



**MEETING NOTICE
CITY OF PAGE
CITY COUNCIL**

**CITY COUNCIL SPECIAL MEETING
CITY HALL, 697 VISTA AVE
PAGE, ARIZONA**

**NOVEMBER 19, 2024
5:30 P.M.**

NOTICE OF PUBLIC MEETING AND AGENDA

Page City Council may discuss and take action on any item listed on the agenda.

1. CALL TO ORDER

2. INVOCATION

3. PLEDGE OF ALLEGIANCE

4. ROLL CALL

Mayor Bill Diak

Vice Mayor John Kocjan

Councilor Steven Kidman

Councilor Kenna Hettinger

Councilor David Auge

Councilor Mike Farrow

Councilor Richard Leightner

5. NEW BUSINESS

1. Authorization of Services with C&S Engineers, Inc

2. Resolution No. 1327-24 - Canvass of the 2024 General Election

ADJOURN

FOR YOUR INFORMATION

Next Regular Meeting Wednesday, January 8, 2025 at 5:30 p.m.

Pursuant to A.R. S. 38.431. 02, notice is hereby given to the members of the City Council and to the general public that the Page City Council will hold a meeting open to the public. Supporting documents and Staff reports, which were furnished to the City Council, with this agenda, are available for review at www.cityofpage.org or at the City Clerk's Office. Council Members of the City of Page City Council will attend either in person or by telephonic conference. City Council may vote to go into Executive Session for the purpose of obtaining legal advice from the City Attorney on any item listed on the agenda, pursuant to A.R.S. 38-431.03 (A)(3). City Council may modify the agenda order, if necessary. This agenda may be subject to change up to 24 hours prior to the meeting.

Persons with disabilities should call the City Clerk's Office, at 928-645-4205 for program and services information and accessibility.

NOTICE TO PARENTS: Parents and legal guardians have the right to consent before the City of Page makes a video or voice recording of a minor child A.R.S. §1-602.A.9. City Council meetings are audio and video recorded. Parents or guardians may either submit a written consent to the City Clerk's Office, or by allowing a minor to be present and/or participate in the meeting, parents or guardians

waive this right.

If you would like to receive City Council agendas via email, please send your email address to cityclerk@pageaz.gov or call 928-645-4205.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following places: City Hall Bulletin Board located at 697 Vista Avenue, Page, Arizona, Justice Building Bulletin Board located at 547 Vista Avenue, Page, Arizona, U. S. Post Office Lobby located at 44 Sixth Avenue, Page, Arizona, on the ____ day of _____, 2024, at _____p.m. in accordance with the statement filed by the City of Page City Council with the City Clerk.

CITY OF PAGE

By: _____

CITY CLERK'S OFFICE



**CITY OF PAGE
REQUEST FOR COUNCIL ACTION**

NEW BUSINESS 5.1.

City Council Special Agenda

Meeting Date: 11/19/2024
Brief Title: Authorization of Services with C&S Engineers, Inc
Presented by: Kyle Christiansen, Director of Public Works
Department: Public Works
Action: Motion

RECOMMENDED ACTION:

Motion to approve the General Airport Consulting Services Contract with C&S Engineers, Inc. and authorize the Mayor to sign the Authorization of Services No. 8.

BACKGROUND:

C&S Companies is the consulting engineering firm for the Page Municipal Airport. The Taxiway A and Connectors Reconstruction Project includes full depth reconstruction of Taxiway A and Connectors along with lighting and signage upgrades. Taxiways A2 and A4 will be relocated to remove all direct access from the apron and Taxiway A3 will be demolished. The airport consulting engineer, C&S Companies, developed the project in coordination with the FAA. The project has been outlined in the Airport Masterplan as a necessary safety improvement for the airport. The attached Authorization of services outlines the construction management services that will be performed by C&S for the duration of the project.

Staff recommends approval of AOS #8 for C&S Engineers, Inc.

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD / COMMISSION ACTION:

N/A

Fiscal Impact

Fiscal Year: FY25
Amount Requested: \$345,830.00
Line Item(s): 40-485-99XX.812
Budget Impact:
The project is funded by the FAA and ADOT Reimbursable grant.

Attachments

AOS 8 TWA Reconstruct

AUTHORIZATION FOR SERVICES NO. 8
CONSTRUCTION MANAGEMENT SERVICES OF
PAGE MUNICIPAL AIRPORT
TAXIWAY A RECONSTRUCTION PROJECT
GENERAL AIRPORT CONSULTING SERVICES CONTRACT
BETWEEN
CITY OF PAGE & C&S ENGINEERS, INC.

