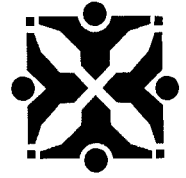


City of Columbia

701 East Broadway, Columbia, Missouri 65201



Agenda Item Number: B 45-15

Department Source: Public Works

To: City Council

From: City Manager & Staff

Council Meeting Date: February 16, 2015

Re: Columbia Regional Airport Terminal Area Master Plan, Stormwater Master Plan and Airport Layout Plan Update

Documents Included With This Agenda Item

Council memo, Resolution/Ordinance, Exhibits to Resolution/Ordinance

Supporting documentation includes: None

Executive Summary

Authorizing the City Manager to execute a State Aviation Trust Fund Project Consultant Agreement with Parsons Brinckerhoff, Inc., and appropriate MoDOT Aviation grant funds, to conduct a Terminal Area Master Plan, a Stormwater Master Plan and an Airport Layout Plan Update for the Columbia Regional Airport, for a not to exceed cost of \$866,435.98. MoDOT Aviation will reimburse the City for 90% of this cost or \$779,792.38.

Discussion

In September of 2009, a Master Plan Update was completed for the Columbia Regional Airport (KCOU), using 2007 passenger enplanement data of just 9,000 enplanements. This activity level represented the lowest in the airport's history. Since the completion of that update, significant changes have occurred in passenger enplanements; namely the stabilization of air carrier service. For calendar year 2014, over 50,000 passengers enplaned at KCOU.

While the 2009 update focused much of its evaluation on the airfield, and the passenger enplanement projections indicated that the existing facility was sized appropriately to meet the air service capacity demands, it has become clear that the facility is now undersized and not able to meet all of the Department of Homeland Security (DHS) / Transportation Security Administration (TSA) standards. The focus of the proposed update to be completed by Parson Brinckerhoff, Inc., is to develop a terminal master plan which will include a renewed evaluation of the airport's air carrier enplanement forecast. To date, several terminal concepts have been informally developed and reviewed to address the airport's terminal capacity issues. Under this master planning update, these concepts as well as any additional potential terminal layouts, will be formally developed and evaluated in order to arrive at an appropriately sized preferred alternative. Finally, the terminal master plan update will culminate in a narrative document, and update the Airport Layout Plan to illustrate the preferred development for the terminal and related features of the airport.

Due to the number of changes to state and city permitting, and water quality requirements, the consultant will evaluate the existing stormwater system and potential improvements. The potential

City of Columbia

701 East Broadway, Columbia, Missouri 65201



changes to the terminal area considered under this Master Plan Update may require a significant alteration to current stormwater drainage patterns; thus, a 10-year Stormwater Master Plan for the airport will be conducted as part of this master planning effort.

Following is the consultant's public involvement program schedule, which includes up to 10 meetings plus a public information forum. It is anticipated that a minimum of two members of the consultant's project team will attend each of the meetings.

- Updates with the Airport Advisory Committee (at select monthly meetings, up to a maximum of 6 meetings)
- With the creation of a Technical Advisory Committee (TAC) and Citizen's Advisory Committee (CAC), a maximum of two forum events. Forum #1 to be held 2 weeks after kick-off, and Forum #2 to be held midway through the planning study. TAC meetings to be held first, followed by separate CAC meetings on the same day
- Public information forum to be held after the second CAC meeting, same day, in the evening with an "Open house" style format
- City Council briefings to be held during regular or special council meetings (at select meetings, up to a maximum of 2 meetings)

The consultant will also assist the City Public Information officer with updates to content to post on City's website. Other key programs under this study include: forecast update and terminal concessions planning national and regional trends, forecast of general aviation operations and based aircraft, forecast of peak hour aviation activity, and forecast of air cargo.

Fiscal Impact

Short-Term Impact: The cost of the agreement is for a not to exceed amount of \$866,435.98 and will be reimbursed by MoDOT Aviation at 90% or \$779,792.38. The City is responsible for 10% or \$86,643.59 to be paid from Transportation Sales Tax funds.

Long-Term Impact: None related to this agreement.

Vision, Strategic & Comprehensive Plan Impact

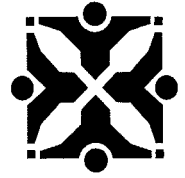
Vision Impact: Community Facilities and Services, Development, Economic Development, Transportation

Strategic Plan Impact: Economic Development

Comprehensive Plan Impact: Land Use & Growth Management, Infrastructure, Mobility, Connectivity, and Accessibility, Economic Development

City of Columbia

701 East Broadway, Columbia, Missouri 65201



Suggested Council Action

Authorizing the City Manager to execute a State Aviation Trust Fund Project Consultant Agreement with Parsons Brinckerhoff, Inc., and appropriating funds, to develop a Terminal Area Master Plan, a Stormwater Master Plan, and an Airport Plan Layout Update for the Columbia Regional Airport.

Legislative History

3/04/13 (R52-13) - Professional consultant services agreement with Parsons Brinckerhoff, Inc for planning, design and presentation assistance for the proposed new terminal at Columbia Regional Airport.



Department Approved



City Manager Approved

Introduced by _____

First Reading _____

Second Reading _____

Ordinance No. _____

Council Bill No. B 45-15

AN ORDINANCE

authorizing a state aviation trust fund project consultant agreement with Parsons Brinckerhoff, Inc. for development of a Terminal Area Master Plan, a Stormwater Master Plan and an Airport Plan Layout Update for the Columbia Regional Airport; appropriating funds; and fixing the time when this ordinance shall become effective.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBIA, MISSOURI, AS FOLLOWS:

SECTION 1. The City Manager is hereby authorized to execute a state aviation trust fund project consultant agreement with Parsons Brinckerhoff, Inc. for development of a Terminal Area Master Plan, a Stormwater Master Plan and an Airport Plan Layout Update for the Columbia Regional Airport. The form and content of the agreement shall be substantially in the same form as set forth in "Exhibit A" attached hereto.

SECTION 2. The sum of \$779,792.38 is hereby appropriated from the State Revenues Account No. 554-0000-462.10-00 C44112 to the Terminal Master Plan Account No. 554-6288-881.49-90 C44112.

SECTION 3. This ordinance shall be in full force and effect from and after its passage.

PASSED this _____ day of _____, 2015.

ATTEST:

City Clerk

Mayor and Presiding Officer

APPROVED AS TO FORM:

City Counselor

CERTIFICATION: I certify there are sufficient funds available in the State Revenues Account No. 554-0000-462.10-00 C44112 to cover the above appropriation.

Director of Finance

DBE	KCOU - Columbia Regional
Project No.:	AIR 136-037A
County:	Boone, Missouri

**STATE AVIATION TRUST FUND PROJECT CONSULTANT AGREEMENT
(Revision 01/01/11)**

THIS AGREEMENT is entered into by Parsons Brinckerhoff, Inc. with offices at 211 N. Broadway, Suite 2800, St. Louis, Missouri 63102 (hereinafter the "Consultant"), and the City of Columbia, Missouri, (hereinafter the "Sponsor").

WITNESSETH:

WHEREAS, the Sponsor has selected the Consultant to perform professional services to accomplish a project at the Columbia Regional Airport.

WHEREAS, while neither the Missouri Department of Transportation (MoDOT) nor the Federal Aviation Administration (FAA) is a party to this Agreement, MoDOT and/or FAA land acquisition, environmental, planning, design and construction criteria and other requirements will be utilized unless specifically approved otherwise by MoDOT.

WHEREAS, while the Sponsor intends to accomplish a project at the Columbia Regional Airport as listed in Exhibit I of this Agreement, entitled "Project Description", which is attached hereto and made a part of this Agreement.

NOW, THEREFORE, in consideration of the payments to be made and the covenants set forth in this Agreement to be performed by the Sponsor, the Consultant hereby agrees that it shall faithfully perform the professional services called for by this Agreement in the manner and under the conditions described in this Agreement.

(1) DEFINITIONS: The following definitions apply to these terms, as used in this Agreement:

(A) "SPONSOR" means the owner of the airport referenced above.

(B) "SPONSOR'S REPRESENTATIVE" means the person or persons designated in paragraph 20(A) of this agreement by the Sponsor to represent the Sponsor in negotiations, communications, and various other contract administration dealings with the Consultant.

(C) "MoDOT" means the Missouri Department of Transportation, an executive branch agency of state government, which acts on behalf of the Missouri Highways and Transportation Commission.

(D) "CONSULTANT" means the firm providing professional services to the Sponsor as a party to this Agreement.

(E) "CONSULTANT'S REPRESENTATIVE" means the person or persons designated in paragraph 20(B) of this agreement by the Consultant to represent that firm in negotiations, communications, and various other contract administration dealings with the Sponsor.

(F) "DELIVERABLES" means all drawings and documents prepared in performance of this Agreement, to be delivered to and become the property of the Sponsor pursuant to the terms and conditions set out in paragraph (11) of this Agreement.

(G) "FAA" means the Federal Aviation Administration within the United States Department of Transportation (USDOT), headquartered at Washington, D.C., which acts through its authorized representatives.

(H) "INTELLECTUAL PROPERTY" consists of copyrights, patents, and any other form of intellectual property rights covering any data bases, software, inventions, training manuals, systems design or other proprietary information in any form or medium.

(I) "SUBCONSULTANT" means any individual, partnership, corporation, or joint venture to which the Consultant, with the approval of the sponsor, subcontracts any part of the professional services under this Agreement but shall not include those entities, which supply only materials or supplies to the Consultant.

(J) "SUSPEND" the services means that the services as contemplated herein shall be stopped on a temporary basis. This stoppage will continue until the Sponsor either decides to terminate the project or reactivate the services under the conditions then existing.

(K) "TERMINATE", in the context of this Agreement, means the cessation or quitting of this Agreement based upon the action or inaction of the Consultant, or the unilateral cancellation of this Agreement by the Sponsor.

(L) "SERVICES" includes all professional engineering and related services and the furnishing of all equipment, supplies, and materials in conjunction with such services as are required to achieve the broad purposes and general objectives of this Agreement.

(2) SCOPE OF SERVICES:

(A) The services covered by this Agreement shall include furnishing the professional, technical, and other personnel and the equipment, material and all other

things necessary to accomplish the proposed project detailed in Exhibit I of this Agreement.

(B) The specific services to be provided by the Consultant are set forth on Exhibit II to this Agreement, entitled "Scope of Services," which is attached hereto and made a part of this Agreement.

(3) ADDITIONAL SERVICES: The Sponsor reserves the right to direct additional services not described in Exhibit II as changed or unforeseen conditions may require. Such direction by the Sponsor shall not be a breach of this Agreement. In this event, a supplemental agreement will be negotiated and executed prior to the Consultant performing the additional or changed services, or incurring any additional cost therefore. Any changes in the maximum compensation, or time and schedule of completion, will be covered in the supplemental agreement. Supplemental agreements must be approved by MoDOT to ensure additional funding is available.

(4) INFORMATION AND SERVICES PROVIDED BY THE SPONSOR:

(A) At no cost to the Consultant and in a timely manner, the Sponsor will provide available information of record which is pertinent to this project to the Consultant upon request. In addition, the Sponsor will provide the Consultant with the specific items or services set forth on Exhibit III to this Agreement, entitled "Services Provided by the Sponsor", which is attached hereto and made a part of this Agreement. The Consultant shall be entitled to rely upon the accuracy and completeness of such information, and the Consultant may use such information in performing services under this Agreement.

(B) The Consultant shall review the information provided by the Sponsor and will as expeditiously as possible advise the Sponsor of any of that information which the Consultant believes is inaccurate or inadequate or would otherwise have an effect on its design or any of its other activities under this Agreement. In such case, the Consultant shall provide new or verified data or information as necessary to meet the standards required under this Agreement. Any additional work required of the Consultant as the result of inaccurate or inadequate information provided by the Sponsor will be addressed per the provisions of paragraph 3 of this Agreement.

