2004



#### Grantham & Associates, Inc.

1919 S. Shiloh Road Suite 310 LB 8 Garland, TX 75042 Tel (972)864-2333 Fax (972)864-2334 www.gra-ce.net

# **Invoice**

No. 10136 June 01, 2004 Project: 1019-04

To:

Mr. Jim Pierce, P.E. TOWN OF ADDISON 16801 Westgrove Drive Addison, TX 75001

#### **Airport Master Drainage Study Budget Services**

Manager: Bruce Grantham

Professional Services for the Period: 4/1/04 to 5/31/04

Budget & Scope Preparation		Billing Group:	001
	Contract Amount:	\$4,970	.00
	Percent Complete:	100.00	ე%
	Fee Earned:	\$4,970	.00
	Prior Fee Billings:	\$745	.50
0 Kto Pay	Current Fee Total:	\$4,224	.50
Jen - 04	Budget & Scope Preparation Total:	\$4,224.	50
•	Project Invoice Amount:	\$4,224.	<b>50</b>

Project Billing Summary	<u>Current</u>	<u>Prior</u>	<u>Total</u>
Totals:	\$4,224.50	\$745.50	\$4,970.00

Aged Receivables:				
<u>Current</u>	31-60 Days	61-90 Days	91-120 Days	> 120 Days
\$4,224.50	\$0.00	\$0.00	\$0.00	\$0.00

#### MASTER DRAINAGE STUDY ADDISON MUNICIPAL AIRPORT

#### Study Objectives May 24, 2004

The Town of Addison intends to have a Master Drainage Study prepared for the Addison Municipal Airport. The Town's objectives for this study are separated into two parts below: Ultimate Drainage Improvements and Purpose of the Study.

#### Part 1: Ultimate Drainage Improvements

The Town of Addison is seeking to have drainage improvements made to the Airport which ultimately achieve the following three objectives:

- 1. Replace the open drainage ditches adjacent to the runways and taxiways with closed storm sewer systems. It is anticipated that significantly shallower drainage ditches will still be required to collect runoff from the adjacent pavement and carry it to area drains along the runways and taxiways.
- 2. Provide storm drainage improvements to alleviate areas of localized ponding on paved areas next to some of the existing buildings.
- 3. Identify a safe detention area and construct a detention facility to eliminate the significant existing ponding that occurs near the southern boundary of the Airport property. This ponding, which results from undersized culverts under Lindbergh Drive, limits the flooding of downstream properties.

#### Part 2: Purpose of the Study

The Town of Addison is seeking to have a drainage study prepared which can be used for the purposes outlined below:

- 1. Confirm the practicality of the ultimate drainage improvements listed in Part 1.
- 2. Prepare an Opinion of Probable Cost for these drainage improvements so that the Town can budget for their construction.
- 3. Develop a storm drainage model, using a program such as StormCad, which can be utilized to prepare construction plans for the subject drainage improvements. The model shall be based upon Town of Addison drainage criteria.
- 4. Using a CADD program, prepare a Drainage Area Map and an Ultimate Drainage Improvement Plan which can also be utilized as part of the construction plan preparation.
- Prepare a Report that documents the study process, the assumptions made, the engineering analysis performed, and other key elements of the Master Drainage Study.

#### MASTER DRAINAGE STUDY ADDISON MUNICIPAL AIRPORT

#### Scope of Services May 24, 2004

A scope of services is outlined below for a Master Drainage Study of the Addison Municipal Airport. This scope of services is separated into four phases: Preliminary Study, Surveying, Engineering Analysis, and Report.