ARTICLE I AGREEMENT

In accordance with the General Airport Consulting Services Contract, dated the 28th day of April, 2021, the provisions of which agreement is hereby incorporated herein as if it had been set forth in full, CONSULTANT will perform the Scope of Services detailed in Schedule A for the purpose of performing construction management services associated with the Taxiway A Reconstruction Project at the Page Municipal Airport.

ARTICLE II COMPENSATION AND PAYMENT

For the performance of the services identified in Schedule A, CONSULTANT shall be paid on a lump sum basis amount by the CITY in accordance with the schedule outlined in Schedule B for a not-to-exceed fee of \$345,830.00. Partial payments shall be made to the CONSULTANT throughout the project based on approved monthly invoices detailing the portion of each work task that is complete.

The Consultant shall not proceed with the services of work until written authorization in the form of a Notice to Proceed is received from the CITY.

ARTICLE III TIME OF PERFORMANCE

The services of the CONSULTANT described in Schedule A are to commence on written notice to proceed and shall be completed within one (1) year from that date.

Binding Upon Successors: This Agreement shall be binding upon the undersigned parties, their successors, partners, assigns and legal representatives.

PASSED APPROVED AND ADOPTED by the Mayor and Council of the City of Page this ____ day of _____, 2024.

Mayor

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

C&S ENGINEERS, INC.
A PROFESSIONAL CORPORATION

BY: _____
Service Group Manager

SCHEDULE A

SCOPE OF SERVICES

Project Title: Taxiway A and Connectors Reconstruction Project

Airport Name: Page Municipal Airport

Services Provided: Design and Bidding

Project Description:

The CONSULTANT shall provide required design services for the Taxiway A and Connectors Reconstruction Project (the "Project"). The Project will be performed and constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) and Arizona Department of Transportation (ADOT). If any additional environmental work is required, it would be outside the scope of work and handled under a separate contract.

This project includes the full depth reconstruction of Taxiway A and Connectors along with lighting and signage upgrades. Taxiways A2 and A4 will be relocated to remove all direct access from the apron and Taxiway A3 will be demolished. The new connector taxiways will be constructed to meet FAA geometric design guidelines from Advisory Circular 150/5300-13B.

Services to be provided by the CONSULTANT shall include survey, civil, electrical and geotechnical engineering services, as applicable, required to accomplish the following items ("Basic Services"):

PROJECT MANAGEMENT PHASE

The CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with FAA and ADOT during the Project's design. In addition, the CONSULTANT shall assist the SPONSOR in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. During the Design Phase, to aid the Sponsor by acting as its liaison and Project coordinator with the funding agencies.
2. Perform project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
3. Provide to the SPONSOR monthly project status reports.
4. Schedule coordination- consultant shall provide continued coordination so that project schedules are met for each phase of work included in this contract. Particular phases of design may be delayed by the FAA and ADOT review process.

GRANT ADMINISTRATION PHASE

The CONSULTANT shall aid the SPONSOR by acting as its liaison and Project grant coordinator with FAA and ADOT during the Project. In addition, the CONSULTANT shall assist the SPONSOR in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Preparation of grant application packages; coordination of their execution by the SPONSOR; and submission to the funding agencies.

SCHEMATIC DESIGN PHASE (30%)

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The CONSULTANT will evaluate alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction projects in an effort to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

1. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
2. Perform a preliminary Project site inspection to further familiarize the design team with Project areas.
3. Prepare preliminary plans identifying required topographic field surveys, subsurface soils investigations, and other field investigative programs.
4. Acquire the necessary topographic survey of and utility data for, the Project site, including related office computations and drafting.
5. Acquire the necessary soils and existing pavement investigation data, including borings, pavement cores, and test pits, as well as field and laboratory tests, to identify existing pavement conditions and subsurface soil characteristics.
6. Prepare a drainage report to analyze the runoff in the new infield areas created by the reconfigured connector taxiways and calculate the required sizes for new culverts and catch basins.
7. Develop schematic designs, including preliminary pavement horizontal geometric layouts and electrical circuitry for edge lights and guidance signs. Prepare preliminary opinion of probable construction costs for each element of the Project.
8. Prepare written design report documenting items such as design concepts, assumptions, and alternative designs.
9. Develop a draft construction phasing and operations plan that endeavors to limit interference by the Project's construction with airport and tenant operations, in accordance with FAA advisory circular 150/5370-2 (current edition).
10. Prepare general specifications and preliminarily develop technical specifications expected to be required for the proposed work.
11. Schedule and conduct a schematic design review meeting with the SPONSOR to review the schematic design and potential for Modifications to FAA Standards.

