

TRUCKEE TAHOE AIRPORT DISTRICT
BOARD OF DIRECTORS AGENDA ITEM SUMMARY

Topic: **Administration Building**

- Authorization of use of Remaining Construction Contingency
- Authorization of Project Manager Contract Extension
- Authorization of Security Contract
- Authorization of Audio Visual Contract

Purpose	Information: X	Guidance: X	Decision: X
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General Update **Administration Building General Update**
 Construction on the new building is 80% complete. Drywall is almost complete and most areas have been painted. Finished trim such as cabinetry, air diffusers and lighting are being installed. Sitework is nearing completion with landscaper installing the plants.

Change Orders
 To be discussed later in this document.

Recommendation *Authorization of use of remaining construction contingency*

Authorize Staff to approve change orders to GLA Morris contract up to the amount of total construction contingency (less the amount detailed in the next item). This would add \$25,365 to the authorized contingency but not raise the total project budget.

Authorization of project manager contract extension

Authorize the reallocation of \$30,000 from construction contingency to the project management line for an extension of the contract with Prosser Building & Development, Inc. (Peter Beaupre). This will not raise the total project budget.

Authorization of security contract

Authorize Staff to enter into contract with FocusMicro for the access control and security camera installation contract for a value not to exceed \$35,000 which is within the budget.

Authorization of audio visual contract

Authorize Staff to enter into contract with Anderson AV for the audio visual installation contract for a value not to exceed \$165,000 which is within the budget.

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Last Action

Construction Contingency

In the August 11th, 2010 meeting the Board approved the GLA Morris construction contract and authorized staff to approve changes to the contract up to \$225,000.

Project management contract

In the July 22nd 2010 meeting the Board approved the extension of Prosser Building & Development, Inc. contract to cover the construction period and authorized staff to enter into contract not to exceed \$115,000. That contract was issued for \$111,000.

Security contract

After a request for proposals (RFP) process which included design and estimated installation costs the Board authorized (June 24th, 2010) Staff to enter into contract with FocusMirco for the design portion with the installation costs brought back to the Board for final approval. At the time, the board directed that the design should plan for 5 doors (West entry to corridor, flight planning, flight tracking, unicom exterior & Unicom interior) to have access control at the time of building completion and an additional 8 to have conduit and wiring to them for future possible upgrades.

Audio visual contract

After a request for proposals (RFP) process which included design and estimated installation costs the Board authorized (June 24th, 2010) Staff to enter into contract with Anderson AV for the design portion with the installation costs brought back to the Board for final approval.

Discussion

Budget Summary

Current

Authorized GLA Morris Contingency		\$225,000
Unallocated Construction Contingency	+	\$50,365
Total Construction Contingency	=	\$275,365

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Proposed	
Authorized GLA Morris Contingency	\$245,365
Reallocated to Project Management	\$30,000
<i>Total</i>	<i>\$275,365</i>

Construction Contingency

Currently the net total of executed and potential change orders is approximately \$220,000. This is made up of \$246,000 in additions and \$26,000 of deductions. Nearly all of the potential change orders will be executed once the prices have been formalized.

The additive change orders are comprised of:

- 54% Items that add value to the project either by making the building more efficient to operate or by adding utility or appearance to the building.
- 18% Final coordination work that is necessary for the building to function but don't have an added value. Increasing the depth of trenching for utilities to avoid other utilities or footings is a good example.
- 14% Unforeseen conditions such as unmapped existing utility conflicts.
- 14% Excessive snow removal.

The Facilities Adhoc Committee has met and reviewed the change orders. There was discussion on a few change orders that were discretionary.

The estimated total is approaching the authorized amount. While the vast majority of change orders have been identified, Staff would like Board authorization to approve change orders up to the total construction contingency amount of \$245,365. Which leaves \$25,365 for any unknown future changes (\$245,365-\$220,000). We are still consistently looking for cost savings. This will allow the schedule to proceed efficiently by not requiring Board approval of individual change orders. This is shown in yellow on the attached budget.