#### PHASE 1 - PRELIMINARY STUDY

- 1. Obtain all available drainage plans for existing storm drainage facilities within the Airport from the Town of Addison.
- 2. Use these plans to verify the storm drainage facilities shown on <u>attached</u> Exhibit 1E Existing Airport Utilities.
- 3. Review the current Addison Airport Master Plan <u>to be furnished</u> by the Town of Addison to ensure that any proposed drainage improvements account for future improvements at the Airport.
- 4. Using existing aerial topography <u>to be furnished</u> by the Town of Addison, delineate all drainage basins and subbasins on, or contributing runoff to, Airport property on a Preliminary Drainage Area Map.
- 5. Identify on the Preliminary Drainage Area Map all field survey data that will be required to prepare a detailed storm drainage model for the Airport. It is anticipated that the field survey will include the items identified in Phase 2, Item 2.
- 6. Meet with Airport staff and the Town's project manager for a site reconnaissance immediately following a significant rain event to field verify ponding areas, drainage boundaries, and critical storm drainage facility locations. The consultant's project engineer and project surveyor shall participate in the field reconnaissance and take digital photographs to illustrate key drainage elements in the Report.
- 7. Meet with Town of Addison staff to review the Preliminary Drainage Area Map and the field surveying data required prior to starting Phase 2.

#### PHASE 2 - SURVEYING

1. Meet with Airport staff to obtain safety procedures and an approved time for field surveying within the Airport boundaries.

- 2. Obtain the field surveying data required to complete the Engineering Analysis. It is anticipated that this data will include the following:
  - Tops, throats, flowlines, and inflow/outflow pipe sizes at all inlets, manholes, and other drainage structures.
  - Flowlines and sizes of all culverts.
  - Limited existing ground elevations where necessary to confirm drainage boundaries, or areas where ponding occurs as shown on Exhibit 1E, or as identified during the field reconnaissance.
- 3. Plot the survey data obtained on a legible scale plot of the Preliminary Drainage Area Map and review with Town staff prior to starting Phase 3. If any problems with the existing drainage facilities are identified if Phases 1 and 2, these should be summarized in a project memo to the Town.

#### PHASE 3 - ENGINEERING ANALYSIS

- 1. Finalize the Drainage Area Map and submit three copies to the Town.
- 2. Prepare a storm drainage model of the existing drainage system. The consultant shall use StormCad or an equivalent static model approved by the Town.
- 3. During the modeling process, identify those existing drainage facilities which are undersized. Upon a review of the impact of these undersized facilities with Town staff, a decision will be made regarding which facilities need to be replaced.
- 4. Prepare a storm drainage model for the ultimate drainage improvements, using the existing conditions model as the base model, described in the Study Objectives. Existing drainage facilities to remain shall be included in the model.
- 5. Perform detention calculations for the area of significant ponding near the southern Airport boundary. After alternative locations for detention have been studied, the consultant shall review them with Town staff.
- 6. An Ultimate Drainage Improvement Plan shall be prepared which identifies all proposed drainage improvement along with existing facilities to remain. The plan shall include the pipe sizes and slopes contained in the model.
- 7. Meet with Town of Addison staff to review the Ultimate Drainage Improvement Plan prior to starting Phase 4. *Three* copies shall be submitted to the Town.

#### PHASE 4 - REPORT

- 1. Prepare a Report that documents the study process, the assumptions made, the engineering analysis performed, and other key elements of the Master Drainage Study.
- 2. The Report shall include an Opinion of Probable Cost for the ultimate drainage improvements. The Drainage Area Map and Ultimate Drainage Improvement Plan shall also be included, along with appropriate project exhibits and digital photographs.
- 3. <u>Two</u> copies of a draft Report shall be submitted to the Town, at which time, the consultant shall make a presentation to Town staff which summarizes the Report findings.
- 4. Upon approval of the draft Report by the Town, the consultant shall address any comments and submit <u>three</u> final copies to the Town. Digital copies of the plans shall also be submitted.
- 5. The consultant shall attend a City Council meeting to assist Town staff in presenting the Report findings.

# Master Drainage Study Addison Municipal Airport Preliminary Estimate of Manhours

Grantham & Associates, Inc.