(5) RESPONSIBILITY OF THE CONSULTANT:

(A) The Consultant shall comply with applicable local, state and federal laws and regulations governing these services, as published and in effect on the date of this Agreement. The Consultant shall provide the services in accordance with the criteria and requirements established and adopted by the Sponsor as expressly established in this Agreement, consisting of published manuals and policies of MoDOT and FAA which shall be furnished by the Sponsor upon request.

(B) Without limiting the foregoing, land acquisition, environmental,

planning, design and construction criteria will be in accordance with the information set out in Exhibit II of this Agreement.

(C) The Consultant shall be responsible for the professional quality, technical accuracy, and the coordination of designs, drawings, specifications, and other services furnished under this Agreement. At any time during construction or during any phase of work performed by others based upon data, plans, designs, or specifications provided by the Consultant, the Consultant shall prepare any data, plans, designs, or specifications needed to correct any negligent acts, errors, or omissions of the Consultant or anyone for whom it is legally responsible in failing to comply with the foregoing standard. The services necessary to correct such negligent acts, errors, or omissions shall be performed without additional compensation, even though final payment may have been received by the Consultant. The Consultant shall provide such services as expeditiously as is consistent with professional performance. Acceptance of the services will not relieve the Consultant of the responsibility to correct such negligent acts, errors, or omissions.

(D) Completed design reports, plans and specifications, plans/specifications submitted for review by permit authorities, and plans/specifications issued for construction shall be signed, sealed, and dated by a professional engineer registered in the State of Missouri. Incomplete or preliminary plans or other documents, when submitted for review by others, shall not be sealed, but the name of the responsible engineer, along with the engineer's Missouri registration number, shall be indicated on the design report, plans and specifications or included in the transmittal document. In addition, the phrase "Preliminary - Not for Construction," or similar language, shall be placed on the incomplete or preliminary plan(s) in an obvious location where it can readily be found, easily read, and not obscured by other markings, as a disclosure to others that the design report, plans and specifications are incomplete or preliminary. When the design report, plans and specifications are completed, the phrase "Preliminary - Not for Construction" or similar language shall be removed and the design report, plans and specifications shall thereupon be sealed.

(E) The Consultant shall cooperate fully with the Sponsor's activities on adjacent projects as may be directed by the Sponsor. This shall include attendance at meetings, discussions, and hearings as requested by the Sponsor. The minimum number and location of meetings shall be defined in Exhibit II.

(F) In the event any lawsuit or court proceeding of any kind is brought against the Sponsor, arising out of or relating to the Consultant's activities or services performed under this Agreement or any project of construction undertaken employing the deliverables provided by the Consultant in performing this Agreement, the Consultant shall have the affirmative duty to assist the Sponsor in preparing the Sponsor's defense, including, but not limited to, production of documents, trials, depositions, or court testimony. Any assistance given to the Sponsor by the Consultant will be compensated at an amount or rate negotiated between the Sponsor and the Consultant as will be identified in a separate agreement between the Sponsor and the

Consultant. To the extent the assistance given to the Sponsor by the Consultant was necessary for the Sponsor to defend claims and liability due to the Consultant's negligent acts, errors, or omissions, the compensation paid by the Sponsor to the Consultant will be reimbursed to the Sponsor.

(6) NO SOLICITATION WARRANTY: The Consultant warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Consultant, to solicit or secure this Agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the Sponsor will have the right to terminate this Agreement without liability, or at its discretion, to deduct from the Agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee, plus costs of collection including reasonable attorney's fees.

(7) SUBCONSULTANTS:

(A) The Consultant agrees that except for those firms and for those services listed below, there shall be no transfer of engineering services performed under this Agreement without the written consent of the Sponsor. Subletting, assignment, or transfer of the services or any part thereof to any other corporation, partnership, or individual is expressly prohibited. Any violation of this clause will be deemed cause for termination of this Agreement.

EXCEPTIONS (subconsultant information):

FIRM NAME	COMPLETE ADDRESS	NATURE OF SERVICES
Hirsh Associates	17 Clayton Place, Ridgefield, CT 06877-1906	forecasting, terminal space programming
AirProjects, Inc.	908 King Street, Suite 400E, Alexandria VA 22314	concession planning
Engineering Surveys and Services	1113 Fay Street, Columbia, MO 65201	landside/utility planning, topographic surveying
Barr Engineering, Co.	1001 Diamond Ridge, Suite 1100, Jefferson City, MO 65109	storm water master planning
Terracon Consultants, Inc.	11600 Lilburn Park Road, St. Louis, MO 63146	wetland/farmland reviews

(B) The Consultant agrees, and shall require the selected subconsultants, to maintain books, documents, papers, accounting records, and other evidence pertaining to direct costs and expenses incurred under the Agreement and to make such materials available at their offices at reasonable times during the Agreement period and for three (3) years from the date of final payment under the Agreement, for

inspection by the Sponsor or any authorized representative of MoDOT, and copies thereof shall be furnished.

(C) Unless waived or modified by the Sponsor, the Consultant agrees to require, and shall provide evidence to the Sponsor, that those subconsultants shall maintain commercial general liability, automobile liability, and worker's compensation and employer's liability insurance, for not less than the period of services under such subconsultant agreements, and in not less than the following amounts:

1. Commercial General Liability: \$500,000.00 per claim up to \$3,000,000.00 per occurrence;

2. Automobile Liability: \$500,000.00 per claim up to \$3,000,000.00 per occurrence;

3. Worker's Compensation in accordance with the statutory limits; and Employer's Liability: \$1,000,000.00; and

(D) The subletting of the services will in no way relieve the Consultant of its primary responsibility for the quality and performance of the services to be performed hereunder and the Consultant shall assume full liability for the services performed by its subconsultants.

(E) The payment for the services of any subconsultants will be reimbursed at cost by the Sponsor in accordance with the submitted invoices for such services, as set forth in paragraph (8), entitled "Fees and Payments".

(F) The Consultant agrees that any agreement between the Consultant and any subconsultant shall be an actual cost plus fixed fee agreement if the amount of the agreement between the Consultant and subconsultant exceeds \$25,000. Subconsultant agreements for amounts of \$25,000 or less may be lump sum or actual cost plus fixed fee as directed by the Sponsor.

(8) FEES AND PAYMENTS:

(A) The Consultant shall not proceed with the services described herein until the Consultant receives written authorization in the form of a Notice to Proceed from the Sponsor.

(B) The amount to be paid to the Consultant by the Sponsor as full remuneration for the performance of all services called for in this Agreement will be on the following basis, except that the lump sum fee for labor, overhead and profit plus other costs will not exceed a maximum amount payable of **\$866,435.98**, which is shown in Exhibit IV, "Derivation of Consultant Project Costs", and Exhibit V, "Engineering Basic and Special Services-Cost Breakdown" attached hereto and made a part of this Agreement. Payment under the provisions of this Agreement is limited to those costs

incurred in accordance with generally accepted accounting principles; to the extent they are considered necessary to the execution of the item of service.

(C) The Consultant's fee shall include the hourly salary of each associate and employee, salary-related expenses, general overhead, and direct non-salary costs as allowed by 48 CFR Part 31, the Federal Acquisition Regulations (FAR), and 23 CFR 172, Administration of Engineering and Design Related Service Contracts. The hourly salary of each associate and employee is defined as the actual productive salaries expended to perform the services. The other billable costs for the project are defined as follows:

1. Salary-related expenses are additions to payroll cost for holidays, sick leave, vacation, group insurance, worker's compensation insurance, social security taxes (FICA), unemployment insurance, disability taxes, retirement benefits, and other related items.

2. General overhead cost additions are for administrative salaries (including non-productive salaries of associates and employees), equipment rental and maintenance, office rent and utilities, office maintenance, office supplies, insurance, taxes, professional development expenses, legal and audit fees, professional dues and licenses, use of electronic computer for accounting, and other related items.

3. Direct non-salary costs incurred in fulfilling the terms of this Agreement, such as but not limited to travel and subsistence, subcontract services, reproductions, computer charges, materials and supplies, and other related items, will be charged at actual cost without any override or additives.

4. The additions to productive salaries for Items 8(C) 1 and 2 will be established based on the latest audit.

5. The Consultant shall provide a detailed manhour/cost breakdown for each phase of the project indicating each job classification with base wage rates and the number of hours associated with each phase. The breakdown shall include work activities and be in sufficient detail to reflect the level of effort involved. This information shall be attached hereto and made a part of this Agreement as Exhibit V "Engineering Basic and Special Services -Cost Breakdown".

6. The Consultant shall provide a detailed breakdown of all subconsultant fees, including overhead and profit.

7. The Consultant shall provide a detailed breakdown of all travel expense, living expense, reproduction expense and any other expense that may be incurred throughout the project. These expenses must be project specific and not covered in or by an overhead rate.

8. The property and equipment used on this project such as

automotive vehicles, survey equipment, office equipment, etc., shall be owned, rented, or leased by the Consultant, and charges will be made to the project for the use of such property at the rate established by company policies and practices. Approval of the Sponsor and MoDOT will be required prior to acquisition of reimbursable special equipment.

(D) The Consultant shall submit an invoice for services rendered to the Sponsor not more than once every month. A progress summary indicating the current status of the services shall be submitted along with each invoice. Upon receipt of the invoice and progress summary, the Sponsor will, as soon as practical, but not later than 45 days therefrom, pay the Consultant for the services rendered, to the extent of ninety-eight percent (98%) of the amount of the lump sum fee earned plus direct costs as reflected by the estimate of the portion of the services completed as shown by the progress summary, less partial payments previously made. A late payment charge of one and one half percent (1.5%) per month shall be assessed for those invoiced amounts not paid, through no fault of the Consultant, within 45 days after the Sponsor's receipt of the Consultant's invoice. The Sponsor will not be liable for the late payment charge on any invoice which requests payment for costs which exceed the proportion of the maximum amount payable earned as reflected by the estimate of the portion of the services completed, as shown by the progress summary. Two percent (2%) of the amount earned will be retained by the Sponsor until the design services as covered by the Agreement are completed by the Consultant and approved by the Sponsor and MoDOT. The payment will be subject to final audit of actual expenses during the period of the Agreement. Upon completion and acceptance of the services required by paragraph (2), "Scope of Services," the two percent (2%) retainage will be paid to the Consultant. In the alternative to withholding the two percent (2%) retainage as set forth above, the Sponsor may accept a letter of credit or the establishment of an escrow account, in the amount of said two percent (2%) retainage and upon such other terms and conditions as may be acceptable to the Sponsor and the Consultant. If a letter of credit or escrow account is not acceptable to the Sponsor, then the two percent (2%) retainage will control.

(9) PERIOD OF SERVICE:

(A) The services, and if more than one then each phase thereof, shall be completed in accordance with the schedule contained in Exhibit VI, "Performance Schedule," attached hereto and made a part of this Agreement. The Consultant and the Sponsor will be required to meet this schedule.

(B) The Sponsor will grant time extensions for delays due to unforeseeable causes beyond the control of and without fault or negligence of the Consultant. Requests for extensions of time shall be made in writing by the Consultant, before that phase of work is scheduled to be completed, stating fully the events giving rise to the request and justification for the time extension requested. Such extension of time shall be the sole allowable compensation for all such delays. The Consultant may also receive an equitable adjustment in the maximum amount payable, provided the

consultant can document the additional cost resulting from the delay. Any extensions or additional costs shall be subject to MoDOT approval.

(C) The Consultant and Sponsor agree that time is of the essence, and the Consultant and Sponsor will be required to meet the schedules in this Agreement. In the event of delays due to unforeseeable causes beyond the control of and without fault or negligence of the Consultant, no claim for damage shall be made by either party. The anticipated date of completion of the work, including review time, is stated in Exhibit VI of this Agreement. An extension of time shall be the sole allowable compensation for any such delays. The Consultant may also receive an equitable adjustment in the maximum amount payable, provided the consultant can document the additional cost resulting from the delay. Any extensions or additional costs shall be subject to MoDOT approval.

