

April 26, 2021

**VIA E-MAIL**

Ms. Rachel Keith  
Project & Risk Manager/EMA Director  
City of Foley  
407 East Laurel Avenue  
Foley, Alabama 36530

**AIP No. 3-01-0031-020-2021**

**Contract No. 1059400.000**

**Project No. 1059403.000 - Runway 18/36, Taxiway A,**

**and South Apron Pavement Maintenance**

at Foley Municipal Airport

Foley, Alabama

**RE: Supplemental Agreement No. 3 - Amendment No. 1  
ALDOT Audit Changes (Letter Agreement)**

Dear Ms. Keith:

The Supplemental Agreement No. 3, dated February 01, 2021, between the City of Foley and Volkert, Inc. has been reviewed by the Alabama Department of Transportation for audit accuracy and acceptable overhead and labor rates. Due to this review, some adjustments needed to be made to the contract. The changes are as follows:

<b>Project No.</b>		<b>Original Cost</b>	<b>Audited Total</b>	<b>Difference</b>
<b>1059403.000</b>	Preliminary Design Phase	\$ 3,131.65	\$ 3,211.73	\$ 80.08
	Design Phase	\$ 17,731.42	\$ 17,942.04	\$ 210.62
	Bid Phase	\$ 7,304.52	\$ 7,369.34	\$ 64.82
	Construction Administration	\$ 15,293.07	\$ 15,423.09	\$ 130.02
	Construction Engineering & Inspection	\$ 30,211.32	\$ 31,044.90	\$ 833.58
	FAA Documentation	\$ 8,360.83	\$ 8,361.71	\$ 0.88
	DBE Plan Update	\$ 3,150.00	\$ 3,150.00	\$ -
	<b>TOTAL:</b>	<b>\$ 85,182.81</b>	<b>\$ 86,502.81</b>	<b>\$ 1,320.00</b>

If you find the corrections acceptable, please sign page 2 and return a copy to Volkert for our records.

Please call if you have any questions.

Sincerely,  
VOLKERT, INC.

Jordan Stringfellow, P.E.  
Project Manager

/rlb

Attachment

**CITY OF FOLEY**

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Ralph Hellmich, Mayor

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

**VOLKERT, INC.**

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Harold Eubanks, P.E.  
Civil / Aviation Manager

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

**VOLKERT**

## BASIC SERVICES: ESTIMATED MAN-HOURS

### PROJECT DESCRIPTION: Runway 18/36, Taxiway A, and South Apron Pavement Maintenance

Task No.	BASIC SERVICES				
	1	Preliminary Design Phase	Project Manager	Staff 2 Prof	Staff 1 Prof
1.1	Pre-Design Meeting	4	4		
1.2	Scope Development	1	2		
1.3	Site Visit		4	4	
<b>TOTAL PRELIM. DESIGN MAN-HOURS</b>		<b>5</b>	<b>10</b>	<b>4</b>	<b>0</b>

2	Design Phase	Project Manager	Staff 2 Prof	Staff 1 Prof	Admin
2.1	Field Evaluation & Measurement of Cracks & Open Pavement Joints		8	8	
2.2	Develop Construction Safety and Phasing Plan	2	2	8	
2.3	Prepare & Submit FAA 7460-1		1	1	
2.4	Develop Project Layout		1	4	
2.5	Develop Marking Plan		2	8	
2.6	Develop Summary of Quantities		2	4	
2.7	Develop General Plan Sheets		1	4	
2.8	Develop Contract Documents		1	2	
2.9	Develop General Specifications		1	4	2
2.10	Develop Technical Specifications	2	4	8	2
2.11	Develop Engineer's Report	1	2	8	
2.12	QA/QC Contract Documents	1	2		
2.13	FAA / ALDOT Submittals and Reviews (90%)	1	4	8	2
2.14	Client Submittals and Review Meetings (90%)	4	4	4	2
2.15	Peer and Constructability Reviews	2	4	8	
<b>TOTAL DESIGN MAN-HOURS</b>		<b>13</b>	<b>39</b>	<b>79</b>	<b>8</b>

