

**City of Fayetteville Staff Review Form**

**2017-0575**

**Legistar File ID**

**10/17/2017**

City Council Meeting Date - Agenda Item Only  
N/A for Non-Agenda Item

Summer Fallen

9/28/2017

Aviation /  
Transportation Services Department

**Submitted By**

**Submitted Date**

**Division / Department**

**Action Recommendation:**

Staff requests approval to utilize grant funds to complete an energy assessment for the terminal building, terminal parking lot, and airfield electrical vault at Fayetteville – Drake Field Airport. More specifically, this resolution will allow the Aviation Division to execute a task order in the amount of \$27,600 to complete the energy assessment. Staff also request approval of a budget adjustment.

**Budget Impact:**

5550.760.3960.5314.00	Airport																														
Account Number	Fund																														
31706.1701	Airport Energy Assessment																														
Project Number	Project Title																														
<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"><b>Budgeted Item?</b></td> <td style="width: 15%;"><u>Yes</u></td> <td style="width: 30%;">Current Budget</td> <td style="width: 10%;">\$</td> <td style="width: 30%; text-align: right;">25,740.00</td> </tr> <tr> <td></td> <td></td> <td>Funds Obligated</td> <td>\$</td> <td style="text-align: right;">-</td> </tr> <tr> <td></td> <td></td> <td>Current Balance</td> <td><b>\$</b></td> <td style="text-align: right;"><b>25,740.00</b></td> </tr> </table>	<b>Budgeted Item?</b>	<u>Yes</u>	Current Budget	\$	25,740.00			Funds Obligated	\$	-			Current Balance	<b>\$</b>	<b>25,740.00</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 15%;"></td> <td style="width: 15%;"></td> <td style="width: 30%;">Item Cost</td> <td style="width: 10%;">\$</td> <td style="width: 30%; text-align: right;">27,600.00</td> </tr> <tr> <td><b>Does item have a cost?</b></td> <td><u>Yes</u></td> <td>Budget Adjustment</td> <td>\$</td> <td style="text-align: right;">2,860.00</td> </tr> <tr> <td><b>Budget Adjustment Attached?</b></td> <td><u>Yes</u></td> <td>Remaining Budget</td> <td><b>\$</b></td> <td style="text-align: right;"><b>1,000.00</b></td> </tr> </table>			Item Cost	\$	27,600.00	<b>Does item have a cost?</b>	<u>Yes</u>	Budget Adjustment	\$	2,860.00	<b>Budget Adjustment Attached?</b>	<u>Yes</u>	Remaining Budget	<b>\$</b>	<b>1,000.00</b>
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V20140710

Previous Ordinance or Resolution # \_\_\_\_\_

Original Contract Number: \_\_\_\_\_

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

Comments:



**MEETING OF OCTOBER 17, 2017**

**TO:** Mayor Lioneld Jordan  
Fayetteville City Council

**THRU:** Don Marr, Chief of Staff

**FROM:** Summer Fallen, Airport Services Manager

**DATE:** September 28, 2017

**SUBJECT:** Task Order 08- Energy Assessment

**Recommendation**

Staff requests approval to utilize grant funds to complete an energy assessment for the terminal building, terminal parking lot, and airfield electrical vault at Fayetteville – Drake Field Airport. More specifically, this resolution will allow the Aviation Division to execute a task order in the amount of \$27,600 to complete the energy assessment. Staff also request approval of a budget adjustment.

**Background**

The airport recently attended an FAA conference and learned about a new FAA grant program for energy efficient projects. Airport staff immediately followed up with FAA personnel to determine the eligibility for grant funds. In early 2017, the Airport worked with facilities and sustainability staff to submit proposed energy efficient projects to the FAA. The FAA has since requested that the airport pursue a grant in FY 2017 for an energy assessment study with the goal of identifying energy efficient projects at the airport. Once the assessment is complete, the Airport will be able to apply for grant funds in FY 2018 to the costs associated with completing specific energy efficient projects.

**Discussion**

All costs associated with the energy assessment project will be included in the FAA grant application. The airport staff, facilities staff, and sustainability staff will review the energy assessment report and proposed energy efficiency projects before submission to the FAA.

Below is a summary of the costs and funding breakdown for the proposed grant.

**FAA Energy Efficiency Grant**

Energy Assessment:	\$27,600.00	FAA:	\$25,740.00
Administration and Other Costs:	\$1,000.00	ADA:	\$2,860.00*
<b>TOTAL:</b>	<b>\$28,600.00</b>	City:	\$0.00
		<b>TOTAL:</b>	<b>\$ 28,600.00</b>

\*Aviation Division will come back to Council at the completion of the grant to request approval to apply for a state grant for the 10% share of the project cost.

**Attachments**

Staff Review Form  
Garver Task Order 08

**APPENDIX A-8**

**TASK ORDER 08  
FAYETTEVILLE – DRAKE FIELD (FYV)  
ENERGY ASSESSMENT**

This TASK ORDER is made as of \_\_\_\_\_, 2017 by and between the CITY OF FAYETTEVILLE of Fayetteville, Arkansas hereinafter referred to as “CITY OF FAYETTEVILLE,” and GARVER, LLC, hereinafter referred to as “GARVER”, in accordance with the provisions of the AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES executed on April 21, 2015.

Under this Task Order, the CITY OF FAYETTEVILLE intends to complete the following:

Prepare an Energy Assessment for the Fayetteville – Drake Field Airport’s Terminal Building, Terminal Parking Area, and Airfield Lighting.

GARVER will provide professional services related to these improvements as described herein.