(D) As used in this provision, the term "delays due to unforeseeable causes" includes the following:

1. War or acts of war, declared or undeclared;
2. Flooding, earthquake, or other major natural disaster preventing the Consultant from performing necessary services at the project site, or in the Consultant's offices, at the time such services must be performed;
3. The discovery on the project of differing site conditions, hazardous substances, or other conditions which, in the sole judgment of the Sponsor, justifies a suspension of the services or necessitates modifications of the project design or plans by the Consultant;
4. Court proceedings;
5. Changes in services or extra services.

(10) SUSPENSION OR TERMINATION OF AGREEMENT:

(A) The Sponsor may, without being in breach hereof, suspend or terminate the Consultant's services under this Agreement, or any part of them, for cause or for the convenience of the Sponsor, upon giving to the Consultant at least fifteen (15) days' prior written notice of the effective date thereof. The Consultant shall not accelerate performance of services during the fifteen (15) day period without the express written request of the Sponsor.

(B) Should the Agreement be suspended or terminated for the convenience of the Sponsor, the Sponsor will pay to the Consultant its costs as set forth in paragraph (8)(B), including a proportional amount of the lump sum fee based upon an estimated percentage of Agreement completion prior to such suspension or termination, direct costs as defined in this Agreement for services performed by the Consultant plus

reasonable costs incurred by the Consultant in suspending or terminating the services. The payment will make no other allowances for damages or anticipated fees or profits. In the event of a suspension of the services, the Consultant's compensation and schedule for performance of services hereunder shall be equitably adjusted upon resumption of performance of the services.

(C) The Consultant shall remain liable to the Sponsor for any claims or damages occasioned by any failure, default, or negligent errors and/or omission in carrying out the provisions of this Agreement during its life, including those giving rise to a termination for non-performance or breach by Consultant. This liability shall survive and shall not be waived, or estopped by final payment under this Agreement.

(D) The Consultant shall not be liable for any errors or omissions contained in deliverables which are incomplete as a result of a suspension or termination where the Consultant is deprived of the opportunity to complete the Consultant's services.

(E) Upon the occurrence of any of the following events, the Consultant may suspend performance hereunder by giving the Sponsor 30 days advance written notice and may continue such suspension until the condition is satisfactorily remedied by the Sponsor. In the event the condition is not remedied within 120 days of the Consultant's original notice, the Consultant may terminate this agreement.

1. Receipt of written notice from the Sponsor that funds are no longer available to continue performance.
2. The Sponsor 's persistent failure to make payment to the Consultant in a timely manner.
3. Any material contract breach by the Sponsor.

(11) OWNERSHIP OF DRAWINGS AND DOCUMENTS:

(A) All drawings and documents prepared in performance of this Agreement shall be delivered to and become the property of the Sponsor upon suspension, abandonment, cancellation, termination, or completion of the Consultant's services hereunder; provided, however,

1. The Consultant shall have the right to their future use with written permission of the Sponsor;
2. The Consultant shall retain its rights in its standard drawing details, designs, specifications, CADD files, databases, computer software, and any other proprietary property; and
3. The Consultant shall retain its rights to intellectual property

developed, utilized, or modified in the performance of the services subject to the following:

A. Copyrights. Sponsor, as the contracting agency, reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Governmental purposes:

I. The copyright in any works developed under this agreement, or under a subgrant or contract under this agreement; and

II. Any rights of copyright to which Sponsor, its consultant or subconsultant purchases ownership with payments provided by this agreement.

B. Patents. Rights to inventions made under this agreement shall be determined in accordance with 37 C.F.R. Part 401. The standard patent rights clause at 37 C.F.R. § 401.14, as modified below, is hereby incorporated by reference.

I. The terms "to be performed by a small business firm or domestic nonprofit organization" shall be deleted from paragraph (g)(1) of the clause;

II. Paragraphs(g)(2) and (g)(3) of the clause shall be deleted; and

III. Paragraph (l) of the clause, entitled "communications" shall read as follows: "(l) Communications. All notifications required by this clause shall be submitted to the Sponsor".

IV. The following terms in 37 C.F.R. 401.14 shall for the purpose of this Agreement have the following meaning:

Contractor - Consultant

Government and Federal Agency - Sponsor

Subcontractor - Subconsultant

4. Basic survey notes, design computations, and other data prepared under this Agreement shall be made available for use by the Sponsor without further compensation and without restriction or limitation on their use.

(B). Electronically Produced Documents:

1. Electronically produced documents will be submitted to the

Sponsor in data files compatible with Autocad 2010 (~~specify CADD version~~). The Consultant makes no warranty as to the compatibility of the data files beyond the above specified release or version of the stated software.

JMM 1/6/15

2. Because data stored on electronic media can deteriorate undetected or be modified without the Consultant's knowledge, the electronic data files submitted to the Sponsor will have an acceptance period of 60 days after receipt by the Sponsor. If during that period the Sponsor finds any errors or omissions in the files, the Consultant will correct the errors or omissions as a part of this Agreement. The Consultant will not be responsible for maintaining copies of the submitted electronic data files after the acceptance period.

3. Any changes requested after the acceptance period will be considered additional services for which the Consultant shall be reimbursed at the hourly rates established herein plus the cost of materials.

4. The data on the electronic media shall not be considered the Consultant's instrument of service. Only the submitted hard copy documents with the Consultant Engineer's seal on them will be considered the instrument of service. The Consultant's nameplate shall be removed from all electronic media provided to the Sponsor.

(C) The Sponsor may incorporate any portion of the deliverables into a project other than that for which they were performed, without further compensation to the Consultant; provided however, that (1) such deliverables shall thereupon be deemed to be the work product of the Sponsor and the Sponsor shall use same at its sole risk and expense; and (2) the Sponsor shall remove the Consultant's name, seal, endorsement, and all other indices of authorship from the deliverables.

(12) DECISIONS UNDER THIS AGREEMENT AND DISPUTES:

(A) The Sponsor will determine the acceptability of the drawings, specifications, and estimates and all other deliverables to be furnished, and will decide the questions that may arise relative to the proper performance of this Agreement. The determination of acceptable deliverables may occur following final payment, and as late as during the construction of the project which decisions shall be conclusive, binding and incontestable, if not arbitrary, capricious or the result of fraud.

(B) The Sponsor will decide all questions which may arise as to the quality, quantity, and acceptability of services performed by Consultant and as to the rate of progress of the services; all questions which may arise as to the interpretation of the plans and specifications; all questions as to the acceptable fulfillment of the Agreement on the part of the Consultant; the proper compensation for performance or breach of the Agreement; and all claims of any character whatsoever in connection with or growing out of the services of the Consultant, whether claims under this Agreement or otherwise. The Sponsor 's decisions shall be conclusive, binding and incontestable if

not arbitrary, capricious or the result of fraud.

(C) If the Consultant has a claim for payment against the Sponsor which in any way arises out of the provisions of this Agreement or the performance or non-performance hereunder, written notice of such claim must be made in triplicate within sixty (60) days of the Consultant's receipt of payment for the retained percentage. Notwithstanding paragraph 20 of this Agreement, the notice of claim shall be personally delivered or sent by certified mail to the Sponsor. The notice of claim shall contain an itemized statement showing completely and fully the items and amounts forming the basis of the claim and the factual and legal basis of the claim.

(D) Any claim for payment or an item of any such claim not included in the notice of claim and itemized statement, or any such claim not filed within the time provided by this provision shall be forever waived, and shall neither constitute the basis of nor be included in any legal action, counterclaim, set-off, or arbitration against the Sponsor.

(E) The claims procedure in paragraphs 12 (C) and (D) do not apply to any claims of the Sponsor against the Consultant. Further, any claims of the Sponsor against the Consultant under this Agreement are not waived or stopped by the claims procedure in paragraphs 12 (C) and (D).

(F) Notwithstanding paragraphs (A) through (E) above, in the event of any material dispute hereunder, both parties agree to pursue, diligently and in good faith, a mutually acceptable resolution.

(13) SUCCESSORS AND ASSIGNS: The Sponsor and the Consultant agree that this Agreement and all agreements entered into under the provisions of this Agreement shall be binding upon the parties hereto and their successors and assigns.

(14) INDEMNIFICATION RESPONSIBILITY:

(A) The Consultant agrees to save harmless the Sponsor and MoDOT from all liability, losses, damages, and judgments for bodily injury, including death, and property damage to the extent due to the Consultant's negligent acts, errors, or omissions in the services performed or to be performed under this Agreement, including those negligent acts, errors, or omissions of the Consultant's employees, agents, and subconsultants.

(B) The Consultant shall be responsible for the direct damages incurred by the Sponsor as result of the negligent acts, errors, or omissions of the Consultant or anyone for whom the Consultant is legally responsible, and for any losses or costs to repair or remedy construction as a result of such negligent acts, errors or omissions; provided, however, the Consultant shall not be liable to the Sponsor for such losses, costs, repairs and/or remedies which constitute betterment of or an addition of value to the construction or the project.

(C) Neither the Sponsor 's review, approval or acceptance of, or payment for, any services required under this Agreement, nor the termination of this Agreement prior to its completion, will be construed to operate as a waiver of any right under this Agreement or any cause of action arising out of the performance of this Agreement. This indemnification responsibility survives the completion of this Agreement, as well as the construction of the project at some later date, and remains as long as the construction contractor may file or has pending a claim or lawsuit against the Sponsor on this project arising out of the Consultant's services hereunder.

(15) INSURANCE:

(A) The Consultant shall maintain commercial general liability, automobile liability, and worker's compensation and employer's liability insurance in full force and effect to protect the Consultant from claims under Worker's Compensation Acts, claims for damages for personal injury or death, and for damages to property arising from the negligent acts, errors, or omissions of the Consultant and its employees, agents, and subconsultants in the performance of the services covered by this Agreement, including, without limitation, risks insured against in commercial general liability policies.

(B) The Consultant shall also maintain professional liability insurance to protect the Consultant against the negligent acts, errors, or omissions of the Consultant and those for whom it is legally responsible, arising out of the performance of professional services under this Agreement.

(C) The Consultant's insurance coverages shall be for not less than the following limits of liability:

1. Commercial General Liability: \$500,000.00 per claim up to \$3,000,000.00 per occurrence;

2. Automobile Liability: \$500,000.00 per claim up to \$3,000,000.00 per occurrence;

3. Worker's Compensation in accordance with the statutory limits; and Employer's Liability: \$1,000,000.00; and

4. Professional ("Errors and Omissions") Liability: \$1,000,000.00, each claim and in the annual aggregate.

(D) The Consultant shall, upon request at any time, provide the Sponsor with certificates of insurance evidencing the Consultant's commercial general or professional liability ("Errors and Omissions") policies and evidencing that they and all other required insurance is in effect, as to the services under this Agreement.

(E) Any insurance policy required as specified in paragraph (15) shall be written by a company, which is incorporated in the United States of America or is based in the United States of America. Each insurance policy must be issued by a company authorized to issue such insurance in the State of Missouri.

(16) CONSTRUCTION PHASE OF THE PROJECT:

(A) This Agreement does not include construction phase services. Review of shop drawings and other construction phase services can be added by supplemental agreement after design has been completed and the construction contract period has been determined.

(B) Because the Consultant has no control over the cost of labor, materials, equipment, or services furnished by others, or over the construction contractor(s)' methods of determining prices, or over competitive bidding or market conditions, any of the Consultant's opinions of probable project costs and/or construction cost, if provided for herein, are to be made on the basis of the Consultant's experience and qualifications and represent the Consultant's best judgment as an experienced and qualified design professional, familiar with the construction industry, but the Consultant cannot and does not guarantee that proposals, bids, or actual total project costs and/or construction costs will not vary from opinions of probable costs prepared by the Consultant.

(C) The Consultant shall not have control over or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the construction work, since these are solely the construction contractor(s)' responsibility under the construction contract(s). The Consultant shall not be responsible for the construction contractor(s)' schedules or failure to carry out the construction work in accordance with the construction contract(s). The Consultant shall not have control over or charge of acts of omissions of the construction contractor(s), or any of its or their subcontractors, agents, or employees, or of any other persons performing portions of the construction work.

