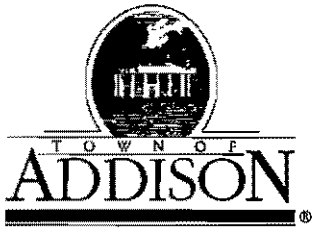


AIRPORT MASTER PLAN SECTION

3



Public Works / Engineering

16801 Westgrove • P.O. Box 9010
 Addison, Texas 75001
 Telephone: (972) 450-2871 • Fax: (972) 450-2837

LETTER OF TRANSMITTAL

DATE	12-6-01	JOB NO.
ATTENTION		
RE:	Addison Airport Part 150 & Master Plan Update Studies	

TO Mike Dmyterko
Coffman Associates

GENTLEMAN:

WE ARE SENDING YOU

- Attached
- Under separate cover via _____ the following items:
- Shop Drawings
- Prints
- Plans
- Samples
- Specifications
- Copy of letter
- Change order
- _____

COPIES	DATE	NO.	DESCRIPTION
1			NCTCOG 2001 Aerial Images in TIFF format (3 CD's)

THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE _____ 19____
- Approved as submitted
- Approved as noted
- Returned for corrections
- _____
- Resubmit _____ copies for approval
- Submit _____ copies for distribution
- Return _____ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS This information is only for use in the above studies and may not be used for any other purpose. The 3 CD's shall be returned to the Town of Addison after use.

accepted:

Coffman Associates

COPY TO Mike Dmyterko

SIGNED: [Signature]

SPONSOR'S SELECTION COMMITTEE NOTIFICATION OF CONSULTANT RANKING

The consultant selection committee for TxDOT CSJ No. 0118ADDON established the ranking of the firms as follows (with the highest ranking being number 1).

1. Coffman Associates
2. Barnard Dunkelberg & Co.
3. URS Corporation
4. Washington Infrastructure Services, Inc.
5. _____

The firms responding to the request for proposals have been ranked according to the TxDOT approved selection criteria. The above listed firms have been selected from (choose one):

Review and ranking of proposals _____

Review and ranking of proposals and interviews _____

We recommend that the Texas Department of Transportation initiate contract negotiations with the firm ranked number 1.

Jim Pierce

Print or Typed

Jim Pierce

Signature

Airport Selection Committee Chairperson

CONSULTANT TALLY SHEET

SPONSOR Town of Addison PROJECT NO. 0118ADDON

CRITERIA	POINT VALUE		Barnard Dunkellberg & Company	Coffman Associates	URS Corporation <small>21 92 2111</small>	Washington Infrastructure Services, Inc.
1.						
2.						
3.						
4.						
			Bob Bernard. Pugh Dunkellberg	Jim Harris Mike Pymestorko.	Gina Faulkner Pat Devolozzi.	Fred Ford. Chris Greene
			99 1 99 1 99 2 90 2	90 2 82 2 99 1 98 1	80 80 90 90	68 51 74 62.5
TOTAL			80 2 94 2 99 1	91 1 100 1 97 2	72 85 73	68 55 50

TOTAL
1ST PLACE
THREEDAKER

659
3 11

657
4 10

580

425.5

CONSULTANT RATING SHEET

SPONSOR Town of Addison

DATE 8-17-01

PROJECT NO. 0118ADDON

COMMITTEE MEMBER CARMEN MORAN

CONSULTANT FIRMS

RATING CRITERIA	MAX. POINTS		Barnard Dunkelberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.	25		25	25	23	15
2.	25		24	25	20	10
3.	25		25	25	20	15
4.	25		25	22	20	10
			99	97	93	50

COMMENTS:

CONSULTANT RATING SHEET

SPONSOR Town of Addison

DATE 8-17-01

PROJECT NO. 0118ADDON

COMMITTEE MEMBER Jim Pierce

CONSULTANT FIRMS

RATING CRITERIA	MAX. POINTS	Barnard Dunkelberg & Company (3)	Coffman Associates (4)	URS Corporation (1)	Washington Infrastructure Services, Inc. (2)
1.	25	23	25	21	14
2.	25	24	25	20	10
3.	25	25	25	23	13
4.	25	22	25	21	18
	Total	94	100	85	55

COMMENTS:

Overall cost savings & staff time & cost savings favor selecting Coffman Assoc.

CONSULTANT RATING SHEET

SPONSOR Town of Addison

DATE 8/17/01

PROJECT NO. 0118ADDON

COMMITTEE MEMBER MARK ACEVEDO

CONSULTANT FIRMS

RATING CRITERIA	MAX. POINTS		Barnard Dunkelberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.	25		19	22	18	18
2.	25		20	25	17	10
3.	25		22	24	20	20
4.	25		19	20	17	20
			80	91	72	68

COMMENTS:

CONSULTANT RATING SHEET

SPONSOR Town of Addison

DATE 8/17/01

PROJECT NO. 0118ADDON

COMMITTEE MEMBER Bill Hawley

CONSULTANT FIRMS

RATING CRITERIA	MAX. POINTS		Barnard Dunkelberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.	25		25	25	25	15
2.	25		24	25	20	10
3.	25		21	23	22.5	15
4.	25		20	25	22.5	22.5
<u>Total</u>			90	98	90	62.5

COMMENTS:

CONSULTANT RATING SHEET

SPONSOR Town of Addison

DATE 8-17-01

PROJECT NO. 0118ADDON

COMMITTEE MEMBER BILL SHIPP

CONSULTANT FIRMS

RATING CRITERIA	MAX. POINTS		Barnard Dunkelberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.	25		24	25	23	22
2.	25		24	25	20	10
3.	25		25	25	24	22
4.	25		25	24	23	20
			98	99	90	74

COMMENTS:

CONSULTANT RATING SHEET

SPONSOR Town of Addison

DATE 8-17-01

PROJECT NO. 0118ADDON

COMMITTEE MEMBER Bryan Langley

CONSULTANT FIRMS

RATING CRITERIA	MAX. POINTS		Barnard Dunkelberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.	25		25	25	20	15
2.	25		24	25	20	10
3.	25		25	20	20	20
4.	25		25	20	20	20
	Totals		99	90	80	65

COMMENTS:

CONSULTANT RATING SHEET

SPONSOR Town of Addison

DATE 8/17/01

PROJECT NO. 0118ADDON

COMMITTEE MEMBER Chris Terry

CONSULTANT FIRMS

RATING CRITERIA	MAX. POINTS		Barnard Dunkelberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.	25		24	21	20	13
2.	25		25	20	19	10
3.	25		25	20	20	13
4.	25		25	21	21	15
			99	87	80	51

COMMENTS:

Airport Master Plan Update: References Check

- 25 Coffman - Cynthia Godfrey Mesquite Metro
Richard King Lancaster
- 24 Barnard Dunkelberg - Ken Randall Oakland Co. Mich
Cody Fussell Walt Strong Max Westheimer Airport, Norman OK
- 20 URS - Steve Luebbert - Texarkana
Cynthia Godfrey - Mesquite Metro
- 10 Washington - Lisa Pyles - Ft Worth Dir Aviation Syst
- Geo. Vittas - TCAIB
- Tim Ward - Alliance Air Services
- Hollin Young - Austin / Bergstrom International

Reference Check Form

Cynthia Godfrey 972-222-8536

AMPAD
22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

Consultant: Coffman

Reference: Mesquite Metro

Airport Master Plan & Economic Impact

Was the Firm Responsive? Yes

Very helpful with technical issues

Did they meet Timetables? Yes / ahead

It's all they do -

No hidden agendas

How was the Quality of the work?

Very instrumental of turning negative opinions, cant say enough

Excellent

Plan is very good

Can you score them on a scale of 1-10 (10 best)

Mike Dornertko KC Both 10

Was Jim Harris Ariz your project manager

(If so) how did he perform? Excellent

Would you hire this firm again for a similar project? Yes

Reference Check Form



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

972-218-1133
Richard King

Consultant: Coffman

Reference: Lancaster

Was the Firm Responsive? Definatly

Did they meet Timetables? Right on - extremely Happy

How was the Quality of the work? Very Good
Very Thorough

Easy to get along with
Good w. Citations

Made up great exhibits

Can you score them on a scale of 1-10 (10 best)

can't think of

Mike Demmikirko was

10

Anything negative

Was Jim Harris your project manager

(If so) how did he perform? Excellent

Would you hire this firm again for a similar project? Yes

Reference Check Form



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

248-666-3900

Consultant: Bernard Dunkelberg

Reference: Oakland Co. Mich. Karl Randall

Was the Firm Responsive? Yes

Did they meet Timetables? Yes

How was the Quality of the work? Outstanding

Can you score them on a scale of 1-10 (10 best)

10

~~was~~ Mark McFarland ~~was~~ ^{was} project manager

(If so) how did he perform? Excellent

Would you hire this firm again for a similar project? YES

360,000 operations/day

"Outstanding Firm"

Outstanding on Part 150

Acquired 3rd Airport

Have hired them again

Will construct a run-up facility

Good @ Public Hearing

800 Based Aircraft

Reference Check Form



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

Consultant: Barnard Dunkelberg

Reference: Walt Strong - Max Westheimer Airport

Norman OK 405-325-7233

Was the Firm Responsive? Absolutely

Did they meet Timetables? Yes

How was the Quality of the work? Edge of excellent

Can you score them on a scale of 1-10 (10 best) 10

Ryk Dunkelberg
~~was~~ Mark McFarland ~~was~~ project manager

(If so) how did he perform? Very good. Have known this firm for 14 years

Would you hire this firm again for a similar project? Yes - use on a regular basis

Well respected across the country

Reference Check Form



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

870-774-2171

Consultant: URS

Reference: Texarkana Steve Luebbert

Was the Firm Responsive? Yes

Fine Company
Quality Good

Did they meet Timetables? Yes, but

Can't comment on
end product

How was the Quality of the work? Good

Financial Good
Sub:

Can you score them on a scale of 1-10 (10 best)

9.5 (no one is a 10)

Leibowitz - Rates & Changes - over-extended - not meeting schedule when called, responded well

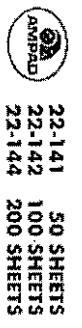
was Dale Appelgate your project manager

(If so) how did he perform? Great - has pushed Steve Luebbert for decisions

Would you hire this firm again for a similar project? Yes

Gen Avail: Commercial, non hub
ARF Rescue & Fire fighting

Reference Check Form



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

Cynthia Godfrey 972-222-8536

Consultant: URS

Reference: Mesquite Metro

Was the Firm Responsive? Yes

Came in the middle of a storm that got fried - But the firm in a position position

Did they meet Timables? - Need follow-up.