Project management contract

Peter Beaupre of Prosser Building & Development, Inc. informed the District in July and provided a letter which details the fact that he is running short on hours because of the amount of general contractor change orders, the sitework design modifications and the

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very heavy snow year that delayed the schedule leading to a longer time to completion. He is requesting a \$34,000 extension to his contract to cover the additional hours. This is made up of \$8,925 of current overage and hours for December and January as well as some additional. There is \$4,000 left in this line item that is not in his contract so the remaining \$30,000 would come from construction contingency. This is shown in yellow on the attached budget.

Security contract

The 13 doors have had conduit and wire installed as requested and door hardware has been installed for the 5 doors to be active immediately. The 5 camera locations have also been wired. The total cost to complete the installation of the 5 doors and 5 cameras is approximately \$35,000. Additional doors could be added at this point if desired.

Design	\$5,447
Prewire	\$4,696
Installation	\$35,000
Total	\$45,143
<i>Budget</i>	<i>\$60,000</i>

Audio visual contract

Anderson AV has prepared a proposal for audio visual, public information and broadcast equipment installation. Staff is working through the details but in summary the proposal is approximately as follows:

Audio Visual

Community Room (Projector & screen, microphones & speakers, controls, racks)	\$80,000
Unicom operations information monitors (weather, flight tacking or other)	\$15,000
Design (already contracted)	\$5,000
Total	\$100,000
<i>Budget</i>	<i>\$100,000</i>

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Public Information

Building monitors TV's & digital signage (Pilot lounge, deli lounge, corridor, pilot waiting area, conference room)	\$25,000
Design (already contracted)	\$2,000
Total	\$26,000
<i>Budget</i>	<i>\$29,000</i>

Broadcast (2011-2012 budget)

Broadcast equipment (cameras, recording & processing)	\$45,000
Annual hosting, connection and production costs	\$25,000
Total	\$70,000
<i>Budget</i>	<i>\$75,000</i>

The most efficient and cost effective approach is to install all of the equipment at one time. However, it may take a few board meetings until the broadcast capability is fully functioning.

Fiscal Impact

No overall budget increase but the partial use of contingencies set aside for other construction expenses.

Communication Strategy

N/A

Attachments

- Administration Building Budget Summary
- Prosser Building & Development, Inc. Letter