Date: May 24, 2004

	<u> </u>				Manhour Projection				Survey Crew Expense
		Assistant	11111		2		, voices	Verming	
Task	Manager	Manager	Engineer	Design Tech	Operator	Clerical	Manager	Technician	Technician Survey Crew
Phase 1 - Preliminary Study	₹	α	ć.	ź.				- 	
Review Almort Master Plan	-	0	2 8	8					
Preliminary Drainage Area Map	_	60	16	4	9				
		80			4		8		
Town of Addison Update Meeting	9	6							
Phase 2 - Surveying Addison Almort Meeting w/ staff		e					69		
		2					8	24	40
I miled Ground Survey		2					4	18	20
Update Prelim Drainage Area Map		2	4	4	20				
Town of Addison Update Meeting	9	9							
Phase 3 - Engineering Analysis	4	Ç	¢	c	-				
Drainage Calculations	- -	24	4	9	-				
Analyze Existing Storm System	2	9	20	16	8				
Review Existing System w/ Town	-	4							
	2	40	16	18					
Detention Analysis	-	24	8	8					
Review Detention w/ Town	-	4							
Prepare Proposed Drainage Plan	4	8	4	8	16				
Town of Addison Update Meeting	6	3							
Phase 4 - Report	α	24				æ			
Prepare Opinion of Probable Cost		8	8						
Precare Exhibits		80		8	16				
Draft Report Presentation / Submittal	4	8			- 8	8			
		18		4	8	9			
City Council Presentation	8	8	8	4	8	80			
Total Hours	48	268	118	108	88	e	83	8	99
Hourly Rate	\$55.00	\$45.00	\$41.00	\$24.00	\$16.00	\$16.00	\$40.00	\$25.00	\$110.00
Direct Labor Cost	\$2,530.00	\$12,060.00	\$4,838.00	\$2,544.00	\$1,568.00	\$480.00	\$820.00	\$1,000.00	\$6,600.00
									-

G&A Direct Labor \$25,940.00
Indirect Labor, Overhead (1.8775) \$ 48,702.35
Subtotal \$74,642.35
Profit & Contingency \$ 11,196.35
Survey Crew Expense \$6,800.00
Direct Expense \$ 1,000.00
G&A Fee \$93,438,70

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511964

Stude to determine Scope and Budget Fee

#### MASTER DRAINAGE STUDY ADDISON MUNICIPAL AIRPORT

<u>Draft</u> Study Objectives <u>May 17, 2004</u>

The Town of Addison intends of have a Master Drainage Study prepared for the Addison Municipal Airport. The Town's <u>draft</u> objectives for this study are separated into two parts below: Ultimate Drainage Improvements and Purpose of the Study.

#### Part 1: Ultimate Drainage Improvements

The Town of Addison is seeking to have drainage improvements made to the Airport which ultimately achieve the following three objectives:

Replace the open drainage ditches adjacent to the runways and taxiways with closed storm sewer systems. It is anticipated that significantly shallower drainage ditches will still be required to collect runoff from the adjacent pavement and carry it to area drains along the runways and taxiways.

2. Provide storm drainage improvements to alleviate areas of localized ponding on paved areas next to some of the existing buildings.

3. Identify a safe detention area and construct a detention facility to eliminate the significant existing ponding that occurs near the southern boundary of the Airport property. This ponding, which results from undersized culverts under Lindbergh Drive, limits the flooding of downstream properties.

### Part 2: Purpose of the Study

The Town of Addison is seeking to have a drainage study prepared which can be used for the purposes outlined below:

- 1. Confirm the practicality of the ultimate drainage improvements listed in Part 1.
- 2. Prepare an Opinion of Probable Cost for these drainage improvements so that the Town can budget for their construction.
- 3. Develop a storm drainage model, using a program such as StormCad, which can be utilized to prepare construction plans for the subject drainage improvements. The model shall be based upon Town of Addison drainage criteria.
- 4. Using a CADD program, prepare a Drainage Area Map and an Ultimate Drainage Improvement Plan which can also be utilized as part of the construction plan preparation.
- 5. Prepare a Report that documents the study process, the assumptions made, the engineering analysis performed, and other key elements of the Master Drainage Study.

#### MASTER DRAINAGE STUDY ADDISON MUNICIPAL AIRPORT

#### **Draft** Scope of Services May 17, 2004

A <u>draft</u> scope of services is outlined below for a Master Drainage Study of the Addison Municipal Airport. This scope of services is separated into four phases: Preliminary Study, Surveying, Engineering Analysis, and Report.