Have a lot of projects - may be overextended.

How was the Quality of the work?

Had to keep on top of them.

Can you score them on a scale of 1-10 (10 best)

Have not

Tex Schmidt was 8 to 9

done a Master

Was Dale Applegate your project manager

Plan for

(8650) how did he perform? Good

Mesquite

Would you hire this firm again for a similar project? Yes

Reference Check Form

Consultant: Washington



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

1-817-871-5403

Reference: Ft. Worth Ms. Lisa Pyles

Dir. Aviation Systems

Immediate voice mail with
No ID of agency or company
contacted.

Could have been a wrong #

Was the Firm Responsive?

Did they meet Timetables?

How was the Quality of the work?

Dialed again - got a male &
left word for Lisa Pyles
813 called again - this # is for
Meacham Airport. Left word

Try 1-817-871-8900 (log)

Can you score them on a scale of 1-10 (10 best)

Call Working
left voice mail

Was Fred Ford your project manager

(If so) how did he perform?

Would you hire this firm again for a similar project?

Reference Check Form



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

~~817-332-8977~~

Consultant: Washington

Reference: DFW - TC&B George Vitas

817-335-5812

Was the Firm Responsive?

call working

Did they meet Timetables?

How was the Quality of the work?

Can you score them on a scale of 1-10 (10 best)

Was Javier Saldivar your project manager

(If so) how did he perform?

Would you hire this firm again for a similar project?



Reference Check Form



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

1-800-890-1000

Consultant: Washington

Reference: Tim Ward - The Pinnacle Group Inc
Alliance Air Services ←

CW

Was the Firm Responsive?

Did they meet Timetables?

How was the Quality of the work?

Can you score them on a scale of 1-10 (10 best)

Neil Rood General Mgr?

Was Javier Saldivar your project manager
Carters & Bingers

(If so) how did he perform?

Would you hire this firm again for a similar project?



Reference Check Form



22-141 50 SHEETS
22-142 100 SHEETS
22-144 200 SHEETS

Hollin Young
512-530-6613

Consultant: Washington

Reference: Austin/Bergstrom International
Carter & Burgess Job?

Was the Firm Responsive?

No longer with the City

Did they meet Timetables?

try → 512-397-4920

did not work

How was the Quality of the Work?

Can you score them on a Scale of 1-10 (10 best)

Was Javier Saldivar your project manager

(If so) how did he perform?

Would you hire this firm again for a similar project?

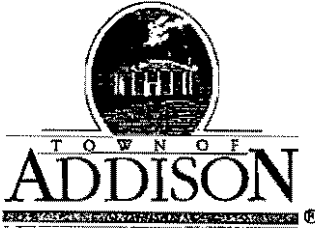
USE FIRST

CONSULTANT TALLY SHEET

SPONSOR Town of Addison PROJECT NO. 0118ADDON

CRITERIA	POINT VALUE		Barnard Dunkellberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.			23	25	23 24	14
2.			24	25	20	10
3.			25	25	25 ₂₃	13
4.			22	25	22 24	18
TOTAL			94	100	85	55

AIRPORT MASTER PLAN UPDATE CONSULTANT INFO						8/16/01
Firm	# Master Plans	# MP in DFW	Proj Mgr Strength	# Relievers Studied	# ALP's	Remarks
Coffman	200	4	Strong. Managed 75 proj. With firm 22 years	17 5 in Texas 3 DFW	300+	Firm does airport planning only. Rec'd several awards Outstanding Graphics & Printing. Prepares a summary report.
Washington	45	2	Lists 2 master plan updates. 10 yrs exp.	6 3 in Texas	35	No references involve PM. Speaks to specifics on our airport. P1.3 refers to development plan. No writeup of Tx airport jobs. P.5.1 indicates VRA has a local office. Mentions airport pavement plan.
Dunkelberg	34 past 5 years 450+	1	Strong	12 3 in Texas	266+	R. Dunkelberg an attorney. Weak financial plan section. Detailed tech/scope of work. Lists specific drws. 5.4 refers to our land use consultant? Sched Legend NG. Mentions cargo facilities planning. Sect 2.2-Prog/PM conflict. Strong QA/QC. 75% repeat clients. Graphics dull.
URS	200+	1	Strong Ed&Exp 15 yrs broad exp	Data not Avail	100+	Faulkner former FAA employee. Strong financial sect. Has history with airport. Wrote FAA Environ. Guide. Member of many prof org. ENR #1 in airport plan & design Mention redevelopment on airport. 90% repeat clients Faulkner's value?



OFFICE OF THE CITY MANAGER

(972) 450-7000 • FAX (972) 450-7043

Post Office Box 9010 Addison, Texas 75001-9010

5300 Belt Line Road

August 6, 2001

Mr. Bruce Ehly, Airport Planner
Texas Department of Transportation
Aviation Division
125 E. 11th Street
Austin, TX 78701-2483

Re: Addison Airport Master Plan Update – Consultant Selection Committee

Dear Mr. Ehly:

This is to request replacement of two members of the Consultant Selection Committee for the Airport Master Plan Update Project as follows:

Noel Padden, Fire Chief, to be replaced by William Hawley, Deputy Chief/Operations

Randy Moravec, Finance Director, to be replaced by Bryan Langley, Assistant Finance Director

Thank you for your attention to this matter.

Very truly yours,

Town of Addison

Ron Whitehead
City Manager

cc: Chris Terry, Assistant City Manager
Michael E. Murphy, P.E., Director of Public Works
Jim Pierce, P.E., Assistant Public Works Director

Selection Committee Consultant Selection
No-Conflict of Interest Statement

I certify that I have no existing relationship with any of the firms short-listed for TxDOT CSJ No. 0018ADDON that would result in a potential conflict of interest should the firm enter a contract for the above project.

Name: James H. King Date: 7-26-01

Name: Wm King Date: 7/26/01

Name: Mark A. Jones Date: 7/20/01

Name: Bill J. Shipp Date: 7-26-01

Name: Ryan King Date: 7-26-01

Name: Bill Hawley Date: 7/26/01

Name: C. Moran Date: 8-03-01

Mailed to Bruce Ehly 8-6-01

Jim Pierce

From: Jim Pierce
Sent: Tuesday, August 07, 2001 11:31 AM
To: Jim Pierce; 'Bruce Ehly (E-mail)'; Chris Terry; Carmen Moran; Mark Acevedo; Bill Shipp; William Hawley; Bryan Langley
Subject: RE: REVISED Airport Master Plan Interview Schedule

Bruce Ehly has advised me the scheduling for the various firms has been set up as revised below:

-----Original Message-----

From: Jim Pierce
Sent: Monday, August 06, 2001 2:52 PM
To: Bruce Ehly (E-mail); Chris Terry; Carmen Moran; Mark Acevedo; Bill Shipp; William Hawley; Bryan Langley
Subject: Airport Master Plan Interview Schedule

The following is our revised schedule for the interviews on August 17:

	<u>@Stone Cottage</u>	<u>@Conference Center Board Room</u>
9-10 AM	Committee meets with Bruce Ehly & receives references report	URS sets up
10-11 AM	Washington sets up	Interview URS
11-12 AM	Interview Washington	
Noon-2 PM	Committee breaks for lunch and phone calls	
1-2 PM	Dunkelberg sets up	
2-3 PM	Interview Dunkelberg	Coffman sets up
3-4 PM		Interview Coffman
4-5 PM	Meet for final selection	

Bruce: Both rooms will have a projection screen available. Firms should bring whatever else they need. I assume you will notify the firms of this schedule. Phone @ Conference center is 972-450-6200. Please call if you have any questions.

Jim Pierce, P.E.
Assistant Public Works Director
PO Box 9010
Addison, TX 75001-9010
972-450-2879

Edison Cir 150-5300-13
by 5th Change 6 made
big changes

CRITERIA FOR EVALUATING CONSULTANTS FOR AIRPORT PLANNING PROJECTS

The following criteria will generally be used in evaluating consultants submitting proposals; however, the Consultant Selection Committee may develop additional consultant evaluation criteria and point values, if desired. The Consultant Selection Committee should assign points to be used for the Consultant Rating Sheet if they do not use the suggested point values. The TxDOT Project Manager can assist the Selection Committee in interpreting the criteria and establishing point values for each criterion, if necessary.

Look for Airport Layout Plans

Suggested Point Values and Selection Criteria

Need relevant experience - Prime Consultant?

