

# MONMOUTH ILLINOIS

Date: March 14, 2024

To: Mayor Davies and Members of the Monmouth City Council

From: Lew Steinbrecher, City Administrator

RE: Engineering Services Agreement for Airport Terminal Funds

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The City of Monmouth is in the fortunate financial position to construct a modest Airport Terminal building just south of the new hangar facility at the Monmouth Municipal Airport utilizing available local Airport Money Market funds designated solely for airport improvements. Administration has requested and received the attached Engineering Services Agreement for the City's municipal airport engineer, Hanson Engineering, to prepare the appropriate level of design services to solicit a proposal from a qualified building contractor to build a reasonably sized structure with two door openings, a couple of windows, a small secure office area, one bathroom, a sink and faucet with counter space, and an open room area with a meeting table and chairs. The estimated size is in the range of 900 to 1,000 square feet and would be available to pilots and flying club members.

The attached Professional Services Agreement with Hanson Engineering is in the amount of \$15,000 will provide a preliminary design of the proposed Airport Terminal building to be located in accordance with the City's Airport Layout Plan (ALP) and calculations on earthwork quantities and vehicular/pedestrian access via sidewalks. These design services will also identify the appropriate conceptual layout and location of the septic tank and drain field.

The Administration requests City Council's approval to proceed with these design specifications in anticipating the construction of a new Airport Terminal building just south of the new airplane hangar facility on the west side of the airport runway.

**Hanson Professional Services Inc.**  
**Master PSA Task Order**  
**LEGL0220- 24A0025**  
**Task Order No. 2**

**WHEREAS**, CITY OF MONMOUTH, IL, subsequently referred to as "Client," and Hanson Professional Services Inc., subsequently referred to as "Hanson," have previously entered into a Master Professional Services Agreement LEGL0220-21A0085 dated August 18, 2021, providing for the assignment of project-specific Scopes of Services,

**WHEREAS**, the Client wishes to retain Hanson to provide professional services in connection with IMPROVEMENTS AT THE MONMOUTH MUNICIPAL AIRPORT subsequently referred to as "Project", and

**WHEREAS**, the Scope of Services to be performed by Hanson for the Project is defined below,

**NOW, THEREFORE**, this TASK ORDER is made this 13th day of March, 2024 to provide the Scope of Services and other terms and conditions as required for completion of the services.

**Article I - Scope of Services**

Engineering services to provide a scoping document and conceptual plan for a locally procured (City) terminal building at the Monmouth Airport. Scope of work shall include agency coordination to site the building geometrically; utilization of existing survey data from recent adjacent projects; development of a conceptual floor plan (only) and corresponding building elevations for the City to engage local building manufacturers with; develop civil site plan sheet (max. 2) to quantify earthwork, layout vehicular and pedestrian access/sidewalk; establish/site services lines for water and sanitary; perform preliminary schematic layout of a septic field based off of provided (City) fixture counts. Scope is for conceptual civil site plan and building layout and excludes a for-construction bid set of terminal building and specification package and will not be sealed by a Professional Engineer or Licensed Architect. The Contractor selected by the City will be responsible for material selection, procurement of any required professional services required, and coordination with the City on permits for construction and permits for service lines.

**Article II - Schedule**

Project Milestones:

1. Generate a civil site model utilizing existing survey data for cost savings.
2. Coordinate with City on conceptual building size and floor plan (max. 2 iterations).
3. Site building (based on size agreed upon in Item No. 2) according to the approved Airport Layout Plan, generally described to be on the southwest corner of the west apron.
4. Provide agency coordination referred to as a FAA "Section 163 Determination" to verify the FAA does not retain authority on this locally funded project. Does not include a Categorical Exclusion submittal.
5. Generate preliminary civil sheets for earthwork quantities and vehicular/pedestrian access/sidewalks.
6. Schematically lay out service line connections for water and sewer. Sewer anticipated to be a septic field and Hanson will provide a concept layout and location of septic field, but final materials chosen and permit with Health Department will be responsibility of the Contractor installing.

**Article III - Charges**

Charges for professional services performed by Hanson in completing the Scope of Services associated with this Task Order will be made as provided in Master Professional Services Agreement LEGL0220-21A0085 effective July 22, 2021.

**Article IV - Cost of Services**

The total cost to accomplish the Scope of Services for this Project will be \$15,000. Hanson agrees not to exceed \$15,000 without prior notification to the Client.

**Article V - Additional Terms and Conditions**

N/A.

**Article VI - Client Contact Person**

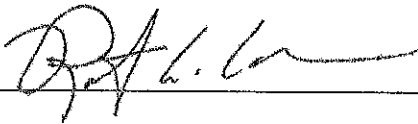
All verbal or written communications with the Client regarding this Task Order shall be directed to the party or parties listed below:

Annette St. Ledger, Monmouth City Hall, [annette.stledger@cityofmonmouth.com](mailto:annette.stledger@cityofmonmouth.com)  
Lew Steinbrecher, Monmouth City Hall, [lew.steinbrecher@cityofmonmouth.com](mailto:lew.steinbrecher@cityofmonmouth.com)

By executing this Task Order, Client and Hanson hereby agree to and accept the terms as stated herein and the terms and conditions of the above-referenced Master Professional Services Agreement.

**Hanson Professional Services Inc.**

**City of Monmouth, IL**

By: 

By: \_\_\_\_\_

Title: Assistant Vice President

Title: \_\_\_\_\_

Date: March 13, 2024

Date: \_\_\_\_\_