(17) MISSOURI NONDISCRIMINATION CLAUSE: The Consultant shall comply with all the provisions of Executive Order No. 94-03, issued by the Honorable Mel Carnahan, Governor of Missouri, on the fourteenth (14th) day of January 1994, which executive order is incorporated herein by reference and is made a part of this Agreement. This Executive Order promulgates a Code of Fair Practices for the Executive Branch of Missouri Government and prohibits discrimination against recipients of services, and employees or applicants or employment of state contractors and subcontractors, on the grounds of race, color, religion, national origin, sex, age, disability, or veteran status. The Consultant shall also comply with all state and federal statutes applicable to Consultant relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of the Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the

"Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).

(18) ACTIONS: No action may be brought by either party hereto concerning any matter, thing, or dispute arising out of or relating to the terms, performance, non-performance, or otherwise of this Agreement except in the Circuit Court of Boone County, Missouri. The parties agree that this Agreement is entered into at Columbia, Missouri and substantial elements of its performance will take place or be delivered at Columbia, Missouri, by reason of which the Consultant consents to venue of any action against it in Boone County, Missouri. The Consultant shall cause this provision to be incorporated into all of its agreements with, and to be binding upon, all subconsultants of the Consultant in the performance of this Agreement.

(19) AUDIT OF RECORDS: For purpose of an audit, the Consultant shall maintain all those records relating to direct costs and expenses incurred under this Agreement, including but not limited to invoices, payrolls, bills, receipts, etc. These records must be available at all reasonable times to the Sponsor and MoDOT, at the Consultant's offices, at no charge, during the Agreement period and any extension thereof, and for the three (3) year period following the date of final payment made under this Agreement. If the Sponsor has notice of a potential claim against the Consultant and/or the Sponsor based on the Consultant's services under this Agreement, the Consultant, upon written request of the Sponsor, shall retain and preserve its records until the Sponsor has advised the Consultant in writing that the disputed claim is resolved.

(20) NOTICE TO THE PARTIES: All notices or communications required by this Agreement shall be made in writing, and shall be effective upon receipt by the Sponsor or the Consultant at their respective addresses of record. Letters or other documents which are prepared in 8.5 x 11 inch format may be delivered by telefax, provided that an original is received at the same address as that to which that telefax message was sent, within three (3) business days of the telefax transmission. Either party may change its address of record by written notice to the other party.

(A) Notice to the Sponsor: Notices to the Sponsor shall be addressed and delivered to the following Sponsor's representative, who is hereby designated by the Sponsor as its primary authorized representative for administration, interpretation, review, and enforcement of this Agreement and the services of the Consultant hereunder:

NAME AND TITLE OF SPONSOR'S REPRESENTATIVE	Don Elliot, Airport Manager		
SPONSOR'S NAME	City of Columbia, Columbia Regional Airport		
SPONSOR'S ADDRESS	11300 S. Airport Drive Columbia, MO 65201		
PHONE	573-817-5060	FAX	

E-MAIL ADDRESS	dee@gocolumbiamo.com
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The Sponsor reserves the right to substitute another person for the individual named at any time, and to designate one or more other representatives to have authority to act upon its behalf generally or in limited capacities, as the Sponsor may now or hereafter deem appropriate. Such substitution or designations shall be made by the Sponsor in a written notice to the Consultant.

(B) Notice to the Consultant: Notices to Consultant shall be addressed and delivered to Consultant's representative, as follows:

NAME AND TITLE OF CONSULTANT'S REPRESENTATIVE	Jennifer Kuchinski, P.E., Project Manager		
CONSULTANT'S NAME	Parsons Brinckerhoff, Inc.		
CONSULTANT'S ADDRESS	211 N. Broadway, Suite 2800 St. Louis, MO 63102		
PHONE	314-421-1476	FAX	314-421-1741
E-MAIL ADDRESS	kuchinski@pbworld.com		

The Consultant reserves the right to substitute another person for the individual named at any time, and to designate one or more other representatives to have authority to act upon its behalf generally or in limited capacities, as the Consultant may now or hereafter deem appropriate. Such substitutions or designations shall be made by the Consultant's president or chief executive officer in a written notice to the Sponsor.

(21) LAW OF MISSOURI TO GOVERN: This Agreement shall be construed according to the laws of the State of Missouri. The Consultant shall comply with all local, state, and federal laws and regulations which govern the performance of this Agreement.

(22) CONFIDENTIALITY: The Consultant agrees that the Consultant's services under this Agreement is a confidential matter between the Consultant and the Sponsor. The Consultant shall not disclose any aspect of the Consultant's services under this Agreement to any other person, corporation, governmental entity, or news media, excepting only to such employees, subconsultants, and agents as may be necessary to allow them to perform services for the Consultant in the furtherance of this Agreement, without the prior approval of the Sponsor; provided, however, that any confidentiality and non-disclosure requirements set out herein shall not apply to any of the Consultant's services or to any information which (1) is already in the public domain or is already in the Consultant's possession at the time the Consultant performs the services or comes into possession of the information, (2) is received from a third party without any confidentiality obligations, or (3) is required to be disclosed by governmental or judicial order. Any disclosure pursuant to a request to the Sponsor under Chapter 610, RSMo, shall not constitute a breach of this Agreement. The content and extent of

any authorized disclosure shall be coordinated fully with and under the direction of the Sponsor, in advance.

(23) SOLE BENEFICIARY: This Agreement is made for the sole benefit of the parties hereto and nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the Sponsor and the Consultant.

(24) SEVERABILITY AND SURVIVAL:

(A) Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Sponsor and the Consultant.

(B) All express representations, indemnifications, or limitations of liability made or given in this Agreement will survive the completion of all services by the Consultant under this Agreement or the termination of this Agreement for any reason.

(25) PAYMENT BOND: In the event a subconsultant is used for any services under this Agreement, Consultant shall provide a payment bond under Section 107.170 RSMo. Supp., as amended, for any services which are printing, aircraft, archaeology, surveying, hazardous waste or geotechnical including but not limited to the collection of soil samples. Any payment bond must be acceptable to the Sponsor and must be provided prior to the performance of service. The cost for the payment bond must have been included in the fee of the Consultant under this Agreement.

A payment bond shall not be required for subconsultant services for which the aggregate costs are \$25,000 or less or when the subconsultant is an engineering firm that is performing non-engineering services per current MoDOT policy.

(26) ATTACHMENTS: The following Exhibits and other documents are attached to and made a part of this Agreement:

- (A) Exhibit I: Project Description.
- (B) Exhibit II: Scope of Services.
- (C) Exhibit IIA: Current FAA Advisory Circulars, Standards, Guidance and MoDOT Standards
- (D) Exhibit III: Services Provided by the Sponsor.
- (E) Exhibit IV: Derivation of Consultant Project Costs.
- (F) Exhibit V: Engineering Basic and Special Services - Cost Breakdown.
- (G) Exhibit VI: Performance Schedule

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective proper officials.


Executed by the Consultant the _____ day of _____, 20____.

Executed by the Sponsor the _____ day of _____, 20____.

Sponsor:
City of Columbia

Consultant:
Parsons Brinckerhoff, Inc.

By: _____
Signature

By: 
Signature


Title: Mike Matthes
City Manager

Title: Vice President, Area Manager

ATTEST:

ATTEST:

By: _____
Signature

By: 
Signature

Title: Sheela Amin
City Clerk

Title: Asst. Vice President, Project
Manager

APPROVED AS TO FORM:

By _____
Nancy Thompson
Title City Counselor

I hereby certify that the above expenditure is within the purpose of the appropriation to which it is charged, Account No. 554-6288-881.47-40 C44112 and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefore.

John Blattel, Finance Director

EXHIBIT I

PROJECT DESCRIPTION

1. Develop a Terminal Area Master Plan based upon new enplanement data received since the last Master Plan Update in 2007. This will include an airport layout plan (ALP) update, and the development of a stormwater master plan for the airport.

EXHIBIT II
SCOPE OF SERVICES

EXHIBIT II - Scope of Services & Proposed Schedule
Columbia Regional Airport
Terminal Master Plan, Stormwater Master Plan & ALP Update

Background

In September of 2009, the City of Columbia completed a Master Plan Update for the Columbia Regional Airport (KCOU). In 2007, the year on which the latest Master Plan Update's passenger enplanement data was based, saw some 9,000 enplanements. This activity level represented the lowest in the Airport's history. Additionally, the 2007 FAA Terminal Area Forecast (TAF) used in this update projected that future enplanements would remain near constant at the 9,000 mark for a 20-year period. This 9,000 enplanement activity level was the basis of the recommended airport improvements. Because of the condition of the airfield pavements and the suppressed projected enplanements, the primary focus of the update was to evaluate and consider alternatives to improve the layout and pavement conditions of the airfield. Only assessments of minor enhancements to the existing terminal building (including modifications to improve its amenities, accessibility, and landside parking) were conducted in the 2009 Master Plan Update. The final update recommendations were to invest some \$40M over a 10 year period in mainly airfield and related improvements.

Since the completion of the update, significant changes have occurred in passenger enplanements – namely the stabilization of air carrier service. For the 2008 planning year, actual enplanements were 24,000 and in 2011, 40,000 passengers enplaned. This data became available after the completion of the update and were not considered in the study.

The 2009 plan update did include an "enhanced" air service scenario (in which greater air service would be offered at the Airport) with future enplanements nearing 55,000 in 2017 and nearly 62,000 in the 20 year horizon. However, because of the plan's focus on the airfield, not much detail was developed for how this trend in enplanements would impact the level of service of the terminal and this scenario was not carried forward and included on the FAA ALP. With the fading of the economic recession, enplanement activity has rebounded and industry expectations are that aviation growth will continue, making a new plan a necessity with a focus on the terminal area.

Goals and Objectives

While the 2009 update focused much of its evaluation on the airfield, and while the passenger enplanement projections used in the study indicated that the existing facility was sized appropriately to meet the air service capacity demands, it has become clear that the facility is now undersized and not able to meet all of the Department of Homeland Security (DHS) / Transportation Security Administration (TSA) standards. The overall goal of this Terminal Area Master Plan update will be to develop an unbiased study which will identify and compare the need for a new passenger terminal building versus the improvements to the existing facility. To date, several terminal concepts have been informally developed and reviewed to address the

Airport's terminal capacity issues. Under this master planning update, these concepts as well as any additional potential terminal layouts will be formally developed and evaluated in order to arrive at an appropriately-sized preferred alternative. Finally, the terminal master plan update will culminate in a narrative document and an update the Airport Layout Plan to illustrate the preferred development for the terminal and its related features in relation to the rest of the Airport.

In addition, this master planning effort will include the development of a 10-year Stormwater Master Plan for the Airport. Due to the number of changes to state and city permitting and water quality requirements, the City desires to evaluate the existing stormwater system and potential improvements to it. The potential changes to the terminal area considered under this master plan may require a significant alteration to current stormwater drainage patterns; thus, the Stormwater Master Plan will be conducted as part of this master plan update.

To achieve these goals, the following objectives must be completed:

- Establish a public involvement program for the project
- Develop a 20-year forecast of aviation activity
- Create a general terminal area concessions plan
- Identify the terminal area facilities needed to support the future aviation activities
- Develop a storm water master plan (including a discharge plan)
- Evaluate potential terminal alternatives, recommend preferred alternative
- Examine COU's financial plan, recommend potential revenue enhancing improvements
- Conduct a general environmental overview of existing environmental resources and potential impacts resulting from project implementation
- Update the existing COU Airport Layout Plan (ALP) package (assumed revisions to 9 sheets including: Title, Data Sheet, ALP Future, Terminal Area Plan, Core Terminal Area Plan, Rwy 20 Approach, Rwy 20 Departure, Part 77 Airspace Surfaces, and Land Use Plan)

Parsons Brinckerhoff will serve as the prime consultant responsible for the overall development and completion of the following scope of work assisted by subconsultants (noting their specific roles below):

- Hirsh Associates (forecasting, facility assessment and space programming)
- AirProjects, Inc. (concession forecasting and planning)
- Engineering Surveys and Services (landside and utility assessments and planning, topographic surveying as needed)
- Barr Engineering Co (stormwater master planning)
- Terracon Consultants Inc. (wetland and farmland impacts)

Scope of Work – Terminal Master Plan, Stormwater Master Plan & ALP Update**Task 1: Project Kick-off**

This task includes start-up and administrative activities to initiate the project:

- Verify scope of services
- Verify project goals and objectives
- Verify identification of key airport issues and/or concerns
- Verify project key milestones dates / schedules
- Initial Site Reconnaissance visit and record drawing reviews

Task 1 includes two meetings. Meeting #1 includes the City and Airport Advisory Committee Kick-off. Meeting #2 includes a kick-off with MoDOT and FAA in Jefferson City either the day before or the day after the meeting with the City & Airport Advisory Committee.