25 points 1. Recent experience, within the last five years, in the performance of airport planning projects comparable to the proposed project.
[Planning airport projects is different than planning streets or wastewater systems. Does the consultant have direct experience performing general aviation airport planning studies similar to those proposed for your location?]

25 points 2. Reputation for personal and professional integrity, competence, timeliness, and quality of performance and work product.
Did people named work the projects
[Does the consultant consistently meet contractual timetables? Has the work performed for other sponsors been satisfactory? Does the proposed planning team have sufficient time to devote to your project in order to meet the schedule submitted in the proposal?]

25 points 3. Professional qualifications of key personnel assigned to this project relevant to the work to be performed.
[Who are the professionals that will be working on this specific project on a daily basis? How does their experience with general aviation airport planning compare with other respondents?]

25 points 4. Evidence of a technical approach sufficient to address the requirements of this project.
[Does the consultant show an understanding of the particular requirements of this project? Is the consultant familiar with relevant planning guidance (ie) TxDOT-Aviation Division and FAA criteria?]

1. Inventory, Forecasts Demand, Fac. Req.
2. Alternatives Analysis
3. Financial Plan/CIP/Fund Sources
Gov. Oversight, ALP

TOTAL POINTS - 100
*9) 100
100
70*

SPECIAL NOTE: Prior to choosing a consultant, TxDOT strongly encourages representatives of the selection committee to contact airports for which the short-listed consulting firms have completed similar projects. Inquire as to whether the consultant was responsive and timely. How was the quality of the work? And perhaps the most important question: **Based on that project, would you, the airport sponsor, select the same firm again?**

If requested, the Aviation Division will be pleased to supply the names of airports for which consultants have done previous work through the TxDOT airport improvement program. Contact your designated project manager at (800) 687-4568.

Survey!
Obstacle clearance evaluation experience (question)?
Have subs worked with Prime before?
Redevelopment of the Airport?



**FAX TRANSMITTAL
COVER SHEET**

Client: **Town of Addison**
 Project Name: **Airport Master Plan Proposal**
 Location: **Addison, TX**
 Project Number:
 Issue Date: **August 15, 2001**

TO NAME/COMPANY: **Jim Pierce, Assistant Town Engineer** FAX NO.: **972-450-2834**
 FROM: **Dale E. Applegate** PHONE NO.: **817-545-0891**
 NO. OF PAGES (INCLUDING COVER SHEET): **1**
 SUBJECT: **URS - ALP Information**
 COMMENTS:

Recent ALPs Conducted in Texas Similar Size Facilities to Addison Airport	
<u>Small Commercial Service Airports</u>	<u>Reliever Airport</u>
El Paso International Airport El Paso, TX	Addison Airport Addison, TX
Gregg County Airport Longview, TX	Brazoria County Airport Angleton, TX
Jefferson County Airport Beaumont, TX	McKinney Municipal Airport McKinney, TX
Brownsville South Padre Island International Airport Brownsville, TX	

Total Number of ALPs Conducted by URS: **100+**
 Total Number of Recent ALPs Conducted by URS in Texas: **7**
 Total Number of Recent Reliever Airport ALPs in Texas: **3**

Note: These numbers do not reflect multiple updates for the same facility.

If there are problems with this transmission, call (817) 545-0891 immediately.



This facsimile contains PRIVILEGED AND CONFIDENTIAL INFORMATION intended only for the use of the Addressee(s) named above. If you are not the intended recipient, you are hereby notified that any duplication or copying of this facsimile is STRICTLY prohibited. If you have received this facsimile in error, please notify us by telephone and return the facsimile to us at the address below via the U.S. Postal Service. Thank you.

Sent

C:\My Documents\JimPierce-ALPs.doc

Texas Department of Transportation
Aviation Division
Requests for Proposals for Professional Services

The Airport Sponsor listed below, through their agent, the Texas Department of Transportation (TxDOT), intend to engage an Aviation Professional Engineering Firm for services pursuant to Chapter 2254, Subchapter A, of the Government Code. TxDOT Aviation Division will solicit and receive proposals for professional services as described below:

Airport Sponsor: City of Addison, Addison Airport. TxDOT CSJ No.:0118ADDON. Project Scope: Prepare an Airport Master Plan for the Town of Addison. DBE Goal: 5% Project Manager: Bruce Ehly. Number of copies to submit: 8

The Proposal shall:

1. Firm name, address, phone number and person to contact regarding the proposal.
2. Proposed project management structure determining key personnel and subconsultants (if any).
3. Qualifications and recent, relevant experience (past five years) of the firm, key personnel and subconsultants relative to the performance of recent, relevant similar services for aviation planning projects.
4. Proposed project schedule, including major tasks and target completion dates.
5. Technical approach - a detailed discussion of the tasks or steps to accomplish the project.
6. List of in-state references including the name, address and phone number of the person most closely associated with the firm's prior performance of similar airport planning projects.
7. Statement regarding an Affirmative Action Program.
8. Proposed Disadvantaged Business Enterprise (DBE) participation.

Proposal Submission:

Those interested consultants should submit the specified number of copies of brief proposals for each project consisting of the minimum number of pages sufficient to provide the above information. Proposals must be postmarked by U. S. Mail midnight July 9, 2001. Mailing address: TxDOT, Aviation Division, 125 E. 11th Street, Austin, Texas 78701-2483. Overnight delivery must be received by 4:00 p.m. on July 10; overnight address: TxDOT, Aviation Division, 200 E. Riverside Drive, Austin, Texas, 78704. Hand delivery must be received by 4:00 p.m. July 10, 2001; hand delivery address: 150 E. Riverside Drive, 5th Floor, South Tower, Austin, Texas 78704.

The airport sponsor duly appointed committee will review all proposals and may select three to five firms for interviews. The final consultant selection by the sponsor's committee will be made following the completion of the review of proposals and/or interviews.

The airport sponsor reserves the right to reject any or all proposals, and to re-open the consultant selection process.

If there are any procedural questions, please contact Karon Wiedemann, Director, Grant Management, or the designated Project Manager for technical questions at 1-800-68-PILOT (74568).

**DESIGNATION OF SPONSOR'S
CONSULTANT SELECTION COMMITTEE**

Addison Airport
TxDOT No.: 0118ADDSN

I, Ron Whitehead _____, City Manager _____
(Name) (Title)

with the Town of Addison designate the following named individuals as the Consultant Selection committee, for the Airport Master Plan Update Project.

Name

Title (if appropriate):

<u>Chris Terry</u>	<u>Assistant City Manager</u>
<u>Carmen Moran</u>	<u>Director, Developmental Services</u>
<u>Mark Acevedo</u>	<u>Building & Fleet Manager</u>
<u>Jim Pierce</u>	<u>Assistant Public Works Director</u>
<u>Bill Shipp</u>	<u>Assistant to the City Manager</u>
<u>Noel Padden</u>	<u>Fire Chief</u> <u>Bill Hawley</u>
<u>Randy Moravec</u>	<u>Finance Director</u> <u>Brian Langley</u>

Town of Addison, Texas
(Sponsor)

By: Ron Whitehead

Title: City Manager

Date: 4-11-01

August 17

Stone Cottage

~~Board Room~~
~~Conf. Center~~

9 AM - 10 AM

Committee
Meet w EHL

B. Dunkelberg Sets up

10 AM - 11 AM

Coffman Sets up

Interviews B. Dunkelberg

11 AM - 12 AM

Interview Coffman

Noon - 2 PM -

Committee Breaks for Lunch

1 PM - 2 PM

URS Sets up

2 - 3 PM

Interview URS

Washington Sets up

3 - 4 PM

Interview Washington

4 - 5 PM

meet for
selection

brooke SAHINDUR
6206

MARUOL MIAHMY
6205

Made reservations with Marisol 7/27/01

SUGGESTED SCHEDULE FOR CONSULTANT SELECTION

Proposals are mailed to the sponsor's designated representative with a listing of the firms submitting proposals and the following forms:

- Sponsor Guidelines for Consultant Selection
- Letter From Sponsor Selection Committee Notifying TxDOT to Schedule Consultant Interviews
- Criteria for Evaluating Consultants for Airport Planning Projects
- Consultant Rating Sheet
- Letter From Sponsor's Selection Committee Notifying TxDOT of Consultant Ranking
- Letter Confirming No Conflict of Interest.

Selection committee reviews criteria and revises, if necessary. TxDOT project manager will meet with the committee to discuss the process and criteria for the review of proposals.

Selection committee reviews and rates proposals. Selection Committee selects 3 to 5 consultants for interviews. The form: "Letter From Sponsor Selection Committee Notifying TxDOT of Firms to be interviewed" should be sent to TxDOT project manager

Week of

TxDOT schedule interviews compatible to the selection committee and consultant's time.

Following interviews, the selection committee returns the following forms to TxDOT:

- Letter Confirming No Conflict of Interest
- Consultant Rating Sheets from all committee members
- Letter From the Sponsor's Selection Committee Notifying
- TxDOT of Consultant Ranking

TxDOT begins negotiations with the selected consultant. Once completed, the PSA will be executed.

When fee is negotiated

TxDOT will request sponsor share of the negotiated contract amount. Upon receipt of sponsor share of the negotiated contract amount, TxDOT will issue a notice to proceed to the consultant to begin work on the planning project.

SPONSOR GUIDELINES FOR CONSULTANT SELECTION

The following guidelines are provided to sponsors for the selection of qualified consultants for airport planning projects. The procedures for selecting consultants are given in detail in FAA Advisory Circular AC 150/1500-14B. The procedures are summarized here.

