

**TASK ORDER E
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED _____, 2022**

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on July 10, 2022, between **CITY OF GALLUP, NEW MEXICO (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Gallup Municipal Airport; Gallup, New Mexico

3. **WORK PROGRAM** – Attached

Element 1 – *Airport Terminal Preliminary Engineer Report (PER)*

4. **FEES** - The fees will be as noted below. (All lump sums)

Element 1 – Preliminary Engineer Report	\$54,500.00
Engineering Total	\$54,500.00
Total Plus NMGRT (5.00%)	\$57,225.00

SPONSOR:
CITY OF GALLUP

ENGINEER:
ARMSTRONG CONSULTANTS, INC.

Louie Bonaguidi, Mayor

Dennis Corsi, President

ATTEST:
CITY OF GALLUP

City Clerk

**SCOPE OF WORK
GALLUP MUNICIPAL AIRPORT**

ELEMENT #1 AIRPORT TERMINMAL PRELIMINARY ENGINEER REPORT (PER)

1. The project is a Terminal Program Concept Report that includes a renovation, and potential expansion, of the terminal facility located at the Gallup Municipal Airport in Gallup, NM (the “Project”). The Preliminary program is assumed to include the following:
 - 1.1. Charter service to support a 30-seat flight
 - 1.2. FBO services, as currently offered (existing program to be confirmed)
 - 1.3. Understanding spatial requirements to potentially achieve User Fee Airport Status in partnership with the US Customs and Border Protection
 - 1.4. Understanding spatial requirements to potentially include commercial air service

The Project is anticipated to be a renovation of the existing 9,370 SF facility and potential identified expansion to meet the User Fee Status and commercial air service. All necessary off-site utilities including sewer, water and electricity are assumed to be available at the site.

Project scope does not include Schematic Design, Design Development, Construction Documents, or Construction Administration.

2. Project Budget. Current project budget has not been determined/provided by the City of Gallup (Sponsor). Engineer and Gensler will review the Sponsor’s budget goals for the Project (the “Project Budget”) at the commencement of design. The Project Budget will include appropriate amounts for design and construction contingencies, consistent with the nature of the Project. Gensler will provide a R.O.M. estimate, based on square foot construction cost for renovation as well as new construction scope. Gensler is not a cost estimator.
3. Project Schedule. Gensler will develop a Project Schedule (“Schedule”) of important milestones for Engineers and Sponsor’s review and approval. During design, Gensler, Engineer and Sponsor will monitor the Project for conformance with the Schedule, and Gensler will notify Engineer and Sponsor of any necessary changes in the Schedule. The following milestones are projected presently:

a) Commencement of Basic Services	9/12/2022
b) 1 st Site Visit & Program Evaluation	9/15-16/2022
c) 2 nd Site Visit & Design Workshop	10/6-7-2022
d) 3 rd Site Visit & Presentation of Draft Report	10/20-21-2022
e) Assumed Completion of Report	10/28/2022

B. SCOPE OF SERVICES PROVIDED BY GENSLER

Task 1.1 – Inventory (2 weeks)

- A. During this phase of work Gensler will develop a general understanding of the Airport by reviewing existing documentation provided by others.
- B. Gensler will visit the site, observe existing conditions, and participate in kick-off meeting with the Airport to collaboratively establish project goals and better understand the vision for the Airport as well as clarify all existing required program uses at current terminal.
- C. Gensler will document the findings of the inventory by way of a written chapter in the Terminal Program Concept Report which may include photographs, drawings or diagrams as necessary. The work will include the Terminal Building only.

Task 1.2 – Design Phase (3 weeks)

- A. Based on airport planning standards and operations, Gensler will develop diagrammatic floor plans that support the FBO and charter services and demonstrate the spatial requirements to achieve:
 - 1. User Fee Status with US CBP space requirements
 - 2. Space requirements for commercial air service
 - 3. Explore strategic interventions that will improve the passenger experience, exterior and interior sketch view
 - 4. Diagrammatic massing for possible terminal expansion
- B. Gensler will attend an on-site work session with the Airport to present items listed in task 1.2A
- C. Gensler will update the design with comments from the work session and prepare a Concept Design Chapter of the Terminal Program Concept Report that documents the design & diagrammatic floor plans of the renovation, and potential expansion

Task 1.3 – Final Report (2 weeks)

- A. Gensler will attend an on-site work session to present the Draft Report, to include diagrammatic floor plans, (2) exterior renderings, and (2) interior renderings and a high-level R.O.M. estimate, based on square foot construction cost for renovation as well as new construction scope (this estimate will be a single number, not a line item estimate; and will be independent from the Facility Condition Assessment Report).
- B. Any comments from the Airport work session will be updated and incorporated into the report.
- C. Final Terminal Program Concept Report will be delivered by EOD, Friday October 28, 2022.

C. COMPENSATION

Basic Services.

- Note: Fee for the Scope of Services includes 3 sties visits.
- Note: Lump sum fee does not include Reimbursable Expenses, see C.3

Additional Services. Compensation for Additional Services (if not agreed upon as a lump sum amount) will be based on Gensler's Standard Hourly Billing Rates.

Reimbursable Expenses. Reimbursable Expenses are in addition to compensation for Basic and Additional Services and include expenses incurred by Gensler and Gensler's consultants in the interest of the Project, including, but not limited to the following:

1. Reproduction, shipping, handling, and delivery.
2. Milage, tolls, cab fares, and parking.
3. Renderings, models, mock-ups, and photography.
4. Sales taxes and other transactional taxes, and fees paid for securing approval of authorities having jurisdiction over the Project.
5. Authorized out-of-town travel, including travel time and reasonable living expenses.
6. Additional insurance coverage or limits requested by Engineer and Sponsor in excess of that normally provided by Gensler and Gensler's consultants.

Compensation for Reimbursable Expenses incurred by Gensler in connection with the Project will be based on amounts invoiced to Gensler, plus (10%) and are not anticipated to exceed five-thousand dollars (\$5,000).

Consultants. Consultants' fees will be compensated based on amounts invoiced to Gensler, plus ten percent (10%).

Progress Payments. Progress payments will be made monthly. Where fee is based on lump sum, progress payments for Basic Services will be based on the percentage of services provided during the previous month.