Truckee Tahoe Airport Administration Building Budget Summary

Scope	Budget	% Complete	To Date	Balance	Company/Entity
CONSTRUCTION					
General Contractor Scope Less Retainage	5,156,381	80%	4,111,562	1,044,819	GLA-Morris
General Contractor Retainage (held in accounts, no cash paid)	271,388	80%	216,398	54,990	GLA-Morris
TDPUD utility upgrades	30,000	97%	29,198	802	TDPUD
Asbestos & Lead Abatement Old Admin. Building	5,000	0%	-	5,000	TBD
<i>Enhanced Technology</i>					
Telephone ET	7,000	0%	-	7,000	TellanOne
Weather ET	4,000	0%	-	4,000	All Weather Inc.
Aircraft Security (WASP) ET	7,000	0%	-	7,000	TTI Wireless
Radios and Antennas ET	7,000	0%	-	7,000	TBD
Data ET	67,000	2%	1,070	65,930	Josh Latimer & Suppliers
Audio/Visual ET	100,000	2%	2,310	97,690	Anderson AV
Public Information ET	29,000	0%	-	29,000	Anderson AV
Security ET	60,000	17%	10,143	49,857	Focus Micro
Security ET GC Scope-Included Above	-	-	-	0	GLA-Morris
Fire Alarm Hanger Switch over ET	12,000	0%	-	12,000	Sierra Building Systems
Consultant ET	14,336	0%	-	14,336	SA Engineering
<i>Enhanced Technology Total</i>	<i>307,336</i>	<i>4%</i>	<i>13,523</i>	<i>293,813</i>	
<i>FF&E</i>					
Upstairs Furniture	35,000	7%	2,466	32,534	Kahl
Downstairs Furniture	90,000	19%	16,932	73,068	Kahl
Window Blinds	20,000	3%	667	19,333	Sierra Window Coverings
Whiteboards	5,000	86%	4,287	713	Kahl
Directories/Bulletin Boards	8,000	0%	-	8,000	
Janitor/Snow Equip Shelving & Hooks Other Misc.	9,200	0%	-	9,200	
Deck & Patio Furniture	15,000	0%	-	15,000	
Outdoor Benches	10,000	0%	-	10,000	Local artist?
Outdoor Amenities (Trash etc.)	5,000	0%	-	5,000	
<i>FF&E Total</i>	<i>197,200</i>	<i>12%</i>	<i>24,352</i>	<i>172,848</i>	
Kitchen Equipment -Loose	35,000	0%	-	35,000	Sears, etc.
Solar PV on roof	25,000	77%	19,228	5,772	Solar Wind Works
<i>Owner Construction Contingency</i>					
Design Contingency (0%)	-	0%	-	0	Used
GLA Morris Authorized Contingency Less Retainage	213,750	44%	93,480	120,270	GLA-M's Change Orders
GLA Morris Authorized Contingency Retainage	11,250	44%	4,920	6,330	Held in accounts
Requested Authorized Contingency -Additional	20,365	0%	-	20,365	GLA-M's Change Orders
<i>Total Owner Construction Contingency (5% construction costs less \$26,000 reallocated to architectural contingency and \$30,000 reallocated to Project Management)</i>					
	245,365	38%	98,400	146,965	
CONSTRUCTION TOTAL	6,272,871	72%	4,837,014	1,760,009	
ARCHITECTURAL & DESIGN SERVICES					
Schematic Design	55,000	100%	55,000	0	WY
<i>Original DD, CD, CA Contract</i>					
Architectural Services	232,754	97%	225,838	6,916	
Structural Services	41,800	99%	41,583	217	
Mechanical Services	21,164	98%	20,699	465	
Electrical Services	44,550	101%	44,842	(292)	
Landscape Services	16,511	98%	16,168	343	
Civil Services	45,650	95%	43,325	2,325	
Acoustic Services	7,040	85%	5,984	1,056	
Interior Design Services	9,900	96%	9,543	358	
Food Services Design	8,800	97%	8,525	275	
Signage Services	7,700	0%	-	7,700	
Accounting Adjustment	(611)	0%	-	(611)	
<i>Original DD, CD, CA Contract Total</i>	<i>435,258</i>	<i>96%</i>	<i>416,506</i>	<i>18,752</i>	
Commissioning Services	15,750	51%	7,991	7,759	
FF&E Design	7,930	58%	4,697	3,333	
Other Contract Amendments	18,997	100%	18,997	0	
Additional Approved Architectural Contingency	76,000	80%	61,090	14,910	
Expenses	8,000	111%	8,890	(890)	
ARCHITECTURAL & DESIGN SERVICES TOTAL	616,935	93%	573,071	43,864	

OTHER PROFESSIONAL FEES

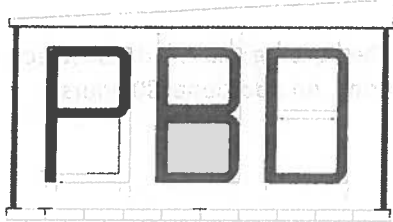
Geotechnical Analysis	10,800	100%	10,800	-	H&K
Geotechnical Drawing Review	988	100%	988	-	H&K
Geotechnical Inspections	40,000	86%	34,595	6,405	H&K
Asbestos Survey	1,300	100%	1,300	-	Wise
Project Management	170,900	88%	150,825	20,075	PBD
Requested Project Management -Additional	30,000	0%	0	30,000	PBD
Survey	2,000	100%	2,000	-	PBS&J
Topographical Engineering	3,892	83%	3,242	650	PBS&J
GC-Preconstruction	38,880	100%	38,880	-	GLA-Morris
Utility Locates	1,594	100%	1,594	-	Nevada UG
Legal Fees	20,000	69%	13,883	6,118	Brent Collinson
Seismic Inspection	3,000	98%	2,978	23	HRW
OTHER PROFESSIONAL FEES TOTAL	321,343	91%	259,074	62,270	