1. Sponsors should have appointed a selection committee of at least three people, one of whom should be an engineer, airport planner, or other professional familiar with the services required for the project.
2. Proposals are received by Sponsor's Consultant Selection Committee along with a listing of firms submitting proposals. Enclosed are the following forms:
 - Criteria for Evaluating Consultants for Airport Planning Projects
 - Consultant Rating Sheet
 - Letter Notifying TxDOT of Firms to be Interviewed (if necessary)
 - Letter From the Sponsor's Selection Committee
Notifying TxDOT of Consultant Ranking
3. The selection committee should review, and revise if necessary, the consultant evaluation criteria that will be used to evaluate the proposals and develop a point value for each criterion.
4. Sponsor provides Criteria for "Evaluating Consultants for Airport Planning/Engineering Projects" to TxDOT if different from the suggested criteria and suggested point values.
5. Consultant Selection Committee reviews all proposals.
6. The selection committee will rank all proposals in accordance with the criteria for evaluating consultants. The committee will provide TxDOT with a copy of the evaluations for all proposals reviewed.

IF INTERVIEWS ARE NECESSARY:*

Consultant Selection Committee selects 3 to 5 firms for interviews.

The form: "Letter Notifying TxDOT of Firms to be interviewed" should be sent to TxDOT project manager if interviews are to be held.

TxDOT schedules interviews compatible to Sponsor's and consultant's time schedules.

Consultant Interviews Held.

Following interviews, the selection committee returns the following forms to TxDOT:

- Consultant Rating Sheets from all committee members
- Letter From the Sponsor's Selection Committee Notifying TxDOT of Consultant Ranking

TxDOT begins negotiations with selected consultant.

IF NO INTERVIEWS ARE REQUIRED:

Consultant Selection Committee returns the following forms:

- Consultant Rating Sheets from all committee members
- Letter From the Sponsor's Selection Committee Notifying TxDOT of Consultant Ranking

TxDOT begins negotiations with selected consultant.

*Please note that depending on the magnitude of the project cost, it may not be necessary to conduct interviews, consultant selection may be accomplished by a review of the proposals.

SPONSOR'S SELECTION COMMITTEE NOTIFICATION TO TxDOT TO SCHEDULE CONSULTANT INTERVIEWS

Texas Department of Transportation
Aviation Division
125 E. 11th Street
Austin, Texas 78701-2483

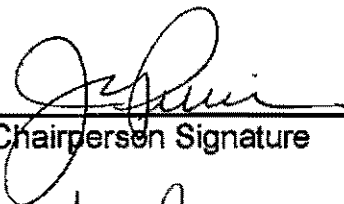
The consultant selection committee for TxDOT CSJ No. 0118ADDON recommends that the following firms be contacted to schedule interviews to provide professional services for the above project:

Barnard Dunkelberg & Co.

Coffman Associates

URS Corporation

Washington Infrastructure Services, Inc



Chairperson Signature

Jim Pierce

Printed Name

7-26-01

Date

← Mailed

Airport Master Plan Update

7-26-01

Bruce Elly - TXDOT Aviation

Program/PM for Airport

Carmen - Vacation - Bell Shipp will take her met by

Bell Hawley in for Noel Padden

Bryan Longley in for Randy Moravec

All others present

Bruce reviewed Airport Master Plan:

* Inventory - exist conditions

Forecast Demand

as a result = facility reqmts

* Facility alternatives available

* Financial Plan / CIP

Airport Layout Plan

Environmental overview

* Key Elements

All companies are qualified

FAA money is involved ∴ consult. selection must be done right.

5-10% DBE goal is desired.

Bruce suggests we interview 3 or 4 of the submittees. (We will interview all 4)

Bruce suggests the references be called before we have interviews. Jep be the reference checker *
Jep to Brief Committee on results of reference check.

* Interviews @ Conf. center - Charge Airport Fund

Meeting 9AM 10 11 2 & 3

Interviews 7

Need 2 rooms

Interviews on Aug 17th

Set up a Score for References —

Coffman — have done 8 Master Plans

Dunkelberg — worked on address only w Bruce

URS Corp. — Bruce has not worked (2 others in Texas)

with them. They did McKinney

did Phleger man

doing Beazoria Co.

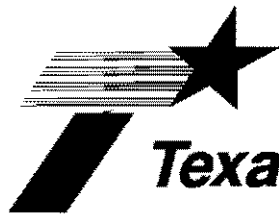
Washington — No exp.

Selection

Conflict of Int.

Interview Letter

— Carmen back Tuesday —



Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

July 24, 2001

Mr. Michael Murphy
Director of Public Works
Town of Addison
P. O. Box 9010
Addison, TX 75001-9010

Dear Mr. Murphy:

Enclosed are seven copies of each proposal received from engineering firms for TxDOT CSJ No. 0118ADDON. Those firms include:

1. Barnard Dunkelberg & Company
2. Coffman Associates
3. URS Corporation
4. Washington Infrastructure Services, Inc.

Also included in this transmittal are necessary forms related to the consultant selection process. They include:

1. Suggested Schedule for Consultant Selection
2. Sponsor Guidelines for Consultant Selections
3. Criteria for Evaluating Consultants for Airport Planning Projects
4. Consultant Rating Form that must be completed by each member on the Selection Committee
5. Consultant Tally Sheet
6. Sponsor's Selection Committee Notifying the Aviation Division of Consultant Ranking
7. Notification to TxDOT to Schedule Consultant Interviews (if deemed necessary)

When the selection process is complete please provide us with the completed:

- Consultant Rating Sheet from each committee member
- Consultant Tally Sheet

Page 2 of 2
Mr. Michael Murphy
Town of Addison
July 24, 2001

- Sponsor's Selection Committee Notification to TxDOT of Consultant Ranking
- Notification to TxDOT to Schedule Consultant Interviews *(if necessary)**.

Once the selection committee has chosen a firm, TxDOT will begin negotiations with the firm.

Sincerely,

A handwritten signature in cursive script that reads "Margarita Garcia". The signature is written in black ink and is positioned above the printed name and title.

Margarita Garcia
Grant Manager

Attachments: Proposals and forms as noted above.

cc: Mr. Bruce Ehly

SUGGESTED SCHEDULE FOR CONSULTANT SELECTION

_____ Proposals are mailed to the sponsor's designated representative with a listing of the firms submitting proposals and the following forms:

- Sponsor Guidelines for Consultant Selection
- Letter From Sponsor Selection Committee Notifying TxDOT to Schedule Consultant Interviews
- Criteria for Evaluating Consultants for Airport Planning Projects
- Consultant Rating Sheet
- Letter From Sponsor's Selection Committee Notifying TxDOT of Consultant Ranking
- Letter Confirming No Conflict of Interest.

_____ Selection committee reviews criteria and revises, if necessary. TxDOT project manager will meet with the committee to discuss the process and criteria for the review of proposals.

_____ Selection committee reviews and rates proposals. Selection Committee selects 3 to 5 consultants for interviews. The form: "Letter From Sponsor Selection Committee Notifying TxDOT of Firms to be interviewed" should be sent to TxDOT project manager

Week of

TxDOT schedule interviews compatible to the selection committee and consultant's time.

_____ Following interviews, the selection committee returns the following forms to TxDOT:

- Letter Confirming No Conflict of Interest
- Consultant Rating Sheets from all committee members
- Letter From the Sponsor's Selection Committee Notifying
- TxDOT of Consultant Ranking

_____ TxDOT begins negotiations with the selected consultant. Once completed, the PSA will be executed.

When fee is negotiated

TxDOT will request sponsor share of the negotiated contract amount. Upon receipt of sponsor share of the negotiated contract amount, TxDOT will issue a notice to proceed to the consultant to begin work on the planning project.

SPONSOR GUIDELINES FOR CONSULTANT SELECTION

The following guidelines are provided to sponsors for the selection of qualified consultants for airport planning projects. The procedures for selecting consultants are given in detail in FAA Advisory Circular AC 150/1500-14B. The procedures are summarized here.

1. Sponsors should have appointed a selection committee of at least three people, one of whom should be an engineer, airport planner, or other professional familiar with the services required for the project.

2. Proposals are received by Sponsor's Consultant Selection Committee along with a listing of firms submitting proposals. Enclosed are the following forms:

- Criteria for Evaluating Consultants for Airport Planning Projects
- Consultant Rating Sheet
- Letter Notifying TxDOT of Firms to be Interviewed (if necessary)
- Letter From the Sponsor's Selection Committee
- Notifying TxDOT of Consultant Ranking

3. The selection committee should review, and revise if necessary, the consultant evaluation criteria that will be used to evaluate the proposals and develop a point value for each criterion.

4. Sponsor provides Criteria for "Evaluating Consultants for Airport Planning/Engineering Projects" to TxDOT if different from the suggested criteria and suggested point values.

5. Consultant Selection Committee reviews all proposals.

6. The selection committee will rank all proposals in accordance with the criteria for evaluating consultants. The committee will provide TxDOT with a copy of the evaluations for all proposals reviewed.

IF INTERVIEWS ARE NECESSARY:*

Consultant Selection Committee selects 3 to 5 firms for interviews.

The form: "Letter Notifying TxDOT of Firms to be interviewed" should be sent to TxDOT project manager if interviews are to be held.

TxDOT schedules interviews compatible to Sponsor's and consultant's time schedules.

Consultant Interviews Held.

Following interviews, the selection committee returns the following forms to TxDOT:

- Consultant Rating Sheets from all committee members
- Letter From the Sponsor's Selection Committee Notifying TxDOT of Consultant Ranking

TxDOT begins negotiations with selected consultant.