#### PHASE 1 - PRELIMINARY STUDY

- Obtain all available drainage plans for existing storm drainage facilities within the 1. Airport from the Town of Addison.
- 2. Use these plans to verify the storm drainage facilities shown on <u>attached</u> Exhibit 1E -Existing Airport Utilities.
- 3. Review the current Addison Airport Master Plan to be furnished by the Town of Addison to ensure that any proposed drainage improvements account for future improvements at the Airport.
- 4. Using existing aerial topography to be furnished by the Town of Addison, delineate all drainage basins and subbasins on, or contributing runoff to, Airport property on a Preliminary Drainage Area Map.
- 5. Identify on the Preliminary Drainage Area Map all field survey data that will be required to prepare a detailed storm drainage model for the Airport. It is anticipated that the field survey will include the items identified in Phase 2, Item 2.
  - Meet with Airport staff and the Town's project manager for a site reconnaissance immediately following a significant rain event to field verify ponding areas, drainage boundaries, and critical storm drainage facility locations. The consultant's project engineer and project surveyor shall participate in the field reconnaissance and take digital photographs to illustrate key drainage elements in the Report.

Meet with Town of Addison staff to review the Preliminary Drainage Area Map and the field surveying data required prior to starting Phase 2.

## PHOTO GRAPHS PHASE 2 - SURVEYING

6.

MEASUREMENT

OF TOTAL AREA LOCATION OF

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is NECESSARET supple yent

DIGITAL

1. Meet with Airport staff to obtain safety procedures and an approved time for field surveying within the Airport boundaries.

Page 1 of 3

- 2. Obtain the field surveying data required to complete the Engineering Analysis. It is anticipated that this data will include the following:
  - Tops, throats, flowlines, and inflow/outflow pipe sizes at all inlets, manholes, and other drainage structures.
  - Flowlines and sizes of all culverts.
- Limited existing ground elevations where necessary to confirm drainage boundaries, or areas where ponding occurs as shown on Exhibit 1E, or as week as the property of the field reconnaissance.

Plot the survey data obtained on an legible scale plot of the Preliminary Drainage Area Map and review with Town staff prior to starting Phase 3. If any problems with the existing drainage facilities are identified if Phases 1 and 2, these should be summarized in a project memo to the Town.

#### **PHASE 3 - ENGINEERING ANALYSIS**

- 1. Finalize the Drainage Area Map and submit *three* copies to the Town.
- 2. Prepare a storm drainage model for the ultimate drainage improvements described in the Study Objectives. The consultant shall use StormCad or an equivalent model approved by the Town. Existing drainage facilities to remain shall be included in the model.
- 3. During the modeling process, identify those existing drainage facilities which are undersized. Upon a review of the impact of these undersized facilities with Town staff, a decision will be made regarding which facilities need to be replaced.
- 4. Perform detention calculations for the area of significant ponding near the southern Airport boundary. After alternative locations for detention have been studied, the consultant shall review them with Town staff.
- 5. An Ultimate Drainage Improvement Plan shall be prepared which identifies all proposed drainage improvement along with existing facilities to remain. The plan shall include the pipe sizes and slopes contained in the model. & perential summer Amalysis
- 6. Meet with Town of Addison staff to review the Ultimate Drainage Improvement Plan prior to starting Phase 4. *Three* copies shall be submitted to the Town.

#### PHASE 4 - REPORT

1. Prepare a Report that documents the study process, the assumptions made, the engineering analysis performed, and other key elements of the Master Drainage Study.

- 2. The Report shall include an Opinion of Probable Cost for the ultimate drainage improvements. The Drainage Area Map and Ultimate Drainage Improvement Plan shall also be included, along with appropriate project exhibits and digital photographs.
- 3. <u>Two</u> copies of a draft Report shall be submitted to the Town, at which time, the consultant shall make a presentation to Town staff which summarizes the Report findings.
- 4. Upon approval of the draft Report by the Town, the consultant shall address any comments and submit *three* final copies to the Town. Digital copies of the plans shall also be submitted.
- 5. The consultant shall attend a City Council meeting to assist Town staff in presenting the Report findings, AS PERFORMED.