Task 2: Public Involvement Program

The public involvement program serves both to inform the public and public officials and to generate input for consideration in the study:

- Updates with the Airport Advisory Committee (at select monthly meetings, up to a maximum of 6 meetings)
- Creation of a Technical Advisory Committee (TAC) and Citizen’s Advisory Committee (CAC)
- TAC/CAC Informational forums (a maximum of two forum events)
 - Forum #1 to be held 2 weeks after kick-off and Forum #2 to be held midway through planning study
 - TAC meetings to be held first, followed by separate CAC meetings on same day
- Public Information Forum
 - To be held after 2nd CAC meeting, same day, in evening
 - “Open house” style format
- City Council Briefings
 - To be held during regular or special council meetings (at select meetings, up to a maximum of 2 meetings)
- Public Awareness Campaign
 - Assisting City Public Information officer with updates to content for City to post on its Website.
 - 3D graphics, visualization/animation for special public announcements (media commercials, public forum AV displays, or website content) are not included in this scope of services but can be negotiated for an additional services if City requests.
 - Public newsletters, press releases or mass distribution mailings or other materials are not included in this scope but can be negotiated for an additional services if City requests.

Task 2 includes up to 10 meetings plus the public information forum (for a total of 11) over the anticipated project schedule. It is anticipated that a minimum of two members of the project team will attend each of these meetings. Task 2 also includes the attendance and presentation to the City Council for two regularly scheduled City Council meetings. These two meetings will be scheduled in order to provide updates to the City Council and to gather input from the City Council.

Task 3: Forecast Update and Terminal Concessions Planning

Key economic and demographic data as well as historic aviation activity will be used for preparing the activity forecasts for COU Airport. Three individual forecast scenarios (high, medium and low) will be developed for future FAR Part 121 commercial air service activities (passenger, cargo, and operations), FAR Part 135 air taxi (passenger and operations), general aviation (based aircraft, operations, and passenger enplanements), and military (itinerant operations). These forecasts will be used to help determine the size and number of facilities needed to support the Airport through the 5, 10, and 20-year planning periods. The COU Airport forecasts will also include a projection of based aircraft, aircraft fleet mix, peak-hour activity, and itinerant versus local operations. The overall product of this task will be a chapter describing the forecasts and methodology used to develop a 5, 10 and 20-year activity forecast. The following subtasks will be conducted as part of Task 3.

- **National and regional trends** must be evaluated to determine their impact on future Airport operations. The following trends will be discussed.
 - New airline entrants
 - Regional airlines
 - Airline mergers
 - Average aircraft size
 - Competing airports/leakage
 - Surface and air access to COU Airport
 - Missouri aviation system plan projections/recommendations
- **Air passenger service** A forecast of future FAR Part 121 and Part 135 air passenger services (enplanements, operations) will be developed during this task. In the event demand trends for these operations are not useful, comparisons to emerging air service markets with a similar aeronautical role and size will be made. The results of the air carrier, air taxi, charter and commuter operations forecasts will be used to determine the terminal area facilities needed over the 20-year planning period. This task will also include a comparison of the most recent FAA Terminal Area Forecast (TAF) for COU versus the aviation forecast projections developed within this terminal master plan. Differences (if any) will be documented per FAA AC 150/5070-6B, Chapter 704g.
- **Forecast of General Aviation Operations and Based Aircraft** This task will include the development of general aviation operations and based aircraft forecasts. Comparisons

of itinerant versus local, IFR versus VFR, and aircraft peaking characteristics will be included. Projections of based aircraft will be made using aircraft design grouping such as single engine piston, multi engine piston, turbo-prop and jet aircraft.

- **Forecast of Peak Hour Aviation Activity** Annual and design level average day, peak month forecasts will be prepared in this task. Peak hour activity forecasts will be developed to be used in the determination of terminal facilities needed over the 20-year planning period.
- **Forecast of Air Cargo** A forecast of air cargo operations will be developed in this task. Air cargo data including enplaned and deplaned freight, overnight-express mail, and time sensitive cargo estimates will be made. Associated aircraft operations will be projected.
- **Design Aircraft** A determination of a design aircraft or group of aircraft will be made in order to select the applicable FAA Airport Design Criteria standards in which the future terminal area facilities will be developed.

The forecasts will be developed in a straightforward manner. Extensive use of statistical testing and econometric modeling is not included as a part of this terminal master plan. Rather, the projections will be predicated on the average annual rates of growth derived from historical and projected trends. Where appropriate, projected paradigm shifts in aircraft operations, aircraft fleet mix and passenger enplanement levels will be examined and used during the development of scenario comparisons. Projections of non Part 121 cargo and mail tonnage will not be included. Once complete, the aviation forecasts will be submitted to FAA for review and approval. Comments from FAA will be reviewed and incorporated prior to release of the final document.

Terminal Concessions Plan

A comprehensive evaluation of COU's existing terminal concessions will be conducted to determine potential revenue enhancing projects and/or recommendations to maximize concessions within the terminal building. This task will include:

- **Existing conditions analysis** which includes a three year review of historical concession sales, rental revenue, square footage occupied and locations within the terminal. An analysis of key performance indicators for the current program, including sales and rental revenue per square foot or location, sales and rental revenue per enplanement, square feet per 1,000 enplanements, and effective rent. This information will serve as the base line for future commercial projections to be developed in Task 3. For locations outside the terminal, the project team will evaluate all existing commercial leases, contracts, and agreements to establish a revenue level upon which future analyses will be based.

- **Market Analysis** to include review of current and future passenger market information to document the types of passengers that will be using the terminal, their wants and needs, and their behavior patterns. The results of the review will be used to develop key assumptions for the demand analysis to project sales, revenue, and supportable space. The project team will perform a review of the local economy. This review will include overviews of local demographic and socioeconomic data, real estate, and retail trends. The results of this review will be used to develop key assumptions for the development of recommended commercial improvements in the terminal area.
- A **Demand Analysis** will be developed using the information gathered in Tasks 1 through 3 to create a consumer demand model and develop projections of future consumer demand for terminal concessions in the Airport. Projections for sales, rental revenue, and supportable concession square footage would be developed for two future years. Upon approval from the client, the project team will incorporate the assumptions of future sales per enplanement and sales per square foot for concessions into the model. The model would forecast gross sales, rental revenue, and supportable space for concessions within the terminal, as appropriate. Forecasts would be developed for every major category of terminal concessions (food service, convenience retail, specialty retail, duty free, consumer services, and support space). The supportable space from the demand analysis would be used in Tasks 5 and 6 to provide programming information and to develop alternative concession layouts, delineating block areas by type of concession.
- **Alternative Layouts/Preferred Block Plan** The project team will use the results of the demand analysis to develop an overall concession concept for the expanded terminal for review by City management. Emphasis will be placed on allocating the supportable square footage to maximize programmed concession locations, visibility conditions, and relationships to passenger circulation and congregation points. The intent of the effort at this point will be to generate appropriate blocks of space, rather than individual shops that will effectively promote the potential individual unit concepts, while considering servicing and delivery systems. The concession concept alternatives will be produced in hard copy for incorporation into the terminal plans by the PB planning team. A conceptual tenant plan, outlining individual units, will be produced in Task 6. The product of this task will include a meeting with City management and the project team upon completion of Task 5 to discuss the block concept alternative and refine the concession development concept, as necessary, in order to proceed with Task 6.
- **Concession Master Plan** Based on the final block plan developed during Task 5, the project team would develop a concession master plan, including a conceptual tenant/unit plan and roster for the entire concession program. The plan would be based on information collected and analyzed throughout this effort, including passenger flows, existing concession performance, passenger survey results, market trends, and physical opportunities. The conceptual unit plan would also consider the goals and objectives for the concession program. The project team would utilize its experience in merchandising,

programming, and servicing at both airport and non-airport locations to identify concepts and trends currently working well in comparable airports. The project team would then work with the City to develop a conceptual unit plan in accordance with industry standards to complement the architectural design and image of the terminal. As such, the plans would consider critical adjacencies, visibility, unit configurations, servicing, back-of-house, storage, access, and accommodation of recommended concepts. Consideration would also be given to addressing the product lines carried in particular units to minimize product overlaps between concessions. The objective for the final concession master plan would be to create the optimal situation in which the recommended concessions can thrive, while enhancing customer service and revenue to the City as well as forming the basis for the units and concepts to be included in a future solicitation.

- **Terminal Area Commercial Plan** The project team will use the results of Tasks 2 and 3 as the basis to develop a commercial plan for the area immediately surrounding the terminal. The data and analysis previously performed will be supplemented with an analysis of terminal area uses at other comparably sized airports. Potential uses that may be identified include: outdoor advertising, gas station/convenience store, business park, kennel, and parcels for temporary land uses. The development of a commercial plan will be iterative in nature as the project team works with the City to consider other required uses for property (parking, ground transportation, etc.). The results of this task will include a final terminal area commercial plan. The recommended plan would incorporate specific uses, locations, and sizes, as well as high-level revenue projections. Final plans would be done in .pdf using the scaled base building drawings.

Task 3 assumes 1 meeting will be held in Kansas City with the FAA to review the forecasts with the FAA in an effort to expedite their review and approval of the forecast task. Forecast planners will also attend up to 3 meetings with City, Airport Advisory Committee and key airport stakeholders in gathering data needed to conduct the forecast and concession plan.

Task 4: Terminal Facility and Stormwater Requirements

The facility requirements analysis projects needed future facilities by translating the adopted forecast into a 20-year facility requirement.

- Define Purpose of Facility and KCOU's strategic vision for their market area
- Review of existing terminal facilities and shortcomings
 - This will include a condition assessment of existing facilities such as the existing terminal apron area and connection to the runway system (and definition of surrounding or adjacent compatible and non-compatible usages), existing landside facilities (such as parking, rental car areas, curb side areas, access roads, and available utilities), and the existing terminal and attached ARFF/Operations Command Center.
 - Access roads and their traffic capacity will be reviewed against existing and future projected traffic conditions.

- Existing facilities assessment will include assessment of structural, HVAC, electrical, IT/Comm, life safety, and architectural code reviews against current building standards.
- An assessment of the current baggage handling system will be included.
- Development of the facility's projected demands/needs based upon the new forecasts resulting in a space allocation program that defines spatial needs for:
 - passenger processing and waiting areas including baggage handling systems
 - number of boarding positions/gates and apron frontage
 - security areas and related queue areas and related office space needs
 - office and administrative areas
 - ticketing, rental car and hotel areas
 - public areas
 - Airline Operations Areas
 - accessibility standards
 - an adjacent ARFF/Operations Command Center
- Development of a concessions consumer demand model (refer to Task 4 for additional details) to project future consumer demands, projections of sales and revenue and supportable concession square footage for major concession categories such as food service, convenience retail, specialty retail, duty free (if appropriate), consumer services and support space.
- Airfield access (ingress/egress, mitigation of potential hot spots as a result of terminal area traffic entering the movement area)
- Landside access, including terminal curb frontage, short-term and long-term parking, and rental car parking

Stormwater Master Planning efforts will include review of the following, specifically for their relevance to the Airport and its planned and potential future improvements, enumerate from each minimum regulatory requirements described in each:

- National Pollutant Discharge Elimination System (NPDES) Stormwater Permit and SWPPP
- Boone County/City of Columbia MS4 permit and related ordinances
- City of Columbia Stormwater Manual and MARC Manual
- Boone Femme Watershed Plan
- Discharge Monitoring Report Data
- Missouri Construction or Land Disturbance Activity permit

Stormwater Master Planning will include development of a draft list of stormwater goals and metrics, which will be documented in a summary report, that satisfy the minimum regulatory requirements of the above listed documents, specifically which include:

- Stormwater quality, including metrics to protect downstream water quality
- Stormwater flow rates and volumes to prevent localized flooding and erosion at stormwater outlets points off Airport property and to minimize downstream channel and stream bank erosion
- Stormwater flow rates and volume controls to address onsite drainage

- Airport safety related to stormwater controls
- And how the changes to the terminal area and future planned runway/airfield changes impact future drainage conditions

Stormwater Master Planning will include model alterations to the existing SWMM model to reflect the precipitation depth changes and revised storm distributions resulting from NOAA Atlas 14. This planning effort will include an update to the XP SWMM model with future structures and parking/paved areas and their related impacts to watersheds. The results of the updated existing conditions and future conditions model will be summarized in a report.