IF NO INTERVIEWS ARE REQUIRED:

Consultant Selection Committee returns the following forms:

- Consultant Rating Sheets from all committee members
- Letter From the Sponsor's Selection Committee Notifying TxDOT of Consultant Ranking

TxDOT begins negotiations with selected consultant.

*Please note that depending on the magnitude of the project cost, it may not be necessary to conduct interviews, consultant selection may be accomplished by a review of the proposals.

CRITERIA FOR EVALUATING CONSULTANTS FOR AIRPORT PLANNING PROJECTS

The following criteria will generally be used in evaluating consultants submitting proposals; however, the Consultant Selection Committee may develop additional consultant evaluation criteria and point values, if desired. The Consultant Selection Committee should assign points to be used for the Consultant Rating Sheet if they do not use the suggested point values. The TxDOT Project Manager can assist the Selection Committee in interpreting the criteria and establishing point values for each criterion, if necessary.

Suggested Point Values and Selection Criteria

- 25 points 1. Recent experience, within the last five years, in the performance of airport planning projects comparable to the proposed project.
[Planning airport projects is different than planning streets or wastewater systems. Does the consultant have direct experience performing general aviation airport planning studies similar to those proposed for your location?]
- 25 points 2. Reputation for personal and professional integrity, competence, timeliness, and quality of performance and work product.
[Does the consultant consistently meet contractual timetables? Has the work performed for other sponsors been satisfactory? Does the proposed planning team have sufficient time to devote to your project in order to meet the schedule submitted in the proposal?]
- 25 points 3. Professional qualifications of key personnel assigned to this project relevant to the work to be performed.
[Who are the professionals that will be working on this specific project on a daily basis? How does their experience with general aviation airport planning compare with other respondents?]
- 25 points 4. Evidence of a technical approach sufficient to address the requirements of this project.
[Does the consultant show an understanding of the particular requirements of this project? Is the consultant familiar with relevant planning guidance (ie) TxDOT-Aviation Division and FAA criteria?]

TOTAL POINTS - 100

SPECIAL NOTE: Prior to choosing a consultant, TxDOT strongly encourages representatives of the selection committee to contact airports for which the short-listed consulting firms have completed similar projects. Inquire as to whether the consultant was responsive and timely. How was the quality of the work? And perhaps the most important question: **Based on that project, would you, the airport sponsor, select the same firm again?**

If requested, the Aviation Division will be pleased to supply the names of airports for which consultants have done previous work through the TxDOT airport improvement program. Contact your designated project manager at (800) 687-4568.

CONSULTANT RATING SHEET

SPONSOR Town of Addison DATE _____

PROJECT NO. 0118ADDON COMMITTEE MEMBER _____

CONSULTANT FIRMS

RATING CRITERIA	MAX. POINTS		Barnard Dunkelberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.	25					
2.	25					
3.	25					
4.	25					

COMMENTS:

CONSULTANT TALLY SHEET

SPONSOR Town of Addison PROJECT NO. 0118ADDON

CRITERIA	POINT VALUE		Barnard Dunkellberg & Company	Coffman Associates	URS Corporation	Washington Infrastructure Services, Inc.
1.						
2.						
3.						
4.						
TOTAL						

SPONSOR'S SELECTION COMMITTEE NOTIFICATION OF CONSULTANT RANKING

The consultant selection committee for TxDOT CSJ No. 0118ADDON established the ranking of the firms as follows (with the highest ranking being number 1).

1. _____
2. _____
3. _____
4. _____
5. _____

The firms responding to the request for proposals have been ranked according to the TxDOT approved selection criteria. The above listed firms have been selected from (choose one):

Review and ranking of proposals _____

Review and ranking of proposals and interviews _____

We recommend that the Texas Department of Transportation initiate contract negotiations with the firm ranked number 1.

Print or Typed

Signature

Airport Selection Committee Chairperson

**Selection Committee Consultant Selection
No-Conflict of Interest Statement**

I certify that I have no existing relationship with any of the firms short-listed for TxDOT CSJ No. 0018ADDON that would result in a potential conflict of interest should the firm enter a contract for the above project.

Name: _____ Date: _____

Name: _____ Date: _____

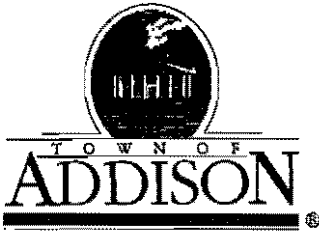
Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____

Name: _____ Date: _____



Post Office Box 9010

Addison, Texas 75001-9010

5300 Belt Line Road

(972) 450-7000
FAX (972) 450-7043


Jim,
Mailed out
4-17-01.

Bill

TO WHOM IT MAY CONCERN

Please be advised that the attached document is a true and correct copy of Resolution No. R01-024, duly passed by the Addison City Council on the 10th day of April, 2001.

Duly certified by Carmen Moran, City Secretary for the Town of Addison on the 17th day of April, 2001.



City Secretary

ATTEST:

SEAL

RESOLUTION NO. R01-024

**A RESOLUTION BY THE CITY COUNCIL OF THE TOWN OF ADDISON,
TEXAS, AUTHORIZING THE USE OF FEDERAL FUNDS FOR A MASTER
PLAN UPDATE FOR ADDISON AIRPORT AND DIRECTING THE CITY
MANAGER TO EXECUTE THE AGREEMENTS WITH THE TEXAS
DEPARTMENT OF TRANSPORTATION.**

**WHEREAS, the TOWN OF ADDISON intends to make certain
improvements to the Addison Airport; and**

**WHEREAS, the general description of the project is described as: Master
Plan Update; and**

**WHEREAS, the TOWN OF ADDISON is currently eligible for federal Non-
Primary Entitlement of \$150,000; and**

WHEREAS, the total project cost is estimated to be \$230,000; and

**WHEREAS, the TOWN OF ADDISON has available and will provide up to
\$80,000 of the project costs with local Airport funds, and understands that the
above mentioned entitlement funds cannot be increased;**

**NOW, THEREFORE, BE IT RESOLVED, that the TOWN OF ADDISON
hereby requests federal Non-Primary Entitlement funds from the Texas
Department of Transportation for these improvements;**

AND, BE IT FURTHER RESOLVED, that the TOWN OF ADDISON hereby directs the City Manager to execute on behalf of the TOWN OF ADDISON, at the appropriate time, and with the appropriate authorizations of this governing body, all contracts and agreements with the Texas Department of Transportation, and such other parties as shall be necessary and appropriate for the implementation of the improvements to the Addison Airport.

DULY PASSED BY THE CITY COUNCIL OF THE TOWN OF ADDISON, TEXAS, this the 10th day of April, 2001.

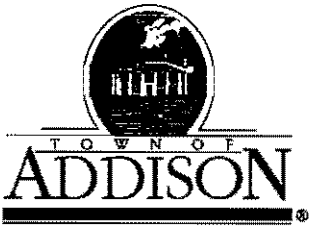


Mayor

ATTEST:



City Secretary



Public Works / Engineering
 16801 Westgrove • P.O. Box 9010
 Addison, Texas 75001-9010
 Telephone: (972) 450-2871 • Fax: (972) 450-2837

LETTER OF TRANSMITTAL

DATE	4-13-01	JOB NO.	
ATTENTION			
RE:	Addison Airport Master Plan Update		

TO Bruce Ehly
Tx DOT Aviation

GENTLEMAN:

WE ARE SENDING YOU

- Attached
- Under separate cover via _____ the following items:
- Shop Drawings
- Prints
- Plans
- Samples
- Specifications
- Copy of letter
- Change order
- _____

COPIES	DATE	NO.	DESCRIPTION
1			Designation of Sponsor's Consultant Selection Committee
1			" " " Authorized Representative
1			Certification of Project Funds

THESE ARE TRANSMITTED as checked below:

- For approval
- For your use
- As requested
- For review and comment
- FOR BIDS DUE _____ 19_____
- Approved as submitted
- Approved as noted
- Returned for corrections
- _____
- Resubmit _____ copies for approval
- Submit _____ copies for distribution
- Return _____ corrected prints
- PRINTS RETURNED AFTER LOAN TO US

REMARKS Council Resolution to follow

COPY TO _____

SIGNED: J. Renee

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

Addison!

JIM PIERCE, P.E.
Assistant Public Works Director
(972) 450-2879
(972) 450-2837 FAX
jpierce@ci.addison.tx.us

Town of Addison 16801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

4-13-01

Mark- Attached is an est. of schedules for the 3 planning projects.

We may want to hold up start of the FDP a couple of months so they all track together

cc. Chris
Mike

Jim

Jim Pierce

From: Mark Acevedo
Sent: Friday, April 13, 2001 9:36 AM
To: Jim Pierce
Subject: FW: Project Schedule - ADP, MPU, Part 150

Jim,

Did you get a chance to put together a schedule for the projects listed below? Also, thanks for your comments regarding the Fuel Farm Scope of Work.

Mark

-----Original Message-----

From: Mark Acevedo
Sent: Monday, April 09, 2001 2:20 PM
To: Jim Pierce
Cc: Dave Pearce (E-mail)
Subject: Project Schedule - ADP, MPU, Part 150

Jim,

Upon reviewing the email that you received from Bruce Ehly, would you please put together a time schedule (before leaving for vacation) for the three impending studies (MPU, Part 150, & ADP). In the overall picture, all three projects are intertwined with each other and will overlap at some point, a written schedule would be most helpful in the tracking process of these projects. Carmen's RFP for obtaining professional services to develop the ADP is complete and a pre-proposal conference for the Airport Development Plan (ADP) will be on Monday, April 23 with proposals being accepted until May 16.