**SECTION 1 - SCOPE OF SERVICES**

GARVER will provide services as detailed in Exhibit A-8.

**SECTION 2 – PAYMENT**

For the work described under SECTION 1 - SCOPE OF SERVICES, the CITY OF FAYETTEVILLE will pay GARVER on a lump sum basis. This task order is contingent upon receipt of sufficient grant funds from the Federal Aviation Administration and/or the Arkansas Department of Aeronautics.

The lump sum amount to be paid under this agreement is \$27,600.

**SECTION 3 –EXHIBITS**

3.1 The following Exhibits are attached to and made a part of this Agreement:

3.1.1 Exhibit A-8 Scope of Services

This Agreement may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

Approval and acceptance of this Task Order, including attachments listed in SECTION 3 –EXHIBITS, shall incorporate this document as part of the Agreement. Garver is authorized to begin performance upon receipt of a copy of this Task Order signed by the CITY OF FAYETTEVILLE. The effective date of this Task Order shall be the last date written below.

CITY OF FAYETTEVILLE, ARKANSAS

GARVER

By : \_\_\_\_\_  
Mayor, Lioneld Jordan

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

ATTEST:

By: \_\_\_\_\_  
City Clerk

Title: \_\_\_\_\_ Senior Vice President

**EXHIBIT A-8 – SCOPE OF SERVICES  
FAYETTEVILLE – DRAKE FIELD (FYV)  
ENERGY ASSESSMENT**

**1.1 General**

Generally, the scope of services includes the development of an energy assessment report for the terminal building, terminal parking, and airfield vault at Fayetteville – Drake Field Airport in accordance with the draft APP-400 Memorandum and FAA Order 5100.38D.

**1.2 Development of FAA ODO and Grant Application**

At the request of the FAA, GARVER will develop an Overall Development Objective (ODO) for the project. The ODO will include a cost breakdown, description of the assessment method, and schedule. GARVER will also assist the CITY OF FAYETTEVILLE in development of a 90-10 FAA grant application and, if necessary, an ADA grant application for 10% reimbursement.

**1.3 Review of Utility Data and Existing Equipment**

The CITY OF FAYETTEVILLE will deliver all 2014-2016 utility usage data for the facilities included in this project, associated equipment O&M manuals, and facility as-builts to GARVER for review. Utility usage data is expected to consist of both electric and gas utilities. GARVER will review the energy usage data and develop graphs for trend analysis.

The CITY OF FAYETTEVILLE will also provide information as to the wattage of existing light fixtures if not readily obtainable from the fixture as viewed from the floor or documented in facility as-builts.

**1.4 Site Assessment**

GARVER will perform a site assessment for all facilities included in the project. The site assessment will be coordinated with the CITY OF FAYETTEVILLE and will include, at a minimum, an electrical, mechanical, and airfield engineer from GARVER. GARVER will inventory the CITY OF FAYETTEVILLE's existing equipment and systems within the project limits. Equipment and systems shall include, but shall not be limited to the following:

- Terminal Building Lighting (Interior and Exterior)
- Terminal Building Windows
- Terminal Building Heating & Cooling
- Parking Lot Lighting
- Airfield Lighting, NAVAIDS (Airport-owned), and Vault Equipment

**1.5 Evaluation, Recommendations, and Energy Audit Report**

GARVER will evaluate and document the efficiency and life remaining of the equipment and systems within the project area. GARVER will develop a list of strategies, actions, improvements, or practices that will increase Airport's energy efficiency. This list will take into account performance and usability of the facility in addition to adopted ASHRAE 90.1 energy requirements for altered spaces. Projects will be organized in the following categories:

- No-cost/low-cost measures improve energy efficiency and reduce energy costs with minimal

financial investment.

- Substantial improvements and projects. To determine feasibility, these projects shall include financial data, including return on investment (ROI).

GARVER will document the historic utility usage, inventory of existing equipment and systems, and project recommendations in an Energy Audit Report. Recommendations provided will be conceptually checked to not lower building performance or any design requirements of the space. Further analysis would be needed during the design phase.

## **1.6 Owner Review Meeting**

GARVER will attend a review meeting with the CITY OF FAYETTEVILLE to review a draft version of the Energy Audit Report. GARVER will incorporate all CITY OF FAYETTEVILLE comments prior to submission to the FAA.

## **1.7 Project Deliverables**

The following will be submitted to the CITY OF FAYETTEVILLE, or others as indicated, by GARVER:

1. Two copies of the Draft Energy Audit Report to the CITY OF FAYETTEVILLE.
2. Two copies of the Final Energy Audit Report to the CITY OF FAYETTEVILLE and FAA.
3. Electronic files as requested.

## **1.8 Extra Work**

The following items are not included under this agreement but will be considered as extra work:

1. Review of CITY OF FAYETTEVILLE facilities other than those included under Section 1.1.
2. Review of architectural features in the terminal building and building envelope performance, other than exterior windows.
3. Review of terminal building energy efficiency with respect to power distribution (transformers, power panels, circuit routing, etc.).
4. Thermal imaging of any equipment or spaces.
5. Submittals or deliverables in addition to those listed herein.
6. Preparations of plans, specifications, or bid documents for any recommended projects.
7. Preparation of any documentation for improvements to historic sites.

Extra Work will be as directed by the CITY OF FAYETTEVILLE in writing for an additional fee as agreed upon by the CITY OF FAYETTEVILLE and GARVER.

## **1.9 Schedule**

GARVER shall begin work immediately upon receipt of the executed task order and shall complete the work within a mutually agreeable schedule.