Task 4 assumes 7 site visits and associated meetings will be held during this task in its execution in collecting data, assessing the site and facilities, and coordinating with the City and Airport.

Task 5: Terminal and Stormwater Alternative Analyses

This task will develop options for key components of the terminal area, evaluates combinations of the options, and recommends the best overall combined alternative for the terminal area. Under this task, the evaluation criteria will be developed with the City, Airport Advisory Committee and TAC/CAC. Evaluation criteria will be both quantitative and qualitative and will generally consist of:

- costs (capital and O&M)
- operational performance (capacity, energy efficiency)
- safety/security requirements and best practices
- concession and revenue generation potentials and overall concession concepts
- ARFF serviceability/access (co-locating the ARFF with the terminal)
- FAA standards and other appropriate requirements (e.g. ADA)
- allows for growth, changes to needs (e.g. security requirements)
- supports Airport's strategic vision
- financially, politically and technically feasibility
- City's sustainability objectives including Public Art planning

Upon the identification of the core evaluation criteria development, no more than 4 alternatives will be developed which shall generally consists of:

- No Build – Do nothing
- Renovation of existing facility*
- Expansion of existing facility*
 - Both the renovation of the existing facility and the expansion of the existing facility alternatives will be built off the previous efforts to evaluate the costs and feasibility of renovating or expanding the existing facility by RS&H, circa 2011.
- New Greenfield site (northwest of the 13-31/2-20 intersection)
 - This effort will build on recent efforts by the City and Parsons Brinckerhoff (circa 2013) to define the new greenfield concept and its related costs

This task will culminate in a descriptive narrative identifying the Recommended Alternative and its Justification including space program and concept level plan layouts and graphics (architectural/facility for both terminal and ARFF/Operations Command Center, landside civil and airside civil). Mechanical, Electrical, IT/Comm Plumbing narratives will be included.

Stormwater Master Planning will include identification and evaluation of potential stormwater quantity and quality best management practices (BMPs) at each outfall that address stormwater goals and metrics defined in the previous task. For potential BMPs considered that address meeting water quality goals, a water quality model will be developed. This effort will include development of an existing conditions water quality model without the BMPs, and a modified model to simulate potential BMPs implemented. Two potential BMP implementation models will be developed to represent two different sets of alternatives/development scenarios. The BMP implementation models will also be evaluated for conceptual level costs for implementation.

The results of the Stormwater Master Plan will be summarized in a report. Stormwater improvements will be detailed in a multi-year implementation plan included in the report.

Task 5 assumes 2 site visits and associated meetings will be held during this task in its execution and coordinating with the City and Airport.

Task 6: Financial Overview and Implementation Plan

This task will provide project costs, integrate them into the airport's capital improvement plan, and will also consider revenues:

- Summarize Airport's Financial Data (Business Model, Operating Revenues/Expenses and Capital Funding)
- Formulation of CIP for Recommended Alternative including break down into enabling projects or phases
- Enabling project or phase sequencing (include interrelationship with airfield CIP)
- Create Master Development schedule (include interrelationship with airfield CIP)
- Establishment of improvement trigger points
- Financial feasibility - funding source assessments (federal, state, local, private)
- Pro Forma cash flow – revenues/expenses
- Potential Revenue Enhancement considerations including a conceptual tenant/unit concession plan and commercial terminal area plan (outdoor advertising, gas station and convenience store, business park, kennel, and other compatible land uses)

Task 6 assumes 2 site visits and associated meetings will be held during this task in its execution and coordinating with the City and Airport.

Task 7: Environmental Overview

This goal of this task will be to identify environmental impacts that may result from development of the recommended plan. It is assumed, based upon discussions with FAA staff in March of 2013 that implementation of the plan will require an FAA short form Environmental Assessment (EA) or Categorical Exclusion (CatEx) subsequent to approval of this Terminal Master Plan and before design or construction activities could take place. This Task 7 will prepare the City for those subsequent actions.

The recently completed EA by RS&H, circa 2012, assessed the impacts of relocating and reconfiguring the runway system against all 21 NEPA categories, of which 12 NEPA categories were identified as having potential impacts for the study purpose. For a graphical depiction of the coverage area for the 2012 EA refer to Exhibit A-1 Environmental Overview Scope of Work. For the TAMP study it will be necessary to re-assess the environmental impacts to all 21 NEPA categories and, in particular, a focused review of the previously identified 12 "heighted potential impact" categories, especially if the New Greenfield alternative is the preferred alternative. In the case of the New Greenfield Alternative being preferred and recommended, a field condition assessment will be performed of the wetland and farmland impacts categories. These two categories are assumed to be those that see the biggest impact from a potential New Greenfield terminal. The remaining 10 categories will be updated with a desk top review. The reviews of these categories and their potential change in impacts due to the preferred alternative will be documented in the TAMP final report.

If the New Greenfield Alternative proves to be the recommended and preferred alternative, then it is assumed a short form EA (a maximum of 5-6 page document) will be required by FAA to provide an overview of the project regarding environmental considerations. This alternative is largely considered to be placed on virgin or grounds currently farmed. If the renovation or expansion of the existing facility is the recommended and preferred alternative, then it is assumed a CatEx will be required by FAA to provide an overview of the project regarding environmental considerations. These alternatives are entirely on previously disturbed areas of the Airport and will not require the same level of environmental scrutiny as the New Greenfield Alternative. The Short Form EA or CatEx would be subsequent actions, not part of this scope. This scope will include, however, preparing the data to assist the city in the timely execution of these subsequent actions and to keep the overall program on schedule.

Assumptions and basis for this task include:

- Review of 2012 EA Study areas for wetland impact and farmland impact categories; for Alternative #4, New Greenfield site. All other NEPA categories are adequately covered under the recently completed EA. (It is assumed that the recently completed noise analysis under the 2012 EA will not be re-analyzed under this scope).
- Inventory of Recommended Alternative's environmental setting
- Identification of potential environmentally sensitive areas within development footprint based on available sources

- Identification of environmental approvals (permits) required for development of recommended alternative
- Effort will be minimal for renovation/expansion alternatives. Overview will be somewhat more in depth for the preferred alternative (assumed Alternative #4, New Greenfield site).

Task 7 assumes 1 site visits and associated meetings will be held during this task in its execution and coordinating with the City and Airport.

Should the non-greenfield option be identified as the preferred alternative, less environmental overview effort will be necessary to complete this task. Parsons Brinckerhoff estimates 100 hours for the completion of the task assuming the Greenfield option is the preferred alternative. If a non-greenfield alternative is the preferred alternative, 20 hours fewer will be expended on the task by Parsons Brinckerhoff (\$1,792 in costs) in coordinating the final environmental reports for future use in the environmental action for the preferred alternative. These 20 hours eliminated from the scope specifically include the elimination of mitigation planning due to reduced impact of non-greenfield sites.

Task 8: Update the Airport Layout Plan Package

The airport plans package is the graphic presentation of existing and ultimate development of an airport. It includes the Airport Layout Plan (ALP), which is an official document used by the FAA and others to review and approve airport development projects. The airport plans package will be prepared in AutoCAD making it a useful tool for the City in preparing updates and incorporating changes in future years. The plans package will be prepared in accordance with the guidelines outlined in FAA Advisory Circular 150/5070-6B, "Airport Master Plan," and Advisory Circular 150/5300-13A, "Airport Design." All drawings in the airport plans set will be a minimum size of 22" by 34" on reproducible paper and electronic PDF format. A reduced set of plans will be provided in 11" by 17" format within the narrative description of the airport plans section.

The output of this task will consist of an electronic AutoCAD set of airport plans prepared according to FAA guidelines and ready for submittal to the FAA for approval. Five hardcopies of the complete plans set and an electronic AutoCAD file will be provided to the City of Columbia. A working paper will be prepared and will describe the recommended plan and will present the information in the airport plans package. The completed airport plans set will include the following drawings:

- **Title Sheet** with the airport name and index of drawings will be prepared.
- **Data Sheet** (assumed 1 sheet) will be provided to summarize important existing and planned airport information. At a minimum, this information will include: Location and Vicinity Maps, Airport elevation, Airport reference point, Mean maximum temperature, Airport and terminal NAVAIDs, Runway gradient, Runway lighting, Pavement strength,

Runway lengths and widths (existing and ultimate), Approach slopes, Instrumentation, Runway Wind Coverage, Wind roses, Safety Areas. These sheets will be updated with pertinent terminal area updates and be based upon the existing sheet currently in the approved ALP set developed under the recent Master Plan. Improvements or changes to the airport, excluding those under consideration here for the terminal area that which occurred since 2011, are assumed to be few and will be included in the updates to these data sheets.

Airport Layout Plan (assumed 1 sheet: Future ALP) will be developed under the guidelines identified Advisory Circular 150/5300-13A, Airport Design. Features to be depicted on the ALP drawing will include prominent airport facilities such as runways, taxiways, aprons, extended runway safety areas, buildings, parking areas, roads, lighting, runway marking, fences, major drainage facilities, tie-down areas, and any facilities that are to be phased out or added. In addition, prominent natural and manmade features such as trees, streams, ponds, ditches, railroads, power lines, pipelines, oil wells, towers, buildings, and existing ground contours will be shown. Areas reserved for existing and future aviation development and services such as general aviation, rotorcraft operating areas, and airport maintenance will be defined on the ALP. Areas available for non-aviation development, such as industrial or commercial areas, motels, rental car areas will also be indicated on the ALP. The ALP will depict proposed airport boundaries and/or areas to be owned or controlled by the Airport, including aviation easements. Pertinent dimensional data such as runway and taxiway widths and lengths, taxiway/runway apron clearances, apron dimensions, building clearance lines, and other pertinent dimensions will be identified. Finally, a legend depicting each element on the ALP will be provided in graphic and descriptive form with symbols that differentiate between existing and proposed development. This sheet will be updated with generally only pertinent terminal area updates as a result of the recommended terminal improvements and will build off of the existing sheet currently in the approved ALP set developed under the recent Master Plan. Improvements or changes to the airport that occurred since 2011, which are assumed to be few, will be included in the updates to the layout sheets.

A narrative describing the projects will accompany the ALP.

- **Terminal Area Plan** (assumed 2 sheets: Terminal Area Plan, Core Terminal Area Plan) will be developed to depict aircraft parking/tied down areas, fueling facilities, aircraft storage (hangars), FBO buildings, vehicular parking areas, the outline of the recommended terminal development concept and associated security (fence, gates, aircraft/service equipment areas). A scale of 1"=100' will be used for this drawing. This drawing will include clearly defined runway and taxiway clearances, safety areas and other detailed dimensional separation criteria.
- **Approach Plans** (assumed 3 sheets including data tables: Runway 20 Approach, Runway 20 Departure, and Part 77 Airspace Surfaces) for Runway 20 end will be prepared, depicting plan and profile views of the runways and governing approach surfaces. The

approach plans will include an initial and ultimate Runway Protection and Object Free Zone (RPZ and OFZ) for each runway end. Plan and profile views of each runway end will be developed and include all physical features such as trees, roads, utility lines, topography, buildings and/or other structures. An estimate of dimensions and elevations will be developed for each physical feature. Any object required for removal or relocation will be identified to meet current FAA standards. Each runway end will be depicted on a separate sheet for clarity. The appropriate threshold siting surface will be shown for each runway end as shown in Table 3-2 of AC 150/5070-6B.

