

AIRPORT COMMITTEE

Tuesday, August 30, 2016
Immediately following the Finance and Improvements Committee
(No earlier than 4:30 p.m.)
City Council Chambers

A G E N D A

1. [Award of Bid- Armed Security](#)
2. [Award of Bid- 1988 Terminal Building Demolition and Notice to Proceed](#)
3. [Construction Observation and Administration Contract for Terminal Demolition](#)
4. [Award of Bid- Snow Removal Equipment](#)
5. [Award of Bid- LED Lighting](#)
6. [Award of Bid- Arcade Equipment](#)
7. [Airport Activities, Reports and Project Updates](#)

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MEMO TO: Airport Committee
FROM: City Clerk's Office
RE: Agenda for Tuesday, August 30, 2016 – No earlier than 4:30 pm

1. Award of Bid- Armed Security

The Airport Director is requesting authorization to accept qualifications of [Bismarck-Mandan Security, Inc.](#) (BMSI) to provide armed security services at the Minot International Airport for the period September 1, 2016 through July 31, 2018.

BMSI is the current provider of these services to the Airport and was the sole respondent to the RFQ. The Scoring Committee evaluated the proposal and the average score for each category were as follows:

Criteria	Max Score	Bismarck-Mandan Security
Qualifications and Experience	30	27.7
Quality of Service	30	24
Organization	20	17
Safety Act Designation Certificate	10	0
Quality and Clarity of Response	15	12.7
Total	100	81.4

Fiscal Impact: Funding for this contract will be sales tax major projects in the amount of \$80,000.

It is recommended the Committee and Council award the contract to Bismarck-Mandan Security, Inc. for the period of September 1, 2016 through July 31, 2018 and pass an ordinance to amend the 2016 annual budget to increase the Airport professional service contract expenses using sales tax major projects.

2. Award of Bid- 1988 Terminal Building Demolition and Notice to Proceed

The Airport is requesting approval to accept the [low bidders](#) for the demolition of the former passenger terminal at Minot International Airport, as well as providing notice to proceed with the project.

The successful bidder for the General Construction component of the project was Dig It Up Backhoe Service. The successful bidder for the Electrical Construction component of the project was Main Electric. Both firms are from Minot, ND. The bids have been reviewed by Airport Staff and KLJ Engineering for compliance with the Request for Proposal, and FAA requirements. This review confirmed their suitability for this project.

Fiscal Impact: The total estimated cost is \$670,038.58. This is comprised of Dig It Up Backhoe Service's bid on the General Construction component of \$342,523.75, and Main Electric's bid on the Electrical Construction component of \$327,514.83. The City portion is 5% (\$33,501.93). The Airport budget for this project was \$22,500 (\$4,140 of this was for the KLJ contract). Therefore, the Airport is requesting \$15,141.93 of sales tax dollars be reallocated from the Landscape Project budget to cover the difference. The remaining balance is paid 90% by Federal Funds and 5% by State Funds.

It is recommended the Committee and Council award the bid to Dig It Up Backhoe Services for the general construction component in the amount of \$342,523.75 and Main Electric for electrical construction component in the amount of \$327,514.83. In addition, approve reallocation of sales tax dollars from the Landscape Project as approved at the August 1, 2016 Council meeting in the amount of \$15,141.93 and further authorize the Mayor to sign the necessary documentation.

3. Construction Observation and Administration Contract for Terminal Demolition

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The Airport is requesting approval to enter into a [contract](#) with KLJ to provide project management services to manage completion of the demolition of the former passenger terminal at Minot International Airport. This contract is a Cost Plus Fixed Fee, so only hours dedicated to the project will be billed.

Fiscal Impact: The total estimated cost is \$17,158.82 of which the City portion is 5% (\$857.94). The balance is paid 90% by Federal Funds and 5% by State Funds.

It is recommended the Committee and Council accept the contract with KLJ to provide project management services to the Airport as well as approve the allocation of sales tax funds as outlined above, and further authorize the Mayor to sign any necessary documents.

4. Award of Bid- Snow Removal Equipment

On Wednesday, August 24, 2016, the Minot International Airport received bids for a SRE Truck. One bid was received and was accepted and evaluated by Ulteig Engineering and Airport Staff. The [Westlie Motor Company](#) bid of \$215,745 satisfies all critical components outlined in the RFQ.

Fiscal Impact: The total cost for the SRE Truck, including engineering and closeout fees is \$240,745. This is a 90% Federal, 5% State, 5% City project. The City share is \$12,037.50. In addition to the \$9,950 previously allocated through tax dollars to this project, the Airport is requesting the additional balance of \$2,087.50 be reallocated from the Airport Landscaping budget to cover the difference.

It is recommended the Committee and Council accept the bid from Westlie Ford to provide this SRE truck to the Airport as well as approve the allocation of sales tax funds as outlined above, and further authorize the Mayor to sign any necessary documents.

5. Award of Bid- LED Lighting

On Wednesday, August 24, 2016, the Minot International Airport received bids for LED upgraded lighting. Bids were accepted and evaluated by Ulteig Engineering and Airport Staff. The [Standard Signs Inc.](#) bid of \$75,367.60 satisfies all critical components outlined in the RFQ.

Fiscal Impact: The total cost for the LED Lighting Upgrade, including engineering and closeout fees is \$84,767.60 (bid amount of \$75,367.60 plus \$9,400 in engineering fees). This is a 90% Federal, 5% State, 5% City project. The City share is \$4,238.38. In addition to the \$4,000 previously allocated through tax dollars to this project, the Airport is requesting the additional balance of \$238.38 be reallocated from the Airport Landscaping budget to cover the difference.

It is recommended the Committee and Council accept the bid of Standard Signs Inc. to provide this LED Lighting upgrade to the Airport as well as approve the allocation of sales tax funds as outlined above, and further authorize the Mayor to sign any necessary documents.

6. Award of Bid- Arcade Equipment

The Airport Director is requesting authorization to accept qualifications of [IF LaFleur and Sons](#) to provide equipment and service to the newly created Airport Arcade location.

Bids were accepted on July 6, 2016 and have been evaluated by airport staff. The LaFleur bid most closely matched the parameters set forth in the RFQ.

Fiscal Impact: The arcade is a revenue generating project for the airport. There is no cost involved.

It is recommended the Committee and Council accept the qualifications of IF LaFleur and Sons to provide

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equipment and service to the Airport Arcade and further authorize the Mayor to sign any necessary documents.

7. Airport Activities, Reports and Project Updates

The Airport Director will give a presentation on Airport activities, reports and project updates.