
2. Project Meeting #2 (Preferred Alternative and Implementation - *Princeton and Virtual*)

Public Informational Meeting(s). The Engineer anticipates conducting 1 public informational meeting(s) with the Owner (Princeton) to review the study. These meeting(s) shall be an informal “open house” style with a presentation. It is anticipated 2 staff members will attend the meeting.

Agency Progress Meeting(s) & Coordination. The Engineer shall attempt to include appropriate FAA and State representatives for progress meetings by videoconference. It is anticipated 2 planners shall attend each meeting. It is anticipated up to 2 meeting(s) will be held at the following milestone(s) in the study:

1. Agency Meeting #1 (Alternatives)
2. Agency Meeting #2 (Preferred Alternative and Implementation)

Additionally, the Engineer shall correspond with FAA and State staff throughout the project to update the agencies on project status, answer questions, solicit necessary project information, follow-up on action items, as well as facilitate a prompt review, concurrence and approval of project deliverables.

Project Meeting(s) with Owner. It is anticipated that the Engineer shall attend 2 miscellaneous Owner meetings by teleconference to facilitate Owner review and approval of the planning study with the airport’s governing body (City of Princeton).

Documentation. For each meeting the Engineer shall prepare meeting materials and summary meeting notes.

SURVEY

The purpose of this task is to survey existing airport facilities and potential obstructions for the purpose of planning and evaluating AWOS sites for compliance with FAA Order 6560.20C. Survey of other airport design surfaces or airspace surfaces will not be a part of this project. Data from this survey will not be incorporated or utilized in the Airport Layout Plan.

The Engineer will perform a survey of the airport. The survey data will include the following:

- Potential AWOS siting areas
- Terminal and building area near existing AWOS
- Establish control points

Data Sources. Engineer will use USGS Digital Elevation Model from previous surveys, as applicable, for evaluation of obstacles on and around the airport. The National Geodetic Survey’s Universal Data Delivery Format (UDDF) files will be used for tall tower/objects in the area. Engineer will also use ground survey crews and/or drone survey for obstruction data.

The Owner will help with access to adjacent property, where applicable, and identify any information needed in the area for the surveys.

AIRPORT LAYOUT PLAN (ALP)

The ALP is the graphical depiction of the existing and planned future airport facilities, a “blueprint” for development. The objective of this task is to update the existing ALP document to incorporate the preferred development from the airport planning study effort including the property information that is gathered for the potential new AWOS site.

Update Airport Layout Plan Drawings. The Engineer shall update ALP drawing sheets in accordance with FAA ARP Standard Operating Procedures (SOP) 2.00, *Standard Procedure for FAA Review and Approval of Airport Layout Plans (ALPs)* and State guidelines (October 1, 2013). The Exhibit “A”/Airport Property Map and supporting documents will be updated in accordance with FAA ARP SOP 3.00 *FAA Review of Exhibit “A” Airport Property Inventory Maps* (October 1, 2013) for the future AWOS location (including encumbrances) and recently exchanged property. The ALP sheets to be updated include the following:

- Airport Layout Drawing
- Terminal Area Drawing
- Inner Portion of the Approach Surface Drawings
- Airport Land Use and Zoning Drawing

- Exhibit “A”/Airport Property Map

Internal Quality Control. The Engineer shall perform an internal review of the ALP document throughout the planning process to verify conformance with airport planning.

Documentation & Review Process. The Engineer shall prepare the ALP Review Checklist in accordance with FAA SOP 2.00. Copies of the draft ALP shall be submitted to the Owner, State and FAA for review and approval. The Engineer is anticipating to address one (1) round of FAA and Owner comments. A revised set of ALP drawings shall then be submitted to the Owner, State and FAA. The Engineer shall submit revised ALP drawings through FAA Obstruction Evaluation / Airport Airspace Analysis (OEAAA) system for airspace approval. The Engineer shall plot, compile and deliver an electronic PDF and up to 4 copies of the final ALP. The Engineer shall also submit electronic files for all final ALP sheets, including any reference files, in AutoCAD format as well as GIS to the State.

GRANT ADMINISTRATION & FAA PROJECT CLOSEOUT REPORT

FAA Grant Coordination / Reimbursement Processing. The Engineer shall assist the Owner with preparation and coordination of the appropriate documentation required for the Owner to receive reimbursement for project eligible costs through the Owner’s FAA grant for one (1) contract. The Owner shall finalize and submit the requests for reimbursement to the MnDOT Office of Aeronautics.

FAA Grant Pre-Application. The Engineer shall prepare the FAA Grant Pre-Application Checklist for Federal Assistance information for submittal, if applicable.

FAA Project Application. The Engineer shall prepare the Application for Federal Assistance.

FAA Quarterly Reports. The Engineer shall prepare and submit the quarterly FAA reports, if applicable.

FAA Project Closeout Report. Within 90 days of final FAA approval of the project deliverables, the Engineer shall perform the following closeout items per the requirements of the FAA:

- **Project Cost Summary.** Prepare final project cost summary. Assist with final outlay request and required acceptance forms.
- **Prepare Executive Summary.** The Engineer shall also prepare an Executive Summary of the project.
- **Prepare Closeout Report Document.** Once FAA has approved the Closeout Report, the Engineer shall provide one (1) copy to the Owner.

OWNER’S RESPONSIBILITIES

Project Representative. The Owner shall designate a Project Representative with authority to administer the Engineer’s consultant contract. All requests for information or a decision by the Owner on any aspect of the work shall be directed to the Owner’s Project Representative.

Submittal Reviews. The Owner shall review submittals by the Engineer and provide prompt decisions and responses to questions in order to minimize delay in the progress of the Engineer’s work.

Historical Information. The Owner shall furnish the Engineer one copy (paper or electronic) of as-built drawings, plans, maps, records, surveys, activity data, reports, preliminary designs, property/land use information, wildlife, permitting/rules/regulations, grant history, financials, airport/local/regional studies, etc. that are pertinent to the project.

Local Coordination. The Owner shall furnish the Engineer airport stakeholder contact information, schedule and provide adequate facilities for the project, and coordinate local approval of updated plans. Owner shall coordinate any on-airport building access and off-airport landowner access as needed.

SERVICES NOT INCLUDED IN SCOPE

The following services are not included in this project scope of work:

- Airport user survey
- NEPA documentation for project environmental reviews
- Environmental field reviews (unless otherwise stated)
- Tribal coordination
- Completion of a noise analysis
- Completion of a Part 150 noise study
- Completion of a waste audit
- Preparation of periodic grant reimbursement outlays
- Detailed financial analysis or business planning
- Additional project meetings or travel costs
- Wildlife Hazard Assessment
- FAA Runway Protection Zone (RPZ) Analysis