Only the Runway 20 end Approach Plan sheet will contain significant updates related to pertinent changes as a result of the recommended and preferred terminal area improvements (assuming the New Greenfield Alternative is the recommended and preferred alternative). The updates to this sheet will build off of the existing sheet currently in the approved ALP set developed under the recent Master Plan. It is anticipated that the other approaches will not require significant updating of the last Master Plan update. Improvements or changes to the airport that occurred since 2011, which are assumed to be few, will also be included in those updates to the other approach sheets.

Revisions to Part 77 Airspace Surfaces plan sheets will also be made relative to the potential impacts the recommended terminal improvements has to airspace. A maximum of 3 case studies (which will consist of multiple points to define the envelop of the building) will be submitted to OEAAA for the preferred alternative as it relates to the protected Part 77 Imaginary Airspace Surfaces.

- **Airport Land Use Plan** (assumed 1 sheet) will be updated. The on-airport land use plan will divide the Airport into aviation-related functional areas. These will include airfield, FBO areas and passenger handling facilities, tie downs and hangars, and aviation-related use. Significant on-airport land use changes may potentially change in the near future due to near-term potential developments. These will be incorporated into the updated on-airport land use drawing. The on-airport land use plan will identify additionally opportunities for development both aviation-related and non-aviation related activities.

The off-airport land use plan will depict existing and future land use. The land use plan will identify land requirements for the forecast growth and any contingent aviation-related business growth. A noise re-analysis will not be conducted under this scope but the noise contours developed under the previous master plan will be used.

Both the on and off airport land use plans will be built off of the existing drawings completed under the previous master plan and have been built off aerial photography of the airport. Key safety areas such as the RPZ, Runway Safety Area (RSA), and OFZ will be depicted. An approximate scale of 1"=2,000' will be used.

- **Airport Property Map** will not be prepared under this scope. Potential near term and future property acquisitions may be currently underway for the airport; however, this scope assumes that the property boundary of the airport in 2011 when the last Master Plan was conducted correctly represents the airport at this time and that potential future or near term property acquisitions will not be executed within the performance period of this terminal area master planning update. It is assumed that the property map will be updated by others at the time of the property acquisition.

A draft copy of the Airport Layout Plan package will be submitted to the FAA for review and comment. FAA review time is not included in the project schedule; however, every effort to promote a timely review will be made. The project team will utilize the FAA Airport Layout Plan Standard Operating Procedure (SOP) as well as the FAA Airport Layout Plan Checklist to ensure the ALP and support sheets meet the criteria identified in the SOP. The project team will maintain regular contact with the FAA so that the FAA is informed of the progress of this scope and is aware of its contents. Upon receipt of FAA comments, comments will be addressed; however, FAA review involves units other than the Airports District Office and sometimes results in request for significant changes, such as airspace impacts to elements not associated with this terminal master plan. Comments not pertaining to the terminal master plan are considered outside of this scope yet may be negotiated as additional services if the City so wishes to have them addressed.

NOTE: An eALP is not included in this scope of work for this update. It is suggested that because the airfield/runways will be reconfigured in the near future (13-31 being relocated, 02-20 being extended) that an eALP survey of the future runway ends, when they are completed, be surveyed to the NGS standards that are part of the eALP requirement. This recommendation will save cost to the City in that the survey will only need to be conducted at one time, in the near future, allowing for the City/Airport to be compliant with the eALP requirement at that time. This recommendation will also allow the focus to be on the terminal master planning activity and related storm water master planning; not the surveying of the airfield in its present state, prior to near term planned major airfield construction projects.

Any survey data collected in the field for this SOW will be in compliance with AGIS standards; however, the AGIS database will not be updated as part of this SOW.

Task 8 assumes 1 site visit will be held during this task in its execution and coordinating with the City and Airport. An additional meeting with the FAA is assumed will be made to coordinate the review and approval of the ALP set by the FAA. The ALP will meet FAA SOP 2.00 guidelines and the FAA ALP checklist will be included with the ALP deliverable.

Deliverables

At the completion of each task, a draft working paper will be submitted to the Airport for two-week review, comment, and approval. Airport approved working papers will be submitted to MoDOT who will review and comment, and submit to FAA for their review and comment. Comments will be collected and responded to in a final report. . The approved working papers will be combined into a final report, four copies of which will be provided to the Airport as well as an electronic report in PDF format. Two copies each will also be provided to MoDOT and the FAA.

The ALP plans package will be prepared in accordance with the guidelines outlined in FAA Advisory Circular 150/5070-6B, "Airport Master Plan," and Advisory Circular 150/5300-13A, "Airport Design." All drawings in the airport plans set will be a minimum size of 22" by 34" on reproducible paper and electronic PDF format. A reduced set of plans will be provided in 11" by 17" format within the narrative description of the airport plans section. Up to ten copies of the complete plans set and an electronic file will be provided to the Airport. The plans will be submitted to the FAA, and minor comments will be addressed (FAA review involves units other than the Airports District Office or ADO and sometimes results in request for significant changes, which are outside this scope).

A Stormwater Master Plan will be delivered in an appended report to the Terminal Area Master Plan report.



EXHIBIT II - A – ENVIRONMENTAL OVERVIEW SCOPE OF WORK

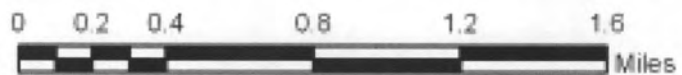
The EA completed in 2012 by RS&H had a coverage area as shown below in that EA's Figure 3-1:

Figure 3-1
AIRPORT STUDY AREA



Legend

-  Airport Property
-  Airport Study Area



SOURCE: RS&H, 2011
PREPARED BY: RS&H, 2011

EXHIBIT IIA
FAA Advisory Circulars, Standards, Guidance and Commission Standards
Revision 01/01/11

Sponsor is responsible to check the FAA website for the most current Advisory Circulars, and AIP sponsor guides at the time of execution of the project consultant agreement. They are available on the FAA Central Region website at: the following address: http://www.faa.gov/airports/resources/advisory_circulars/.

NUMBER	TITLE
70/7460-1K	Obstruction Marking and Lighting
150/5070-6B Change 1	Airport Master Plans
150/5200-28D	Notices to Airmen (NOTAMS) for Airport Operators
150/5200-32A	Reporting Wildlife Aircraft Strikes
150/5200-33B	Hazardous Wildlife Attractants on or Near Airports
150/5200-34A	Construction or Establishment of Landfills Near Public Airports
150/5200-36	Qualifications for Wildlife Biologist Conducting Wildlife Hazard Assessments and Training Curriculums for Airport Personnel Involved in Controlling Wildlife Hazards on Airports
150/5210-5D	Painting, Marking and Lighting of Vehicles Used on an Airport
150/5210-20 Change 1	Ground Vehicle Operations on Airports
150/5210-24	Airport Foreign Object debris (FOD) Management
150/5220-16C	Automated Weather Observing Systems (AWOS) for Non Federal Applications
150/5220-20 Change 1	Airport Snow and Ice Control Equipment
150/5220-23	Frangible Connections
150/5300-13 Changes 1-15	Airport Design
150/5300-16A	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17B	General Guidance and Specifications for Aeronautical Survey Airport Imagery Acquisition and Submission to the National Geodetic Survey
150/5300-18B	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and geographic Information System (GIS) Standards

150/5320-5C Change 1	Surface Drainage Design
150/5320-6E	Airport Pavement Design and Evaluation
150/5320-12C Changes 1-8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-17	Airfield Pavement Surface Evaluation and rating (PASER) Manuals
150/5325-4B	Runway Length Requirements for Airport Design
150/5335-5A	Standardized Method of Reporting Airport Pavement Strength PCN
150/5340-1K	Standards for Airport Markings
150/5340-5C	Segmented Circle Airport Marker System
150/5340-18F	Standards for Airport Sign Systems
159/5340-26B	Maintenance of Airport Visual Aid Facilities
150/5340-30E	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821 Panels for Control to Airport Lighting
150/5345-5B	Specifications for Airport Lighting Circuit Selector Switch
150/5345-7E	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10G	Specification for Constant Current Regulators Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacon
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26D	Specification for L-823, Plug and Receptacle, Cable Connectors
150/5345-27D	Specification for Wind Cone Assemblies
150/5345-28F	Precision Approach Path Indicator Systems (PAPI)
150/5345-39C	Specification for L-853, Runway and Taxiway Retroreflective Markers
150/5345-42F	Specification for Airport Light Bases, Transformer Housings, Junction Boxes and Accessories
150/5345-43F	Specification for Obstruction Lighting Equipment
150/5345-44J	Specification for Taxiway and Runway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46D	Specification for Runway and Taxiway Light Fixtures
150/5345-47B	Isolation Transformers for Airport Lighting Systems

150/5345-49C	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flasher Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53C	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56A	Specification for L-890, Airport Lighting Control and Monitoring System
150/5360-12E	Airport Signing & Graphics
150/5370-2E	Operational Safety on Airports During Construction
150/5370-6D	Construction Progress and Inspection Report--Airport Improvement Program
150/5370-10E	Standards for Specifying Construction of Airports
150/5370-11A	Use of Nondestructive Testing Devices in the Evaluation of Airport Pavements
150/5370-12A	Quality Control of Construction for Airport Grant Projects
150/5370-13A	Offpeak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-14A	Hot Mix Paving Handbook
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5380-6B	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7A	Airport Pavement Management Program
150/5380-8A	Handbook for Identification of Alkali-Silica Reactivity in Airport Pavements
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness
150/5390-2B	Heliport Design
FAA	910 - Predesign Conference
FAA	920 – Engineer’s Report (& Pavement Design)
FAA	950 - Sponsor Modifications of FAA Standards
FAA	960 - Safety Plan
FAA	1040 – Preconstruction Conference
FAA	1100 - Runway Commissioning

EXHIBIT III

SERVICES PROVIDED BY THE SPONSOR

The Sponsor, as a part of this Agreement, shall provide the following:

1. Assist the Consultant in arranging to enter upon public and private property as required for the Consultant to perform his services.
2. Obtain approvals and permits from all governmental entities having jurisdiction over the project and such approvals and consents from others as may be necessary for completion of the project.
3. Prompt written notice to the Consultant whenever the Sponsor observes or knows of any development that affects the scope or timing of the Consultant's services.
4. One (1) copy of existing plans, standard drawings, bid item numbers, reports or other data the Sponsor may have on file with regard to this project; including but not limited to CADD files, aerial photograph, and contour information.
5. Not Used.
6. Not Used.
7. Pay all publishing cost for advertisements of notices, public hearings, request for proposals and other similar items. The Sponsor shall pay for all permits and licenses that may be required by local, state or federal authorities, and shall secure the necessary land easements and/or rights-of-way required for the project.
8. Issue Notice to Airmen (NOTAM's) through the applicable FAA Flight Service Station.
9. Guidance for assembling bid package to meet Sponsor's bid letting requirements.
10. Designate contact person (see paragraph 20-A).
11. Not Used.