## BASIC SERVICES: ESTIMATED MAN-HOURS

### PROJECT DESCRIPTION: Runway 18/36, Taxiway A, and South Apron Pavement Maintenance

Task No.	BASIC SERVICES				
	3 Bid Phase	Project Manager	Staff 2 Prof	Staff 1 Prof	Admin
3.1	Coordinate Project Advertisement	1	2	2	4
3.2	Prepare Bid Packets & Upload to Quest	1	1	4	6
3.3	Conduct Pre-Bid Meeting		4	4	2
3.4	Prepare Resume of Pre-Bid Meeting		1	2	2
3.5	Address Questions and Issue Addendums	1	4	2	2
3.6	Conduct Bid Opening		4	4	
3.7	Evaluate & Reconcile Bids	1	1	2	4
<b>TOTAL BID MAN-HOURS</b>		<b>4</b>	<b>17</b>	<b>20</b>	<b>20</b>

4	Construction Administration	Project Manager	Staff 2 Prof	Staff 1 Prof	Admin
4.1	Prepare Contract Documents & Issue for Construction Plans		2	4	4
4.2	Assist with Pre-Construction Meeting		4	4	
4.3	Attend Weekly Status Meetings	8	24	12	
4.4	Review Shop Drawings / Submittals		8	4	
4.5	Substantial Completion Inspection		4	4	
4.6	Review Reports / Pay Estimates		4		8
4.7	Attend Final Inspection		4	4	
4.8	Prepare & Issue Record Drawings		1	4	4
<b>TOTAL CONST. ADMIN. MAN-HOURS</b>		<b>8</b>	<b>51</b>	<b>36</b>	<b>16</b>

## BASIC SERVICES: ESTIMATED COST

### PROJECT DESCRIPTION: Runway 18/36, Taxiway A, and South Apron Pavement Maintenance

Task No.	BASIC SERVICES			
1. Preliminary Design Phase	Man-hour	Rate	Cost	
<b>Labor Costs</b>				
Project Manager	5	\$73.40	\$367.00	
Staff 2 Professional	10	\$55.26	\$552.60	
Staff 1 Professional	4	\$34.94	\$139.76	
Administrative Assistant	0	\$28.45	\$0.00	
<b><i>TOTAL DIRECT LABOR</i></b>				<b>\$1,059.36</b>
Combined Overhead				153.74%
<b><i>TOTAL LABOR + OVERHEAD</i></b>				<b>\$2,688.02</b>
Operating Margin				15%
FCCM (Direct Labor Only)				0.592%
<b><i>SUBTOTAL LABOR COSTS</i></b>				<b>\$3,097.49</b>
<b>Out of Pocket Costs</b>				
Travel Expenses (Mobile office to Foley) (51 Miles 1-way)	Trips	Miles	Rate	Cost
	2	102	\$0.560	\$114.24
<b><i>TOTAL OUT OF POCKET</i></b>				<b>\$114.24</b>
<b><i>TOTAL PRELIMINARY DESIGN PHASE COST</i></b>				<b>\$3,211.73</b>
<b>2. Design Phase</b>				
Man-hour	Rate	Cost		
<b>Labor Costs</b>				
Project Manager	13	\$73.40	\$954.20	
Staff 2 Professional	39	\$55.26	\$2,155.14	
Staff 1 Professional	79	\$34.94	\$2,760.26	
Administrative Assistant	8	\$28.45	\$227.60	
<b><i>TOTAL DIRECT LABOR</i></b>				<b>\$6,097.20</b>
Combined Overhead				153.74%
<b><i>TOTAL LABOR + OVERHEAD</i></b>				<b>\$15,471.04</b>
Operating Margin				15%
FCCM (Direct Labor Only)				0.592%
<b><i>SUBTOTAL LABOR COSTS</i></b>				<b>\$17,827.80</b>
<b>Out of Pocket Costs</b>				
Travel Expenses (Mobile office to Foley) (51 Miles 1-way)	Trips	Miles	Rate	Cost
	2	102	\$0.560	\$114.24
<b><i>TOTAL OUT OF POCKET</i></b>				<b>\$114.24</b>
<b><i>TOTAL DESIGN PHASE COST</i></b>				<b>\$17,942.04</b>