PERMIT & OTHER FEES/EXPENSES

Use Permit Fee	4,342	100%	4,342	-	Nevada County
Use Permit-Fish & Game Fee	2,010	100%	2,010	-	Nevada County
Building Permit Fees	11,229	89%	10,018	1,211	Nevada County
Environmental Health Fee	950	115%	1,096	(146)	Nevada County
State Water Quality Board General Permit Fees	348	100%	348	-	SWQB
Truckee Sanitary District-Deposit	9,887	100%	9,887	-	TSD
Truckee Sanitary District-Credit Old Building	(3,000)	0%	-	(3,000)	TSD
Truckee Sanitary District-Plan Check	250	100%	250	-	TSD
Truckee Sanitary District-Inspection	2,500	0%	-	2,500	TSD
Tahoe Truckee Sanitation Agency -Deposit	58,500	100%	58,500	-	TTSA
Tahoe Truckee Sanitation Agency-Credit Old Building	(20,000)	0%	-	(20,000)	TTSA
AT&T	10,000	90%	8,982	1,018	AT&T
Suddenlink	15,000	0%	-	15,000	Suddenlink
SW Gas	No fee	-	-	-	SW Gas
Drawing Copies & Other Office Supplies	3,500	83%	2,890	610	Office Boss
Project Signage & Public Relations	3,000	101%	3,034	(34)	Various
Contingency (less \$20,000 reallocated to arch. Contingency)	5,000	0%	-	5,000	
Truckee Fire District (was \$12219.3)	Waived			0	TFD
Truckee Tahoe Unified School Dist. (was \$4,856.6)	Waived			0	TTUSD
PERMIT & OTHER FEES/EXPENSES TOTAL	103,314	98%	101,155	2,159	

ADMINISTRATION BUILDING PROJECT TOTAL	7,314,283	75%	5,470,314	1,888,301	No Change Total Budget
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Items in gray are considered complete



PROSSER BUILDING & DEVELOPMENT, INC.

Revised-October 21, 2011

Kevin Smith
General Manager
Truckee Tahoe Airport District
10356 Truckee Airport Rd.
Truckee, CA 96161

Re: Administration Building Project Management Contract

Mr. Smith:

As we have discussed, PBD's current contract for project management of the new administration building has a certain number of hours associated with it. It was my belief that these hours would cover the management of the Administration Building project. However, several factors have caused the predicted hours to be exceeded over the last few months. This has mainly been a result of the following factors:

- A very heavy snow year which caused schedule disruption and time spent working with the General Contractor to ensure that snow removal labor was efficiently used.
- The large number of change orders. There have been 107 potential change orders to date. The majority of change orders are related to items that add value to the project such as extra conduit connections necessary for data connection to the maintenance building, added snowmelt area and changes to the deli to make a more useful and secure space. Current potential and executed change orders total \$220,000 which is 4% of the total contract price. In my contract extension proposal from July of last year I stated that "Should the amount of GC change orders exceed 4% of their contract additional hours may be necessary." There is likely to be additional change orders so the 4% is likely to be exceeded. Additionally, the volume of change orders has caused me to spend more time than anticipated.
- Large issues have arisen such as the window distortion and observation deck roofing complexities that have consumed many hours of research, negotiation and meetings.
- The General Contractor has had personnel changes during the project of their project manager and project engineer. There has been time needed to bring these two new people up to speed on the project.
- A fair bit of time has been spent in adjusting the sitework for optimum circulation, visibility, drainage and snow removal.

Projecting through September 30th 2011 I estimated that I would have spent 1590 hours and I have actually spent 1768.5 a difference of 178.5 or \$8,925.

For October I predicted I would be full time so no added time is expected.

Substantial completion was scheduled for early November and I predicted 130 Hours for that month. It's likely that will be full time at 175 Hours, a difference of 45 or \$2250.

Substantial completion is now likely to happen in early January. Accordingly December will be likely full time where I had not anticipated hours that month for a difference of 175 hours and \$500 in fixed expenses, a total of \$9250.


Final completion on the building will likely happen in late January so 175 hours are now projected for that month and \$500 in fixed expenses for a total of \$9250.

There may be additional items that arise in between the final completion of the building and the deconstruction of the old Building in May such as heating and electrical performance monitoring. An Additional 80 hours (\$4000) may be necessary.

This totals \$33,675.

I would appreciate your recommendation to the Board for a \$34,000 extension to the contract.

Thank You,



Peter Beaupre-President