1919 S. Shiloh Road Suite 310 LB 8 Garland, TX 75042 Tel (972)864-2333 Fax (972)864-2334 www.gra-ce.net

# **Invoice**

No. 10116 April 01, 2004 Project: 1019-04

To:

Mr. Jim Pierce, P.E. TOWN OF ADDISON 16801 Westgrove Drive Addison, TX 75001

Aged Receivables:

Current

\$745.50

#### **Airport Master Drainage Study Budget Services**

Manager: Bruce Grantham

Professional Services for the Period: 3/1/04 to 3/31/04

Budget & Scope Preparation			Billing Group:	00
<del></del>	Contract A	Amount:	\$4,970	00.0
	Percent Co	omplete:	15.0	0%
	Fee Earner	d:	\$745	.50
	Prior Fee 1	Billings:	\$0	0.00
and for pay	Current Fee To	tal:	\$745	5.50
White of	Budget & Scope Pre	paration Total:	\$745	.50
OK. to pay  OK. to pay  1-20-04  (Sent to mark A.)**** Total	Project Invoice Amour	nt:	\$745.	<u>50</u>
Project Billing Summary	<u>Current</u>	<u>Prior</u>	Total	<u> </u>
_	\$0.00	\$745.56	_	

61-90 Days

\$0.00

91-120 Days

\$0.00

> 120 Days \$0.00

31-60 Days

\$0.00

Invoice: 10116 April 01, 2004 Page 2 of 2

Project: 1019-04 Bill Group: 001



## Grantham & Associates, Inc.

1919 S. Shiloh Road Suite 310 LB 8 Garland, TX 75042 Tel (972)864-2333 Fax (972)864-2334 www.gra-ce.net

Invoice

No. 10116 April 01, 2004

Project: 1019-04 Client: TOADD011

Client: TOWN OF ADDISON

Project: Airport Master Drainage Study Budget Services

Amount Due \$745.50

Amount Enclosed

Please return this page with your remittance.



COPY TO

Public Works / Engineering 16801 Westgrove • P.O. Box 9010 Addison, Texas 75001		RE:	Addisen	
Telephone: (972) 450-2871 • Fax:	(972) 450-2837		Master -	Drainage Plan
o Carmen M	oran			<u> </u>
Town Hall				
GENTLEMAN:	• # Augusta	C Under co		the following items:
WE ARE SENDING YOU	`	☐ Onder se		the following items:
☐ Shop Drawings ☐ Copy of letter	<ul><li>□ Prints</li><li>□ Change order</li></ul>		□ Samples	☐ Specifications
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COPIES DATE NO.	1		DESCRIPTION	
/	Letter Agi	reemen	t with	Grantham of
	ASSOCIATE	es, I	inc. for	a Master
	Drainage	Strid	Budget	Sorvices
	J. J	/		
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ATTENTION

LETTER OF TRANSMITTAL

JOB NO.

If enclosures are not as noted, please notify us at once.



# LETTER OF TRANSMITTAL

ADDISON		DATE 3-12-04 ATTENTION	JOB NO.
ublic Works / Engineering 6801 Westgrove • P.O. Box 9010		RE: Addison	Airport
ddison, Texas 75001 llephone: (972) 450-2871 • Fax: (972)	450-2837	Masfer Dro	ainage Study Services
Bruce Granth Grantham & A	am P.E. Esociates	Budget :	Services '
☐ Shop Drawings ☐	Pla □ Pla	der separate cover via ins □ Samples	
COPIES DATE NO.		DESCRIPTION	
	etter Agreen Study Bud	pent for Ma get Service.	ster Dramage
HESE ARE TRANSMITTED as	checked below:		
☐ For approval ☐ For your use ☐ As requested ☐	Approved as submitted Approved as noted Returned for corrections	☐ Submit	copies for approval copies for distribution corrected prints
☐ For review and comment ☐ ☐ FOR BIDS DUE	19	□ PRINTS RETU	IRNED AFTER LOAN TO US
REMARKS Please	consider	this your	notice
		Thank	2,
	· · · · · · · · · · · · · · · · · · ·		/
COPY TO Mark Acev LISA Pyles	1-edo-	SIGNED:	Plein

If enclosures are not as noted, please notity as at once.