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## BASIC SERVICES: ESTIMATED COST

### PROJECT DESCRIPTION: Runway 18/36, Taxiway A, and South Apron Pavement Maintenance

Task No.	BASIC SERVICES			
3. Bid Phase	Man-hour	Rate	Cost	
<b>Labor Costs</b>				
Project Manager	4	\$73.40	\$293.60	
Staff 2 Professional	17	\$55.26	\$939.42	
Staff 1 Professional	20	\$34.94	\$698.80	
Administrative Assistant	20	\$28.45	\$569.00	
<b>TOTAL DIRECT LABOR</b>			<b>\$2,500.82</b>	
Combined Overhead		153.74%	\$3,844.76	
<b>TOTAL LABOR + OVERHEAD</b>			<b>\$6,345.58</b>	
Operating Margin		15%	<b>\$951.84</b>	
FCCM (Direct Labor Only)		0.592%	<b>\$14.80</b>	
<b>SUBTOTAL LABOR COSTS</b>			<b>\$7,312.22</b>	
<b>Out of Pocket Costs</b>				
Travel Expenses (Mobile office to Foley) (51 Miles 1-way)	Trips	Miles	Rate	Cost
	1	102	\$0.560	\$57.12
<b>TOTAL OUT OF POCKET</b>			<b>\$57.12</b>	
<b>TOTAL BID PHASE COST</b>			<b>\$7,369.34</b>	LS

4. Construction Administration	Man-hour	Rate	Cost	
<b>Labor Costs</b>				
Project Manager	8	\$73.40	\$587.20	
Staff 2 Professional	51	\$55.26	\$2,818.26	
Staff 1 Professional	36	\$34.94	\$1,257.84	
Administrative Assistant	16	\$28.45	\$455.20	
<b>TOTAL DIRECT LABOR</b>			<b>\$5,118.50</b>	
Combined Overhead		153.74%	\$7,869.18	
<b>TOTAL LABOR + OVERHEAD</b>			<b>\$12,987.68</b>	
Operating Margin		15%	<b>\$1,948.15</b>	
FCCM (Direct Labor Only)		0.592%	<b>\$30.30</b>	
<b>SUBTOTAL LABOR COSTS</b>			<b>\$14,966.13</b>	
<b>Out of Pocket Costs</b>				
Travel Expenses (Mobile office to Foley) (51 Miles 1-way)	Trips	Miles	Rate	Cost
	8	102	\$0.560	\$456.96
<b>TOTAL OUT OF POCKET</b>			<b>\$456.96</b>	
<b>TOTAL CONSTRUCTION ADMINISTRATION COST</b>			<b>\$15,423.09</b>	LS

**SPECIAL SERVICES: ESTIMATED MAN-HOURS**  
**PROJECT DESCRIPTION: Runway 18/36, Taxiway A, and**  
**South Apron Pavement Maintenance**

Task No.	SPECIAL SERVICES (PERFORMED BY VOLKERT)				
1	Construction Engineering & Inspection (60 Calendar Days)	Const. Proj. Mgr.	RPR 2	RPR 1	Admin.
1	Conduct Pre-Construction Meeting	4	4	4	4
2	Daily Periodic Site Visits	8	36	360	
3	Prepare Contractor's Pay Estimates	2	8	8	8
4	Conduct Final Inspection / Punch List	4	4	4	4
5	Prepare As-Builts and Review Record Drawings	1	2	2	
6	Prepare Project Closeout Documentation	1	8		4
<b>TOTAL CE&amp;I MAN-HOURS</b>		<b>20</b>	<b>62</b>	<b>378</b>	<b>20</b>