PRELIMINARY DESIGN (90%)

The services to be performed during this Phase consist generally of services required to furnish the SPONSOR with a set of Preliminary Plans, Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize horizontal pavement geometrical layouts and place sufficient information on drawings to layout proposed pavements in field during construction.
2. Analyze data obtained from subsurface soils and existing pavement investigation program and determine properties of existing pavement and soil materials. Document results of program, existing conditions, and recommendations in the design report.

3. Develop preliminary cross sections and site grading for the proposed work.
4. Develop preliminary airfield marking layouts.
5. Update electrical design for edge lights and guidance signs.
6. Update draft CSPP based on preliminary design.
7. Prepare preliminary Contract Drawings (approximately 90% complete) providing sufficient detail for review of design concepts by the SPONSOR, FAA, and ADOT .
8. Update general specifications and preliminarily develop technical specifications expected to be required for proposed work.
9. Update draft construction phasing and operations plan that endeavors to limit interference b the projects construction with airport and tenant operations, in accordance with FAA advisory circular 150/5370-2(current edition).
10. Update opinion of probable construction cost to reflect the outcomes of preliminary Project design.
11. Update written design report documenting items such as design concepts, assumptions, and alternative designs.
12. Submit sufficient copies of preliminary design documents to the SPONSOR, FAA, and ADOT for their review and comment.
13. Schedule and conduct a preliminary design review meeting to discuss and resolve SPONSOR, FAA, and ADOT comments.

FINAL DESIGN PHASE

The services included under this Phase shall generally consist of services required to furnish the SPONSOR with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with SPONSOR comments and then completion of the final design. Plans and Specifications, suitable for unit price bidding, will be completed; final design will be coordinated with the SPONSOR and a complete set of bid documents will be furnished to the SPONSOR. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted. A final Construction Safety and Phasing Plan will be included as part of the Contract Documents.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Finalize pavement centerline profiles, cross sections and grading designs.
2. Finalize pavement designs, edge of pavement grading requirements, and pavement sections.
3. Finalize pavement marking layouts, and detail installations.
4. Finalize electrical design.
5. Prepare final Contract Drawings.:
6. Perform a detailed quantity takeoff of all bid items to be included on the Contract Drawings and in the General Specifications of the Contract Documents.
7. Finalize General Specifications and prepare written Technical Specifications for all construction materials and installations. Finalize construction phasing and operations plan and include in Specifications.
8. Finalize CSPP and include in Specifications and on the Contract Drawings.

9. Prepare final opinion of probable construction costs based upon the actual bid items and quantity takeoffs.
10. Finalize design report to be consistent with the final design.
11. Submit both the construction safety phasing plan and 7460 form electronically to the FAA.
12. Submit draft final documents to the SPONSOR, FAA, and ADOT for final review and comment.
13. Reproduce and submit sufficient copies of bid documents to SPONSOR for bidding purposes. Bid documents shall consist of the Contract Drawings and Specifications. Soils investigation data shall also be provided to bidders for informational purposes.

BID PHASE

The Bid Phase is that time frame between completion of the design process and beginning of actual construction when the SPONSOR publicly advertises and receives bids, awards contracts to the lowest responsible bidder, and executes a construction contract to perform the work with the successful contractor(s). The CONSULTANT shall assist the SPONSOR during this Phase as required.