Chris has asked that you take the lead tomorrow night if the item gets pulled to answer any questions the Council may have. I have asked Dave P. to be ready to jump in and support you if needed.

Thank you for your help Jim!

Mark

*Mark Acevedo
Administrator of Facilities and Fleet Services
Town of Addison
972-450-2848*

AIRPORT PLANNING PROJECT'S ESTIMATED SCHEDULE

4-13-01

	'01							'01	'02								'02	'03	'03							
	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F				
PART 150 NOISE STUDY																										
STUDY																										
FAA REVIEW																										
FINAL REPORT																										
MASTER PLAN UPDATE																										
Adv. for, Select Consultant																										
Negotiate Contract																										
Master Plan Work																										
Hearings, Town Comments																										
Final Report																										
Airport Development Plan																										
Adv. for, Select Consultant																										
Negotiate Contract																										
Dev. Plan Work																										
Hearings, Town Comments																										
Final Report																										

DESIGNATION OF SPONSOR'S AUTHORIZED REPRESENTATIVE

I, Ron Whitehead, City Manager
(Name) (Title)

with the Town of Addison designate Michael Murphy, Dir. of Public Works
(Name, Title)

as the Town of Addison authorized representative for NP Entitlement FY 2001 Airport Master Plan Project have the authority to make approvals and disapproval as required on behalf of the Town of Addison.

The Town of Addison has caused this to be duly executed in its name, this 11th day of April 2001.

Town of Addison, Texas
(Sponsor)

By: Ron Whitehead

Title: City Manager

DESIGNATED REPRESENTATIVE

Mailing Address: _____

P.O. Box 9010

Addison, TX

75001-9010

Physical/Overnight Address: 16801

Westgrove Drive, 75001

Telephone Number: 972-450-2878

Fax Number: 972-450-2837

E-Mail: mmurphy@cl.addison.tx.us

CERTIFICATION OF PROJECT FUNDS

I, Ron Whitehead, City Manager,
(Name) (Title)

do certify that sufficient funds to meet the Town of Addison's
(Sponsor's Name)

share of project costs as identified in the resolution for the project and will be available in accordance with the schedule shown below:

SPONSOR FUNDS

<u>Source</u>	<u>Amount</u>	<u>Date Available</u>
<u>Airport Fund</u>	<u>\$ 80,000</u>	<u>Presently Available</u>

Addison Texas
(Sponsor)

By: R. Whitehead
Title: City Manager
Date: 4-11-01

Jim Pierce

From: David_Pearce@staubach.com
Sent: Tuesday, April 10, 2001 12:28 PM
To: jpierce@ci.addison.tx.us
Cc: cterry@ci.addison.tx.us; mmurphy@ci.addison.tx.us; macevedo@ci.addison.tx.us; david_pearce@staubach.com
Subject: Re: Part 150 Noise Study

I would recommend not tying the noise study to the MP. My opinion would be to start the noise study as soon as possible and MP when it is funded. The two studies compliment each other but do not have to be performed exactly at the same time.
Dave

CONSENT AGENDA

#2a - Approval of the Minutes for the March 27, 2001 and April 2, 2001 Council Meetings.

#2b - Acceptance of improvements and approval of final payment in the amount of \$20,018.26 to XIT Paving & Construction, Inc. for the completion of the Inwood/South Quorum Access – Phase I, Landmark Extension.

#2c - Consideration of a Resolution authorizing the use of Federal funds for a Master Plan update for Addison Airport and directing the City Manager to execute the agreements with the Texas Department of Transportation.

Passed

April 3, 2001

MEMORANDUM

To: Chris Terry, Assistant City Manager
Through: Mike Murphy, P.E., Director of Public Works
From: Jim Pierce, P.E., Assistant Public Works Director
Subject: Addison Airport Master Plan Update

At the March 13, 2001 Council meeting, Council authorized the use of our \$150,000 FY 2001 Federal Entitlement Grant for a Master Plan Update instead of the Terminal Apron Project.

Dave Pearce, Airport Director, advises that the cost of a Master Plan Update is approximately \$230,000. This is based on costs associated with recent Airport Master Plan Updates at Texarkana and McKinney, which are of similar scope.

Attached is a resolution, with wording suggested by TxDOT Aviation Division, that authorizes the use of the federal funds for the Master Plan Update and directs the City Manager to execute the agreements with TxDOT.

In addition to this update to the Airport Master Plan, the Town is pursuing several other long-range planning processes impacting Addison Airport. These studies include:

Land Use Plan – This plan will provide a guide for future development and re-development of property, including Town owned property, in the vicinity surrounding the airport. (Carmen Moran, Project Manager).

Part 150 Noise Study – This study will assist the Town of Addison in assessing noise impacts and developing a balanced response that mitigates noise impacts and resolves conflicts at the local level. (Jim Pierce, Project Manager).

Airport Boundary Survey – This project will produce a metes and bounds description and a map of the airport property, and also the same for on-site leases. Additionally, it will identify easements and “through the fence” agreements. (Jim Pierce, Project Manager).

This expenditure of \$80,000 was not anticipated to occur this fiscal year, however, TxDOT officials advised the Town of the possibility to use these grant funds for this master plan process in lieu of the apron repair project. The cost for the Master Plan Update will be accounted for in a mid-year budget adjustment to the Airport Fund.

Conducting the Master Plan Update later this fiscal year fits well with the other long-range planning efforts slated for this fiscal year, as each study relies on updated information gathered for use in the other planning projects.

Staff recommends passage of the attached resolution.

THE

ADDRESS

AIRPORT EDITION

SPRING 2001 VOL. 4 ISSUE 1

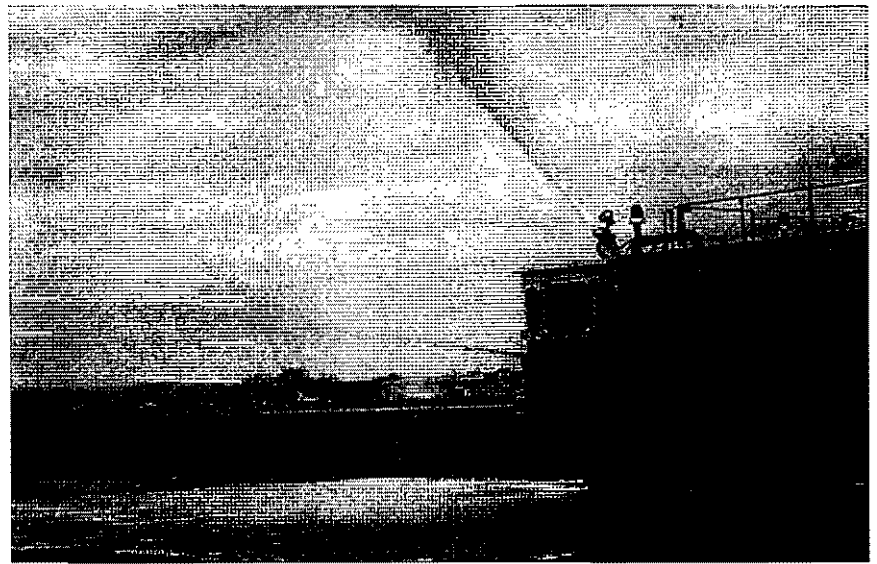


Aircraft Rescue/Fire Fighting Vehicle Purchased

A state-of-the-art aircraft rescue and fire fighting vehicle was placed in service January 19 by the Addison Fire Department. The tank-like crash truck holds 1,500 gallons of water that can be mixed with chemicals to create foam to extinguish burning aircraft and to blanket escaping fuel. Dry chemicals – needed to put out fires on particular types of metal – can also be applied from the new vehicle.

“Most fire engines have to be stopped to apply water to a fire, but this vehicle can be on the move constantly, discharging foam, water or chemicals,” explained Fire Chief Noel Padden. “It also has three times the water-holding capacity of most fire engines.”

High pressure streams of water from nozzles on the top and front of the aircraft crash vehicle can be controlled from inside the cab.



New Planning Initiatives Begin

The City Council of Addison has directed staff and the Airport management team to begin several planning initiatives that will guide the development and/or re-development of areas around and on Addison Airport.

“From a management perspective, it simply makes sense that these planning initiatives take place along separate tracks but during the same time period,” explained City Manager Ron Whitehead. “All three are inter-related and, from a staff perspective, it will be more efficient to have them underway at approximately the same time. Each study requires input from tenants, airport users and neighbors as part of the process.”

Coffman Associates from Phoenix, AZ has been retained to pursue a Part 150 Noise Compatibility Study to provide guidance for future noise abatement and compatible development in the vicinity of the airport. This study will build on the good work started by the voluntary noise abatement committee.

A RFQ (Request for Qualifications) process is already underway to update the existing Airport Master Plan, revised in 1997 by Barnard Dunkelberg and Company. Master Plans are required to prepare organized approaches for long-term development or re-development of the Airport.

The final planning initiative is a Land Use Plan that builds upon the Master Plan. A Land Use Plan differs from a Master Plan in that it provides a framework and strategy for the development process. The Land Use Plan serves as the foundation for future development, preserves and enhances the basic mission of the Airport, helps capitalize on the Airport’s assets and defines the areas and uses of land required for aviation-related activities.

Costs for the three studies will be shared by the FAA and the Town of Addison.

Automated Weather Observation System Coming

The Town of Addison has been notified by the Texas Department of Transportation that Addison Airport is eligible for an Automated Weather Observation System (AWOS) that allows pilots to receive exact weather information by radio through the National Weather Service 24 hours a day.