2	FAA Documentation	Project Manager	Staff 2 Prof	Staff 1 Prof	Admin
<b>FY2021 Grant Application</b>					
1	Prepare & Submit Grant Application Packet		1	4	8
2	Review Meeting with Sponsor		4	4	
3	Attend City Board Meeting		4		
<b>Subtotal</b>		<b>0</b>	<b>9</b>	<b>8</b>	<b>8</b>
<b>FY2021 Grant Management</b>					
1	Prepare and Submit Grant Quarterly Reports		2		8
2	Prepare and Submit Monthly Grant F-25 Invoice via ARGOS System		2		8
3	Manage Statement of Distribution		2		12
4	Grant Closeout Documents		2	4	4
<b>Subtotal</b>		<b>0</b>	<b>8</b>	<b>4</b>	<b>32</b>
<b>FY2021 Grant FAA Annual DBE Reporting</b>					
1	Collect DBE Data Report Forms from Contractor		1		8
2	Complete & Submit DBE Data to FAA via DBE-Connect Portal		1		4
<b>Subtotal</b>		<b>0</b>	<b>2</b>	<b>0</b>	<b>12</b>
<b>TOTAL FAA DOCUMENTATION MAN-HOURS</b>		<b>0</b>	<b>19</b>	<b>12</b>	<b>52</b>

**SPECIAL SERVICES: ESTIMATED COST**

**PROJECT DESCRIPTION: Runway 18/36, Taxiway A, and  
South Apron Pavement Maintenance**

Task No.	SPECIAL SERVICES (PERFORMED BY VOLKERT)			
1.	Construction Engineering & Inspection (60 Calendar Days)	Man-hour	Rate	Cost
<b>Labor Costs</b>				
Construction Project Manager	20	\$48.51	\$970.20	
Resident Project Representative 2	62	\$27.18	\$1,685.16	
Resident Project Representative 1	378	\$19.07	\$7,208.46	
Administrative Assistant	20	\$28.45	\$569.00	
		<b>TOTAL DIRECT LABOR</b>	<b>\$10,432.82</b>	
Combined Overhead		153.74%	\$16,039.42	
		<b>TOTAL LABOR + OVERHEAD</b>	<b>\$26,472.24</b>	
Operating Margin		10%	<b>\$2,647.22</b>	
FCCM (Direct Labor Only)		0.592%	<b>\$61.76</b>	
		<b>SUBTOTAL LABOR COSTS</b>	<b>\$29,181.22</b>	
<b>Out of Pocket Costs</b>				
Travel Expenses (Daphne office to Foley) (26 Miles 1-way)	Trips	Miles	Rate	Cost
	64	52	\$0.560	\$1,863.68
		<b>TOTAL OUT OF POCKET</b>	<b>\$1,863.68</b>	
		<b>TOTAL CE&amp;I COST</b>	<b>\$31,044.90</b>	NTE

2.	FAA Documentation	Man-hour	Rate	Cost
<b>Labor Costs</b>				
Project Manager	0	\$73.40	\$0.00	
Staff 2 Professional	19	\$55.26	\$1,049.94	
Staff 1 Professional	12	\$34.94	\$419.28	
Administrative Assistant	52	\$28.45	\$1,479.40	
		<b>TOTAL DIRECT LABOR</b>	<b>\$2,948.62</b>	
Combined Overhead		153.74%	\$4,533.21	
		<b>TOTAL LABOR + OVERHEAD</b>	<b>\$7,481.83</b>	
Operating Margin		10%	<b>\$748.18</b>	
FCCM (Direct Labor Only)		0.592%	<b>\$17.46</b>	
		<b>SUBTOTAL LABOR COSTS</b>	<b>\$8,247.47</b>	
<b>Out of Pocket Costs</b>				
Travel Expenses (Mobile office to Foley) (51 Miles 1-way)	Trips	Miles	Rate	Cost
	2	102	\$0.560	\$114.24
		<b>TOTAL OUT OF POCKET</b>	<b>\$114.24</b>	
		<b>TOTAL FAA DOCUMENTATION COST</b>	<b>\$8,361.71</b>	NTE