The specific services to be provided or furnished for this Phase of the Project are the following:

1. Assist the SPONSOR in the advertisement of the Project and issuance of bid documents.
2. Receive and respond as required to questions from potential bidders regarding the Contract Documents.
3. Schedule and conduct pre-bid conference(s) by the SPONSOR and advise the SPONSOR on matters relating to design. Prepare meeting minutes of the pre-bid conference(s).
4. Prepare addenda to the bid documents after advertisement and prior to bidding as required upon the SPONSOR's approval.
5. Attend bid opening. Upon receipt of bids, perform bid reviews. The bid review shall include items such as a check of the contractor's bid extensions, bid security, execution of bid, non-collusive bidding certificate, EEO certification, statement of surety's intent, addenda receipt, "Buy American" certificate, subcontractors and suppliers list, Disadvantaged Business Enterprise (DBE) certification, eligibility certification, corporate bidder's certification, non-discrimination statement and nonsegregated facilities certificate. Request evidence of competency and evidence of financial responsibility from the contractor. Review contractor's list of personnel, list of equipment, and financial statement. Formal contact of the contractor's references shall be made upon SPONSOR's request or if the contractor has no past working relationship with the CONSULTANT, the SPONSOR, FAA and ADOT.
6. Prepare final bid tabulation, recommendation/rejection of award to the SPONSOR, and a sample award letter. Request concurrence of award from FAA and ADOT.
7. Upon award of contract, prepare conformed copies of contracts; coordinate contractor's execution of contract; review contractor's bonds, insurance certificates, and DBE plan; review contractor's submission with SPONSOR; coordinate SPONSOR's execution of the contract; and assist in distributing [paper or electronic] copies of executed contracts to the contractor, FAA and ADOT.

END OF SCHEDULE

C&S ENGINEERS, INC.
ARCHITECTURAL/ENGINEERING
WORK SUMMARY

PROJECT: Taxiway A and Connector Reconstruction Project
SERVICES: Design and Bidding
CLIENT: Page Municipal Airport
CLIENT MGR: Kyle Christiansen

CONT NO.	PHASE NO.	TASK	Admin Asst.	Sr. Designer	Project Engineer	Sr. Project Engineer	Managing Engineer	TOTAL LABOR HOURS	TOTAL LABOR	DIRECT COSTS	SERVICES BY OTHERS	TOTALS
		RATE	\$ 83.00	\$ 139.00	\$ 184.00	\$ 222.00	\$ 239.00					
		Project Management Phase	8			56	20	84	\$ 17,876	\$ -	\$ -	\$17,876.00
		Schedule Coordination				8	4	12	\$2,732			\$2,732.00
		Project Coordination	8			40	16	64	\$13,368			\$13,368.00
		Status Reports				8		8	\$1,776			\$1,776.00
		Grant Administration Phase	8			4		12	\$ 1,552	\$ -	\$ -	\$1,552.00
		Prepare Grant Reimbursement Packages	8			4		12	\$1,552			\$1,552.00
		Schematic Design Phase (30%)	2	280	250	127	20	679	\$ 118,060	\$ 375	\$ 65,000	\$183,435.00
		Pre-Design Kickoff Meeting and Site Visit		16	16	16		48	\$8,720	\$375.00		\$9,095.00
		Topographic Survey			16	4		20	\$3,832		\$30,000	\$33,832.00
		Geotechnical Investigation			16	4		20	\$3,832		\$20,000	\$23,832.00
		Drainage Design		24	24	12	2	62	\$10,894			\$10,894.00
		Prepare 30% Contract Drawings		200	100	40	8	348	\$56,992		\$15,000	\$71,992.00
		Prepare Schematic General and Technical Specifications			20	12	1	33	\$6,583			\$6,583.00
		Prepare draft CSPP		16	12	8	1	37	\$6,447			\$6,447.00
		Prepare Schematic Opinion of Probable Construction Costs			8	4	1	13	\$2,599			\$2,599.00
		Prepare Schematic Design Report			24	16	1	41	\$8,207			\$8,207.00
		Quality Control Review and Revisions		24	12	8	4	48	\$8,276			\$8,276.00
		Submit Schematic Documents for Review	2			1		3	\$388			\$388.00
		Schematic Design Review Meeting (conference call)			2	2	2	6	\$1,290			\$1,290.00
		Draft Final Design Phase (90%)	2	176	114	47	17	356	\$ 60,103	\$ -	\$ 10,000	\$70,103.00
		Prepare Draft Final Contract Drawings		100	64	20	8	192	\$32,028		\$10,000	\$42,028.00
		Update General and Technical Specifications		16	12	4		32	\$5,320			\$5,320.00
		Update CSPP		12	8	4	1	25	\$4,267			\$4,267.00
		Update Opinion of Probable Construction Costs		12	8	4	1	25	\$4,267			\$4,267.00
		Update Design Report		12	8	4	1	25	\$4,267			\$4,267.00
		Quality Control Review and Revisions		24	12	8	4	48	\$8,276			\$8,276.00
		Submit Draft Final Documents for Review	2			1		3	\$388			\$388.00
		Draft Final Review Meeting (conference call)			2	2	2	6	\$1,290			\$1,290.00
		Final Design Phase	2	132	72	22	2	230	\$ 37,124	\$ -	\$ 5,000	\$42,124.00
		Prepare Final Contract Drawings		80	40	8		128	\$20,256		\$5,000	\$25,256.00
		Finalize General and Technical Specifications		12	8	2		22	\$3,584			\$3,584.00
		Finalize CSPP		8	4	2		14	\$2,292			\$2,292.00
		Finalize Opinion of Probable Construction Costs		8	4	2		14	\$2,292			\$2,292.00
		Finalize Design Report		8	4	2		14	\$2,292			\$2,292.00
		Quality Control Review and Revisions		16	12	4	2	34	\$5,798			\$5,798.00
		Submit Final Documents	2			2		4	\$610			\$610.00
		Bidding Phase	18		36	76		130	\$ 24,990	\$ 750	\$ 5,000	\$30,740.00
		Assist Sponsor with Advertisement	4		4	8		16	\$2,844			\$2,844.00
		Respond to Bidder Questions			8	24		32	\$6,800		\$5,000	\$11,800.00
		Conduct Pre-Bid Meeting			12	12		24	\$4,872	\$375.00		\$5,247.00
		Prepare Addenda	4		12	16		32	\$6,092			\$6,092.00
		Attend Bid Opening and Prepare Bid Tabulation	4			12		16	\$2,996	\$375.00		\$3,371.00
		Perform Bid Review	4			2		6	\$776			\$776.00
		Prepare Recommendation of Award	2			2		4	\$610			\$610.00
		All Tasks Total	40	588	472	332	59	1491	\$ 259,705	\$ 1,125	\$ 85,000	\$ 345,830