The Town is required to underwrite 25% of the \$85,000 per unit cost as well as the costs of yearly maintenance and electrical power and telephone lines. The City Council approved purchase of the AWOS at its March 13th meeting.

Bill Should be getting a memo of support from Dave Pearce

March 13?

March 29, 2001

MEMORANDUM

To: Chris Terry, Assistant City Manager
Through: Mike Murphy, P.E., Director of Public Works
From: Jim Pierce, P.E., Assistant Public Works Director
Subject: Addison Airport Master Plan Update

is approximately

At the last Council meeting, Council authorized the use of our \$150,000 FY 2001 Federal Entitlement Grant for a Master Plan Update instead of the Terminal Apron Project.

Dave Pearce, Airport Director, advises that the cost of a Master Plan Update ~~could be as high as~~ \$230,000. This is based on recent Airport Master Plan Updates at Texarkana and McKinney *which were costs associated with of similar scope.*

Attached is a resolution, with wording suggested by TxDOT Aviation Division, that authorizes the use of the federal funds for the Master Plan Update and directs the City Manager to execute the agreements with TxDOT.

In addition to this update to the Airport Master Plan, the Town is pursuing several other long-range planning processes impacting Addison Airport. These studies include:

Land Use Plan – This plan will provide a guide for future development and re-development of property, including Town owned property, in the vicinity surrounding the airport. (Carmen Moran, Project Manager).

Part 150 Noise Study – This study will assist the Town of Addison in assessing noise impacts and developing a balanced response that mitigates noise impacts and resolves conflicts at the local level. (Jim Pierce, Project Manager).

Airport Boundary Survey – This project will produce a metes and bounds description and a map of the airport property, and also the same for on-site leases. Additionally, it will identify easements and “through the fence” agreements. (Jim Pierce, Project Manager).

* Staff recommends passage of the attached resolution.

memo of support from Dave?

Jim Pierce

From: David_Pearce@staubach.com
Sent: Wednesday, March 28, 2001 11:53 AM
To: macevedo@ci.addison.tx.us
Cc: cterry@ci.addison.tx.us; jpierce@ci.addison.tx.us
Subject: Airport Master Plan

Mark,
Per your request yesterday about Airport Master Plan Costs, I have provided some information to consider below. Before you review the numbers however, I would like to clarify some of the confusion over pricing.

This past year it appears that a set amount of monies have been allocated to individual airports for Airport Master Plans. What has happened is RFQs have been solicited and consultants selected. At that point, the system appears to have broke down. Because the "estimated" fee was applied before the Scope of Work, Airports have been viewing the estimate as a not to exceed whereby either the Scope of Work has been reduced to fit the price or Airports have needed to go back to their Councils to acquire additional funds. Unfortunately many Airports have elected to make the scope fit the price thereby not getting the product needed.

It is my opinion that when Addison accomplishes a job, they complete it entirely not to mention assess all options. It was therefore my thought that I bring to your attention that the amount allocated for an Master Plan update might fall short of achieving the high Standards set forth by this Town.

To accomplish an Airport Master Plan update, an economic impact study should be part of that study. This will provide the financial analysis for funding the capital improvements addressed in the Plan as well as assist in communicating and justifying the plan to the public. In addition, Addition is unique. The plan will need to address some of the unique zoning requirements and off airport operations. This in itself will require additional time and therefore money.

An Airport Master Plan is not easy or painless process. There will be public meetings and some tough issues to discuss and resolve. It is therefore my recommendation that the Town accomplish this with complete information, addressing all options and in a manner that will not necessitate additional studies in order to in act the plan.

Some costs are addressed below:

McKinney Complete and accepted by FAA November 1997 \$232,000
Texarkana. In progress. Just Master Plan and Economic Impact
Study \$225,000 (An additional \$115,000 is for Rates & Charges, Utility layout, Pavement Management Program, Minimum Standards and zoning)

Love Field - not fair but for info \$1.2 million
Bazoria County \$165,000-reduced the scope to fit the fee
Denton \$166,000-reduced the scope to fit the fee
Redbird \$130,000 and incorporated the Love Field studies to include
them

After review, let me know your thoughts

Dave

Addison!

MICHAEL E. MURPHY, P.E.
Director of Public Works
(972) 450-2878
(972) 450-2837 FAX
mmurphy@ci.addison.tx.us E-mail

Town of Addison 16801 Westgrove Dr. P.O. Box 9010, Addison, Texas 75001-9010

Jim,

I NEED FOR ~~TO~~ YOU
UPDATE
THIS MEMO AND SEND OVER
TO BILL SHIPP. ASAP

ADD THE CHANGES SHOWN AND
include a ~~brief~~ brief definition
of each additional item.

Call me on my cell phone
if you have any questions

Mk

March 16, 2001

MEMORANDUM

To: Chris Terry, Assistant City Manager
Through: Mike Murphy, P.E., Director of Public Works
From: Jim Pierce, P.E., Assistant Public Works Director
Subject: Addison Airport Master Plan Update

At the last Council meeting, Council authorized the use of our \$150,000 FY 2001 Federal Entitlement Grant for a Master Plan Update instead of the Terminal Apron Project.

Bruce Ehly, our TxDOT Aviation Division Program Manager, has advised that the estimated cost of a Master Plan Update is \$166,667. This is an increase of his previous estimate of \$150,000. Since the entitlement amount is limited to \$150,000, the Town of Addison will need to fund an estimated \$16,667 for this project.

Attached is a resolution, with wording suggested by TxDOT Aviation Division, that authorizes the use of the federal funds for the Master Plan Update and directs the City Manager to execute the agreements with TxDOT.

Staff recommends passage of the attached resolution.

In addition to this update to the Airport Master Plan, currently, the Town is ~~working on~~ pursuing several other long-range planning processes impacting Addison Airport. These studies include:

- Land Use Plan - (Carmen Moran - Project Manager)
1 sentence definition
- Part 150 Noise Abatement ^{Plan} - (Jim Pierce - Project Manager)
1 sentence definition
- Airport Land Survey - (Jim Pierce - Project Manager)
1 sentence definition

HP LaserJet 3200se



TOALASERJET 3200
9724502837
MAR-14-2001 10:39

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
586	3/14/2001	10:38:31	Send	915124164510	0:53	1	OK



OFFICE OF THE CITY MANAGER
Post Office Box 9010 Addison, Texas 75001-9010

(972) 450-7000 • FAX (972) 450-7043
3500 Park Lane Road

March 14, 2001

Mr. David S. Fulton
Director
TxDOT - Aviation Division
125 East 11th Street
Austin, TX 78701-2483

Re: Your letter of January 2, 2001
Our letter of January 24, 2001, Regarding Air 21 Entitlement Funding

Dear Mr. Fulton:

After further thought and discussion between our staff and Bruce Ehly of your staff, we respectfully request that the \$150,000 Entitlement for Addison Airport for FY 2001 be changed from our General Aviation Terminal Apron Reconstruction, to an update of our Airport Master Plan.

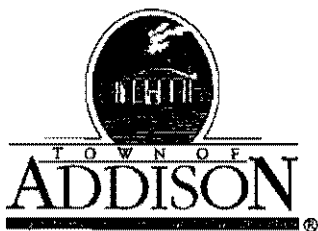
With our new airport operator on board, and facing a host of challenges and opportunities, we feel that a good Master Plan is a most essential ingredient for us at this time.

We trust this will meet with your approval. Please call me at (972) 450-7027 or Dave Pearce at (972) 392-4855 if you have any questions.

Sincerely,

Ron Whitehead
City Manager

c: David Pearce, Airport Director



OFFICE OF THE CITY MANAGER

Post Office Box 9010 Addison, Texas 75001-9010

(972) 450-7000 • FAX (972) 450-7043

5300 Belt Line Road

March 14, 2001

Mr. David S. Fulton
Director
TxDOT – Aviation Division
125 East 11th Street
Austin, TX 78701-2483

**Re: Your letter of January 2, 2001
Our letter of January 24, 2001, Regarding Air 21 Entitlement Funding**

Dear Mr. Fulton:

After further thought and discussion between our staff and Bruce Ehly of your staff, we respectfully request that the \$150,000 Entitlement for Addison Airport for FY 2001 be changed from our General Aviation Terminal Apron Reconstruction, to an update of our Airport Master Plan.

With our new airport operator on board, and facing a host of challenges and opportunities, we feel that a good Master Plan is a most essential ingredient for us at this time.

We trust this will meet with your approval. Please call me at (972) 450-7027 or Dave Pearce at (972) 392-4855 if you have any questions.

Sincerely,

Ron Whitehead
City Manager

c: David Pearce, Airport Director

FAX TRANSMISSION



DATE: March 14, 2001

NUMBER OF PAGES: 4, including cover

TO: Mr. Jim Pierce

FAX NUMBER: (972) 450-2837

FROM: Allison Martin
Grant Manager

COMMENTS:

Here are the forms that we require before we can go to Commission on your NP Entitlement master plan project. I will need these returned to me by Monday, April 2, 2001. The Commission meeting is April 26, 2001 and a Public Hearing will be held on April 9, 2001. If you have any questions, please call me at 512-416-4512.

Administrative Recommendation:

Administration recommends approval.

Item #R9 - Consideration of Resolution authorizing the City Manager to express the Town's interest in an Automated Weather Observation System (AWOS) for the Addison Municipal Airport, with an estimated local share in the amount of \$21,250.

Attachments:

1. Memo from Jim Pierce, Assistant Director of Public Works
2. Letter from David Fulton, Director, TxDOT Aviation Division
3. Form

Administrative Recommendation:

Administration recommends approval.