EXHIBIT IV

DERIVATION OF CONSULTANT PROJECT COSTS

EXHIBIT V

BASIC AND SPECIAL SERVICES - COST BREAKDOWN

EXHIBIT IV

COLUMBIA REGIONAL AIRPORT
COLUMBIA, MISSOURI

Terminal Area Master Plan
FAA/MoDOT Project No. AIR 136-037A

DERIVATION OF CONSULTANT PROJECT COSTS
BASIC AND SPECIAL SERVICES

(January 2015)

1 DIRECT SALARY COSTS:

TITLE	HOURS	RATE/HOUR	COST (\$)
Principal In Charge	116	94.48	10,959.98
Project Manager	492	66.92	32,925.72
Planning Lead	608	52.27	31,780.40
Financial Planner & Forecaster	426	56.38	24,015.75
TSA Security Planner	116	70.05	8,126.22
Architect	268	56.14	15,045.73
Mechanical Engineer	112	51.48	5,765.69
Electrical & IT/Comm Eng'r	136	53.11	7,222.31
Airside Engineer	248	51.77	12,837.72
Landside Planner	152	42.57	6,470.62
Structural Engineer	144	67.79	9,762.42
Staff Architect	288	29.33	8,447.59
Staff Engineer or Planner	848	31.05	26,330.40
Project Admin.	82	33.90	2,779.88
Total Direct Salary Costs			= \$202,470.45

2 LABOR AND GENERAL ADMINISTRATIVE OVERHEAD:

Percentage of Direct Salary Costs @ (MoDOT requires latest Audited Overhead Rate)	152.93 %	= \$309,638.06
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3 SUBTOTAL:

Items 1 and 2	= \$512,108.52
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4 PROFIT:

12 % of Item 3 Subtotal (FCCM excluded)	= \$61,453.02
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0.18 % FCCM of Item 1 Subtotal	= \$364.45
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Subtotal \$573,925.98 Lump Sum

5 OUT-OF-POCKET EXPENSES:

a. Local travel (in-state) <i>(\$200 incl: 2 personnel sharing a ride, 250 miles roundtrip, parking, 2 meals, incidentals)</i>	25 Trips @ \$190 /trip	\$4,750.00
b. Local travel (in-state - one night over) <i>(\$325 incl: 1 person, 250 miles roundtrip, parking, 4 meals, hotel, incidentals)</i>	15 Trips @ \$320 /trip	\$4,800.00
c. remote travel (out of state) <i>(\$1,500 incl: rental/gas, parking at COU & origin airport, hotel 2 nights, 8 meals, incidentals)</i>	15 Trips @ \$1,490 air/parking	\$22,350.00
c. Printing (Half + Full Size Plans) (Draft, working papers) 8 chapters, 8 copies each		\$1,700.00
(Final narrative and plan set) 200 page report, 9 ALP Sheets @ 8 copies ea		\$2,200.00
d. ODC (misc. equipment, courier, postage, FCCM, etc.)	=	\$1,000.00
Total Out-of-Pocket Expenses		= \$36,800.00 Not to exceed

6 SUBCONTRACT COSTS:

Hirsh Associates (forecasting, terminal space programming)	\$61,225.00
AirProjects, Inc. (concession planning)	\$55,250.00
Engineering Surveys & Services (landside/utility planning, surveys)	\$62,000.00
Barr Engineering Co. (storm water master planning)	\$72,735.00
Terracon Consultants, Inc. (wetland/farmland environmental surveys)	\$4,500.00
	= \$255,710.00 Not to exceed

7 MAXIMUM TOTAL FEE:

Items 1, 2, 3, 4, 5 and 6	= \$866,435.98
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Parsons Brinckerhoff	Principal In Charge	Project Manager	Planning Lead	Financial Planner & Forecaster	TSA Security Planner	Architect	Mechanical Engineer	Electrical & IT/Comm Eng'r	Airside Engineer	Landside Planner	Structural Engineer	Staff Architect	Staff Engineer or Planner	Project Admin.		day trips	local 1-night trips	remote 2 night trips
Task 1 - Project Kick-off																		
Team coordination and start up activities	2	8	8	2		4			4	4		8	8	4	5.2%			
Kick-off Meeting with City, Airport Board (note 1)	8	16	16								16			4		1	1	2
Site Reviews and Program Overviews		16	16			16	16	16								2		
MoDOT/FAA Kick-off Meeting in Jefferson City (note 1)		8	8														1	1
Task 2 - Public Involvement																		
AAC coordination (note 2)	24	48	24	8					8			16	16		11.8%	6	2	2
TAC/CAC creation and communication		16	40	4		16			8	8		24	16	4			2	2
Public Forum (preparation and conduct evening event)	4	8	16			8					4	16	16	4			1	1
City Council Briefings (note 3)	12	16	24													2	1	1
Public Awareness Campaign		4	24	8		8						24						
Task 3 - Update Forecast																		
Collect activity data and FAA forecasts, current/future fleet projections		2	4	40					8						12.9%		1	1
Forecast for 20 year planning horizon (three forecasting scenarios)		2	4	80														
Compare/Contrast Forecast against 2009 TAF / Enhanced Forecasts	2	8	8	40												1		
Identify Design Aircraft, airline trends, passenger trends, etc.		4	16	64	16	8			8	4								
Evaluate concessions and commercial potentials		2	16	16	4	8										1		
Submit to FAA for approval, respond to comments (note 4)	2	32	64	40	4	4			4	4				4			1	1
Task 4 - Terminal Facility and Stormwater Requirements																		
Define Purpose of Facility and COU Strategic Vision	8	8	8												20.2%	2		
Review/evaluate existing facilities conditions (note 5)		8	16		16	16	40	40	16	24	40	16	16	4			5	2
Develop facility demands, space program for terminal/ARFF (note 6)	4	8	4		4	80	8	8	16	8	40	24	24			1		
develop concession demand model (coordinate with AirProjects)		8		8		8												1
airfield apron, taxiways, and runway system access		2	4					16	40					64				
landside parking, circulation, and public roadway access		2	4					8		24				16				
stormwater master planning coordination with Barr Engineering		8							40	8				48	4			1
Task 5 - Terminal and Stormwater Alternative Analysis																		
Define Alternatives - narrative description, exhibits, justifications	2	8	24		16	40	16	16	8	8	24	40	80	4	12.4%	1		
Operational/Safety/Security considerations		4	16		40				8				16					
Concession/commercial potentials		4	4	4														
Sustainability considerations and public art integration planning	12	2	4			16	8	8		8			24					
Stormwater master plan modeling and implementation strategy		8	4						4	4			16					
Task 6 - Financial Overview and Implementation Plan																		
Summary Financial Data, Enumeration of Trigger Events	4	16	16	40	4										13.0%	1		1
CIP Formulation for recommended strategies (incl. phasing/sequencing)	4	16	16	24	4	4			8	4			16	4				
Financial Feasibility Evaluation, Cash Flow, Enhancement Considerations	4	16	24	40														
Cost Evaluations (capital and O&M)	4	16	8	8	8	8	24	24	8		24	40	40					
Task 7 - Environmental Overview																		
Review of 2012 EA for NEPA categories, coordinate with FAA		2	8										40		2.5%	1		
Coordination with Sub (Terracon) and finalization of report section		2	8										40					
Task 8 - Update the ALP Drawing Set																		
Airspace evaluation and FAA OEAAA submittals (assume 3 case studies)		12	16			8			4				72	4	18.8%			
Plan Sheet updates (assume all 20 sheets to be updated)	4	8	40			16			40	40		40	120					
FAA initial submittal, response to comments	4	16	48						16			40	120	8		1		
Final FAA submittal and acceptance		4	40										40			1		
Task X - Deliverables and Project Administration																		
Project Task Management (quality and schedule control)	12	40	8												4.4%			
Project Administration (invoicing, budget control - 12 months)		24												24				
Sub coordination and management (5 subs)		60												10				
Total # of Hours Estimated	116	492	608	426	116	268	112	136	248	152	144	288	848	82	4036	25	15	15
Hourly Rate	\$94.48	\$66.92	\$52.27	\$56.38	\$70.05	\$56.14	\$51.48	\$53.11	\$51.77	\$42.57	\$67.79	\$29.33	\$31.05	\$33.90		@ \$190/trip	@ \$320/trip	@ \$1,490/trip
Direct Salary Cost	\$10,959.98	\$32,925.72	\$31,780.40	\$24,015.75	\$8,126.22	\$15,045.73	\$5,765.69	\$7,222.31	\$12,837.72	\$6,470.62	\$9,762.42	\$8,447.59	\$26,330.40	\$2,779.88				
Percentage of Line A	5.41%	16.26%	15.70%	11.86%	4.01%	7.43%	2.85%	3.57%	6.34%	3.20%	4.82%	4.17%	13.00%	1.37%				
Average hours per month for 12 month duration	9.67	41.00	50.67	35.50	9.67	22.33	9.33	11.33	20.67	12.67	12.00	24.00	70.67	6.83		\$31,900		

Total Direct Salary Costs (Parsons Brinckerhoff) [Line A]	\$202,470.45	
Overhead Rate (SRE + GA) @ 152.93% [Line B]	<u>\$309,638.06</u>	MoDOT Audited OH rate is 152.93%
Total Labor Sub Total [Line A + Line B]	\$512,108.52	
Profit @ 12% [Line C - FCCM excluded]	<u>\$61,453.02</u>	
Sub Total [Line A + B + C]	\$573,561.54	
FCCM (0.18%)	\$364.45	addition of 0.18% FCCM (Facility Cost of Capital Money broken out of 12% profit)
PB Lump Sum on Labor, Overhead and Margin subs (see attached detail)	\$573,925.98	
Direct Expenses (see assumption notes)	<u>\$36,800.00</u>	
Grand Total of Cost Remaining	<u>\$866,435.98</u>	

Notes

- 1) City and Airport Advisory Committee Kick-off Meetings to be held same day. MoDOT meeting to be held day before/after City/Board meeting
- 2) Airport Advisory Committee meets monthly - assume will present to AAC 6 times over course of 12 month project duration
- 3) assume attend and present at 2 Council meetings over course of 12 month project duration
- 4) assume 1 meeting in KC with FAA to discuss forecasts
- 5) assume Lead Architect, Security Planner and MEP engineers (2) will conduct 1-2day site visit. Assume airside eng'r and landside planner to conduct 1-2 day site visit. Time includes prep time in office
- 6) PB will lead programming effort, and conduct ARFF programming. Hirsh will conduct terminal programming and AirProjects will conduct concession/commercial program planning
- 7) Deliverables - 5 task working papers (6 copies, 50-100 pages each), ALP update, 20 drawings (5 copies full size/half size), stormwater master plan (100 pages, 6 copies)
 Assume interim printing/plotting costs = 1700
 Assume final printing/plotting costs = 2200 (full bind, color, final quality)

 Assume postage and courier costs = 1000
- 8) St Louis to Columbia travel related costs - mileage @ \$150 per trip, hotel/meals/incidentals = \$170 per night
- 9) Cincinnati to Columbia travel related costs - air/parking @ \$850 per trip, hotel/meals, incidentals = \$170 x 2 nights per trips + \$300 rental/gas
 assume 25 St Louis to Columbia trips (day trips - no hotel but 2 meals), assume 15 St Louis to Columbia trips (with one night over), assume 15 Cincinnati to Columbia trips

MoDOT will pay mileage per current GSA rate. MoDOT will pay hotel and meal costs per current GSA rate (\$83 lodging, \$41 meals, \$5 incidentals) = \$ 170.00

WBS - Subconsultants Fee Detail

Hirsh Associates - Terminal Passenger Forecasting and Space Programming

\$61,225.00

AirProjects - Terminal Concession and Commercial Area Programming

\$55,250

DBE certified utilization
(compared to total team fee)
6.3%

Engineering Survey and Services - Surveying and Civil Engineering Planning

\$62,000

Local utilization
(compared to total team fee)
15.9%

Barr Engineering Co. - Stormwater Master Planning

\$72,735

Terracon - Wetland and Farmland Impacts

\$4,500

Subtotal = \$255,710.00

EXHIBIT VI

PERFORMANCE SCHEDULE

The Consultant agrees to proceed with services immediately upon receipt of written Notice to Proceed (NTP) by the Sponsor and to employ such personnel as required to complete the scope of services in accordance with the following time schedule:

- Notice To Proceed - estimated January or February 2015
- Draft Stormwater existing XP SWMM model update and list of Goals/Metrics – 4 months from actual NTP
- Draft Terminal Area Master Plan Update (include Stormwater Master Plan summary report and proposed conditions XP SWMM model) – 9 months from actual NTP
- Final Terminal Area Master Plan Update – 12 months from actual NTP (final deliverable will be dependent upon timely FAA review, commentary, and approvals)