**SPECIAL SERVICES: ESTIMATED COST**

**PROJECT DESCRIPTION: Runway 18/36, Taxiway A, and  
South Apron Pavement Maintenance**

Task No.	SPECIAL SERVICES (PERFORMED BY SUBCONSULTANTS)		
3. DBE Plan Update	Rate	Cost	
Taffy Pippin Consulting, LLC		\$3,000.00	
Volkert, Inc.	5%	\$150.00	
<b><i>TOTAL DBE PLAN UPDATE COST</i></b>		<b>\$3,150.00</b>	NTE



## ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard  
Montgomery, Alabama 36110



Telephone: 334.242.6311

Kay Ivey  
Governor

John R. Cooper  
Transportation Director

March 22, 2021

To: Frank Farmer  
Aeronautics Bureau Chief  
  
Attn: Taylor Janney  
  
From: Bureau of Finance and Audit, External Audit Section

Volkert, Inc. and the City of Foley  
Foley Municipal Airport  
Runway 18/36, Taxiway A, and South Apron Pavement Maintenance  
Report #T21-ADR-11

The above referenced report is attached for your records. If applicable, please forward copies to the consultant and appropriate regions/bureaus.

The attached information represents an analysis of the proposed costs for Runway 18/36, Taxiway A, and South Apron Pavement Maintenance between Volkert, Inc. and the City of Foley. Also included is the required Agreement Approval Form.

Respectfully,

Prepared by: Taylor Baxter  
External Auditor

Reviewed by: Alex Hetzel  
External Audit Supervisor

Submitted by: Rosie Fagg  
External Audit Manager

Approved by: John Whiteside  
Assistant Director of Finance and Audit



## ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard  
Montgomery, Alabama 36110

Telephone: 334.242.6311



Kay Ivey  
Governor

John R. Cooper  
Transportation Director

### Bureau of Finance and Audit Agreement Approval Form

The proposal between Volkert, Inc. and the City of Foley for the Foley Municipal Airport described as Runway 18/36, Taxiway A, and South Apron Pavement Maintenance has been analyzed by the External Audit Section of the Bureau of Finance and Audit. The results of the analysis are reported in report #T21-ADR-11.

Approved by:   
John Whiteside  
Assistant Director of Finance & Audit

4-2-2021

Date



# ALABAMA DEPARTMENT OF TRANSPORTATION

1409 Coliseum Boulevard  
Montgomery, Alabama 36110



Telephone: 334.242.6311

Kay Ivey  
Governor

John R. Cooper  
Transportation Director

March 22, 2021

TO: Frank Farmer  
Chief, Aeronautics Bureau

ATTN: Taylor Janney

FROM: Taylor Baxter *T.B.*

External Auditor

APPROVED: Alex Hetzel *AH*  
External Audit Supervisor

SUBJECT: Volkert, Inc. and the City of Foley  
Foley Municipal Airport  
Runway 18/36, Taxiway A, and South Apron Pavement Maintenance  
Report No. T21-ADR-11

As per your request, an office analysis has been made of the consultant's proposed costs on the above referenced project.

The direct labor rates were compared to the consultant's labor certification. The labor rates were found to be incorrect. The labor rates that should be used in this agreement are listed below:

<u>Classifications</u>	<u>Hourly Rate</u>
Project Manager	\$73.40
Staff 2 Professional	\$55.26
Staff 1 Professional	\$34.94
Administrative Assistant	\$28.45
Construction Project Manager	\$48.51
Resident Project Manager 2	\$27.18
Resident Project Manager 1	\$19.07

The indirect cost rate of 153.74% was found to be correct. This rate is for the fiscal year ended December 31, 2019.

The facilities cost of capital rate of 0.592% was found to be correct. This rate is for the fiscal year ended December 31, 2019.

The direct non-labor expenses were analyzed and found to be correct.

The operating margin rates were analyzed and found to be correct.

The sub-consultant's cost was traced to the sub-consultant's quote. The proposed amount agreed with the amount listed in the quote.

A copy of the worksheet showing the above noted calculations is attached for your review.

Based upon the above, approval of the agreement is recommended.

Cc: Jeff Hornsby, Acting Director of Finance and Audit  
File