Item #R10 - Consideration of a Resolution authorizing the City Manager to request Texas Department of Transportation Aviation to switch the FY2001 \$150,000 entitlement grant from the Terminal Apron Project to an update of the Airport Master Plan.

Passed

Attachment:

1. Memo from Jim Pierce, Assistant Director of Public Works

Administrative Recommendation:

Administration recommends approval.

Adjourn Meeting

Posted 5:00 p.m.
March 7, 2001
Carmen Moran
City Secretary

**THE TOWN OF ADDISON IS ACCESSIBLE TO PERSONS
WITH DISABILITIES. PLEASE CALL (972) 450-2819 AT LEAST
48 HOURS IN ADVANCE IF YOU NEED ASSISTANCE.**

CONSENT AGENDA

#2a - Approval of the Minutes for the March 12, 2001, March 13, 2001, and March 19, 2001 Council Meetings.

Pulled
#2b - Consideration of a Resolution authorizing the use of Federal funds for a Master Plan update for Addison Airport and directing the City Manager to execute the agreements with the Texas Department of Transportation.

Passed
#2c - Consideration of a Resolution authorizing the City Manager to enter into a contract in the amount of \$158,500 with Sasaki Associates, Inc. for preliminary design services for the Arts and Events District and Addison Road Streetscape.

#2d - Approval of a 9-1-1 billing agreement with Premiere Network Services which has received a Service Provider Certificate of Operating Authority (SPCOA) from the Texas Public Utilities Commission.

AGENDA ITEM

DATE: March 5, 2001
TO: Chris Terry
FROM: Jim Pierce via Mike Murphy
RE: Addison Airport Entitlement Grant

As you know, new federal legislation entitles Addison Airport to receive \$150,000 in entitlement grant money for Fiscal Year 2001. This money can be used for any eligible airport project. (The legislation also provides for \$150,000 in FY 2002 and 2003; however, these funds have not yet been appropriated.)

Our initial response to this federal grant offer was to apply the money toward the design and construction of a new apron at the General Aviation Terminal Building. However, Staff now believes that a better use of the grant would be for an update of the Airport Master Plan.

The existing Master Plan for Addison Airport was completed in 1991 and last updated in 1997. Another update of the Master Plan would be appropriate now that would take the following into consideration:

- Completion of the Keller Springs Tunnel and the Westside Taxiway
- Drainage and instrumentation improvements on the north end of the airport that are well underway
- New FAA Control Tower underway
- New Airport Operator
- New financial status because of the new airport operation agreement

The master plan update will cover an inventory of airside and landside facilities, airport activity forecasts, airport capacity analysis, new facility requirements, development concepts and plans, environmental enhancements, and, a financial program that would include recent federal grant initiatives.

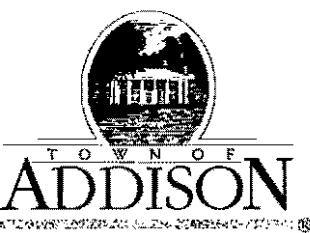
An updated Master Plan, along with the Part 150 Noise Study, would provide an excellent basis for best meeting our upcoming challenges and opportunities at the Airport.

TxDOT Aviation Division advises the cost to update the Master Plan would be in the \$150,000 range.

Staff recommends Council authorize the City Manager to request TxDOT Aviation to switch the FY2001 \$150,000 entitlement grant from the Terminal Apron Project to an update of the Airport Master Plan.

LH

RECEIVED
JAN 30 2001
AVIATION DIVISION TXDOT



OFFICE OF THE CITY MANAGER

(972) 450-7000 • FAX (972) 450-7043

Post Office Box 9010 Addison, Texas 75001-9010

5300 Belt Line Road

January 24, 2001

Mr. David S. Fulton, *Director*
125 E. 11TH Street
Austin, Texas 78701-2483

*{ Texas Department of Transportation
Aviation Division*

Re: Your letter dated January 2, 2001-entitlement of \$150,000

Dear Mr. Fulton:

We are thrilled about the funding generated under Air 21 and the specific entitlements that earmarked funding for airports by name. After careful review of the many needed airport capital improvements projects at the Addison Airport, we have decided to pursue our number one project: the General Aviation Terminal apron reconstruction. The current apron is unserviceable and impacts our ability to service international flights and support transient aircraft visitors to the Addison Airport. Our request is to apply the funds earmarked for the Addison Airport toward the engineering design of this project.

The Addison Airport General Aviation Terminal facility houses a User Fee Customs and airport administration. It is a municipal facility that should offer arriving and departing aircraft parking. Currently, the apron's serviceability does not accommodate either light aircraft or more importantly, the many design group 3 aircraft that need access to the customs facility.

One of your planners has inspected this apron and can expand on the conditions and serviceability of this area. Preliminary cost estimates of this project is about \$1.9 million. It goes without saying that this project is vital to our ability to sustain support of transient and international arrivals/departures.

Because of the importance of this area, it is our desire to proceed with an engineering design and solicit support to construct this new aircraft parking apron in late FY 2002 or beginning of FY 2003. In the interim, we will be working with our Customs office to work around this situation with the understanding that we are taking the necessary actions toward correcting the deficiency. Your help and support would be most appreciated.

If I can be of further assistance, do not hesitate to call me at 972.450.7027 or our Airport Director, Dave Pearce at 972.392.4855. Thank you for your assistance.

Sincerely,

Ron Whitehead

Ron Whitehead
City Manager

RW:jp:mc
c: David C. Pearce, Airport Director

Meeting w Bruce Ehly, Mike,

2-16-00

Want to do both studies in parallel —
could delay part 150

Need a letter to change entitlement money use
Needs Tx Trans Commission approval
Select Selection Committee

Adv. for Proposals

Interview Process

If we choose to delay, wait till
noise study is complete

Charlotte has a legal file that would help
with our boundary survey

Charlotte needs copies of deeds & plats
of prop. acquired since John has left
~~Charlotte needs Origination Comments for~~
along Dooley Rd
New Tower property

REASONS FOR USING THE SAME CONSULTANT FOR 150 NOISE STUDY & AMP

ECONOMIES OF SCALE

- ✓ Inventory/Data collection not duplicated
- ✓ Combined meetings (Coordination/PAC/PIW)
- ✓ Shared elements, e.g. forecasts, aerial photography, data collection, etc.
- ✓ Only one set of forecasts
- ✓ Have conducted four Master Plans in the Dallas Metroplex over last five years, understanding the area's general aviation market
- ✓ Combined Study Initiation and Executive Study Brochures

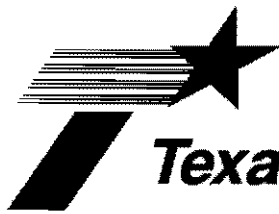
Credibility loss if forecasts are not the same

LESS CHANCE FOR DELAY

- ✓ Start Sooner
- ✓ Seamless transition between the MP and Part 150, providing a more comprehensive and thorough investigation and analysis
- ✓ In house coordination, which will aid in keeping on schedule
- ✓ One consultant team's delays could delay the other team's project
- ✓ Selecting new Master Plan consultant could delay the start of the Part 150 for several months

INTEGRATED AND SIMPLER PROCESS

- ✓ Coordinated Public Approach
- ✓ Provides the Town of Addison with one consultant for airport planning - single point of contact
- ✓ Easier for the Town/TxDOT/FAA to coordinate with single consultant
- ✓ No finger pointing between consultants
- ✓ No contradictions between consultants work efforts
- ✓ Study products (deliverables) similar in style with one consultant, providing consistency



Texas Department of Transportation

AVIATION DIVISION

125 E. 11TH STREET • AUSTIN, TEXAS 78701-2483 • 512/416-4500 • FAX 512/416-4510

January 2, 2001

Mr. Jim Pierce
Asst. City Engineer
Town of Addison
P.O. Box 9010
Addison, TX 75001-9010

Ron Whitehead -
This is the letter
I spoke about in my
E-mail to you
Jim

Dear Mr. Pierce:

Recently, Congress passed and the president signed new legislation that significantly increased federal grants for airport improvements. One major feature of that legislation was the provision of grant funds specifically entitled for approximately 100 airports across the state, including yours. The Texas Department of Transportation, Aviation Division will administer these funds for your airport.

Your airport is now eligible for an entitlement of \$150,000 for federal fiscal year 2001. Additionally, you may become eligible for entitlements up to a maximum of \$150,000 per year for FY 2002 and FY 2003 if Congress appropriates sufficient funds at that time. The FY 2001 entitlement can be used this fiscal year and/or the next two fiscal years. Because your airport currently has a construction grant under development in the amount of \$920,000, TxDOT CSJ Number 0018ADDSN, we recommend utilization of the entitlement funds in this upcoming grant. However, if there are other federally eligible planning or capital improvements needed at your airport, please contact Linda Howard at 512-416-4540 to discuss the matter further.

For your further consideration, the Aviation Division is proceeding with the continuation of the Automated Weather Observation System (AWOS) program. These federal entitlement funds may be used under the contracted state-wide AWOS program. Be aware that the AWOS program requires a 25% local match and the total cost of a system is estimated to be about \$80,000 to \$85,000. If you desire to utilize your entitlement funds for an AWOS, please contact Karon Wiedemann at 512-416-4520.

If we do not receive notification of a newly proposed project for these entitlement funds by January 24, 2001, we will include the funds in your upcoming grant.

Sincerely,

David S. Fulton
Director

cc: The Honorable R. Scott Wheeler, Mayor
Dave Pierce, Airport Manager