CONSULTING/ENGINEERING COST SUMMARY SCHEDULE "B"

PROJECT NAME: Taxiway A and Connector Reconstruction Project
PROJ DESCRIPTION: Design and Bidding
CLIENT: Page Municipal Airport
CLIENT MANAGER: Kyle Christiansen

DATE: 9/5/2023
A/E: C & S ENGINEERS, INC.

I. DIRECT SALARY , OVERHEAD & PROFIT COSTS:

TITLE	RATE OF PAY				COST
	(\$/HR)	@	HOURS		
A. Admin Asst.	\$ 83.00	X	\$ 40.00	=	\$3,320
B. Sr. Designer	\$ 139.00	X	\$ 588.00	=	\$81,732
C. Project Engineer	\$ 184.00	X	\$ 472.00	=	\$86,848
D. Sr. Project Engineer	\$ 222.00	X	\$ 332.00	=	\$73,704
E. Managing Engineer	\$ 239.00	X	\$ 59.00	=	\$14,101
TOTAL ESTIMATE OF LABOR:					\$259,705

II. ESTIMATE OF DIRECT EXPENSES:

A. TRAVEL, BY AUTO:	type in miles here				
600 mile* @	3 Trip(s) @	\$0.625	=	\$1,125.00	
TOTAL ESTIMATE OF DIRECT EXPENSES:					\$1,125.00

III. SERVICES BY OTHERS:

A. Topographical Survey - SWI	\$30,000
B. Geotechnical Investigation & Pavement Design - Ninyo & Moore	\$20,000
C. Electrical Engineering - CR Engineers	\$35,000
TOTAL SERVICES BY OTHERS:	\$85,000

III. TOTALS:

TOTAL LUMP SUM ENGINEERING SERVICES : \$345,830.00



**CITY OF PAGE
REQUEST FOR COUNCIL ACTION**

NEW BUSINESS 5.2.

City Council Special Agenda

Meeting Date: 11/19/2024
Brief Title: Canvass of the 2024 General Election
Presented by: Bill Diak, Mayor
Department: City Clerk
Action: Resolution

RECOMMENDED ACTION:

Clerk to introduce Resolution No. 1327-24 by title only.

Motion to approve Resolution No.1327-24 and authorize the City Manager, City Attorney, and City Clerk to proceed with the recount process.

BACKGROUND:

The official election results from Coconino County for the 2024 General Election will be Canvassed by City Council through Resolution No.1327-24.

ALTERNATIVES CONSIDERED:

N/A

ADVISORY BOARD / COMMISSION ACTION:

N/A