February 11, 2004

Mr. Jim Pierce, P.E. Town of Addison Department of Public Works P.O. Box 9010 Addison, Texas 75001

Letter Agreement for Master Drainage Study Budget Services Re:

#### Dear Jim:

Grantham & Associates, Inc. (G&A) is pleased to prepare this proposal related to the Addison Airport. The work to be performed by G&A, which we anticipate will take 30 days to complete, is outlined below:

- Prepare a detailed scope of services and a budget for a future Master Drainage Study of the Airport.
- Prepare a memo of understanding that summarizes any noteworthy issues, alternatives, or exclusions that were discussed with the Town during the budget preparation.

G&A will complete this work for a fixed fee of \$4,970. The attached manhour spreadsheet was used in developing this fee. We have budgeted for two meetings with Town staff during the execution of the proposed work. No drainage analysis, field surveying, or CADD work will be performed by G&A staff.

#### Terms and Conditions

- Access to Site: Unless otherwise stated, Grantham & Associates, Inc. (G&A) will have access to the site for activities necessary for the performance of the services. G&A will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.
- Dispute Resolution: Any claims or disputes made between the Client and G&A will be submitted to nonbinding mediation. Client and G&A agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution among all parties.
- Billings/Payments: Invoices for G&A's services will be submitted on a monthly basis. Invoices will be payable within 30 days after the invoice date.
- Indemnification: The Client will, to the fullest extent permitted by law, indemnify and hold harmless G&A, its officers, directors, employees, agents and subconsultants from and against all damage, liability and cost including reasonable attorney's fees and defense costs, arising out of or in any way connected with the performance of the services under this agreement by any of the parties above named, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of G&A.
- Certifications/Responsibilities: G&A will not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence G&A cannot ascertain. Furthermore, G&A will not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site.

Mr. Jim Pierce, P.E. February 11, 2004 Page 2

- Termination of Services: This agreement may be terminated by the Client or G&A should the other fail to perform its obligations hereunder. In the event of termination, the Client will pay G&A for all services rendered to the date of termination, all reimbursable expenses and reimbursable termination expenses.
- Ownership of Documents: All documents produced by G&A under this agreement will remain the property of G&A, unless otherwise stated, and may not be used by the Client for any other endeavor without the written consent of G&A.

Please contact me if you need any additional information.

Very truly yours,

Approved by:

Bruce R. Grantham, P.E.

President

Date /

Date

BG/jf

J:\WPDOCS\PROPOSAL\ADDISON\Airport.ltr

# GRANTHAM & ASSOCIATES, INC. PROPOSED MANHOURS / COSTS

Date: 2/11/04

Airport Master Drainage Plan - Budget & Scope Preparation

Addison, Texas

Addison, Texas		DISCIF	LINE / HO	URLY RAT		
	Project Manager	Project Engineer	CADD Manager	Survey Manager	Administrative Assistant	TOTAL
TASK	\$120	\$105	\$80	\$95	\$50	COST
Prepare Scope of Services for Study	2	12	2	2	4	
Pepare Budget for Study	2	8	1		2	
Town Meetings (2)	4	4		1	Į į	
Project Memo of Understanding	1	) 4		ļ	2	
TOTAL HOURS	9	28	2	2	8	
TOTAL COST / DISC	\$1,080	\$2,940	\$160	\$190	\$400	

PROJECT MANHOUR COST: \$ 4,770
PROJECT EXPENSES: \$ 200
TOTAL PROJECT COST: \$ 4,970

#### Jim Pierce

From:

Lisa Pyles [lisa.pyles@wgint.com]

Sent:

Friday, November 07, 2003 1:46 PM

To:

Mark Acevedo; Jim Pierce

Cc:

Foster David

Subject: Maintenance Shop

Gentlemen: We are having continual and increasing problems with the maintenance shop. It is flooding to the point that the guys can't work in there on days when it rains. It is also too small for many of our bigger projects such as building gates and hangar doors. Jim: I remember that HNTB was going to give us some advice about moving the westside building over to the eastside, did you ever get anything from them. One of the areas I would like to consider is the space that is between the future fuel farm and the Millennium hangar. It is not big enough for a very big hangar but would work well for a maintenance shop. I would like to get together to discuss this issue when you are available. Please let me know what would work for the both of you. Thanks

Lisa A. Pyles Addison Airport 972 392 4855 Fax 972 788 9334