



Morristown City Council Agenda Item Summary

Date: October 20, 2026

Agenda Item: Approve Work Authorization No. 13 with Goodwyn Mills Cawood to provide construction administration services in the amount of \$65,922.25 for the terminal modernization at the Morristown Regional Airport.

Prepared By: Jeanna Vanek

Subject: Work Authorization - Airport Terminal Rehabilitation Project – Construction Administration

Background: GMC was selected as the airport's engineering firm of record effective January 2023. The scope of this project is to provide construction phase services for the airport in relation to the terminal remodeling.

Findings/Current Activity:

The Morristown Regional Airport is pursuing terminal modernization efforts to improve airport facilities and functionality. Professional services are needed to support the construction administration of the project.

Financial Impact:

This was budgeted in FY26 however, it did not get implemented until the current fiscal year. A budget amendment is necessary to recognize the expenditures and revenues.

Action options/Recommendations:

Staff recommends approval

Attachment: Work Authorization No. 13



Scope Of Professional Services At the Morristown Regional Airport (MOR)

Goodwyn Mills Cawood, LLC (ENGINEER) will provide professional services for the following PROJECT at the Morristown Regional Airport under the Master Agreement between City of Morristown, TN (OWNER) and the ENGINEER dated January 6, 2023:

Construction Phase Services: Terminal Modernization Project

The following articles and attachments are hereby incorporated into this agreement by reference:

- Attachment A – Scope of Professional Services
- Attachment B – Fee Breakdown

For value consideration, the receipt and sufficiency of which is hereby acknowledged, the parties therefore agree the total cost of this contract (as detailed in Attachment B) including Lump Sum and Hourly Estimated Fees is **\$65,922.25**

The OWNER shall pay the ENGINEER for engineering services in accordance with the here within described Owner and Engineer Responsibilities, Scope, and the Schedule of Fees.

The OWNER shall pay the ENGINEER for engineering services in accordance with the following Scopes and the Schedule of Fees. ENGINEER shall submit statements monthly. ENGINEER shall furnish and perform the work tasks within this contract and described herein, plus other work as authorized by the OWNER. Basic Services will be on a Lump Sum Basis and will be paid under this contract at the Lump Sum cost in totality. Direct Reimbursable Expenses will be paid by the Engineer and submitted for reimbursement to the OWNER. Any Additional Services agreed upon by the OWNER and ENGINEER outside the identified Scope in Attachment A will be determined by applying the appropriate loaded hourly rate to ENGINEER'S actual man-hour effort.

ENGINEER shall invoice other expenses that are properly chargeable as follows:

- a. Travel by private vehicle at 72.5 cents per mile or whatever the government rate allows.
- b. In-house printing, reproduction, photography, and computer service charges at commercial rates.
- c. Travel and living expenses for all personnel when required to be away from managing office in connection with the work at allowable cost.

No amendment of this agreement will be effective unless it is in writing and signed by the parties. No waiver of satisfaction of a condition or nonperformance of an obligation under this agreement will be effective unless it is in writing and signed by the party granting the waiver, and no such waiver will constitute a waiver of satisfaction of any other condition or nonperformance of any other obligation.



This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement and supersedes all other oral or written agreements or policies relating thereto.

Agreed as to Scope of Service and Compensation:

OWNER

Name: City of Morristown, TN

By: _____
Signature

Name

Title

Date

ENGINEER

Name: Goodwyn Mills Cawood, LLC

By: _____
Signature

Name

Title

Date



ATTACHMENT A - SCOPE OF PROFESSIONAL SERVICES

Project Description: The scope of this project is to provide construction phase services for the airport in relation to the terminal remodeling. This work will be performed and constructed under a grant issued by the State to the airport and will be administered by the Tennessee Aeronautics Division of TDOT. Funding for this project includes State, Federal and local funds.

Work items to be provided by the ENGINEER include:

1. Project Administration
2. Construction Administration
3. Construction Observation

1. PROJECT ADMINISTRATION -

- A. Coordinate with the sponsor on project requirements, schedules, financing, meetings, and other pertinent matters. This includes meeting on site for the airports ACIP meetings and assisting the airport in preparation of their annual capital improvements plan.
- B. **Scope of Work** – prepare a scope of work that is to be included with the Project request paperwork.
- C. **Fee Summary** – prepare and submit a Consultants Fee Summary and supporting cost breakdown for the professional services to be provided. This is to be a tasked based line-item spreadsheet. Prepare a detailed estimate of the hours and cost required for each of the major tasks. This includes coordination with all subconsultants working on the project. In addition to charges for labor, indicate the cost for subconsultants, travel, living expenses, reproduction and other out of pocket expenses expected to be incurred.
- D. **Project Request Assistance:**
 - 1) The ENGINEER is to prepare for the OWNER's signature FAA Form SF-424 Application for Federal Assistance. The signed form is to be submitted to TAD. Two forms must be prepared and submitted, one for AIP funds and one for IIJA funds.
 - 2) The ENGINEER is to prepare "Form FAA 5100-100 Application for Federal Assistance (Attachment to SF-424)" for the OWNER's signature and then submittal to TAD. This form is used as a continuation of the SF 424, Application for Federal Assistance, for land, development, and equipment projects. This form provides supporting grant information such as the source of the sponsor share, detailed cost breakdowns and project specific information. Two forms must be prepared and submitted, one for AIP funds and one for IIJA funds.
 - 3) Prepare an overall project schedule including anticipated bid date, construction start date, and construction completion date.
 - 4) Preparation of an estimate of fees for each task.
 - 5) Preparation of an estimate of probable construction costs.
 - 6) Complete and Process OWNER Certificates – The ENGINEER shall prepare FAA-required OWNER Certificates for the OWNER. The OWNER's shall submit the completed Certificates to TAD. This shall include the following FAA Certifications:
 - a) Final Acceptance
 - b) Drug Free Workplace
 - c) Project Plans and Specifications
 - d) Selection of Consultants
 - e) Disclosure of Potential Conflicts of Interest



- E. **Scoping Meeting** – Key members of the construction team are to coordinate with the OWNER and TAD to discuss the project details.
- F. **Work Authorization (WA)** – prepare an agreement for this assignment that clearly defines the specifics of the project. The WA is to outline the general scope of services, establish the time of performance, identify the terms for payment to the ENGINEER, include a detailed scope of work identifying individual tasks to be performed, and outlines the compensation to be paid to the ENGINEER based on performing the individual tasks.
- G. **Consultants Fee Summary** – prepare a revised fee summary based on the scoping meeting.
- H. **Project Management** – provide appropriate direction and project management as each assignment is undertaken and completed, the ENGINEER will maintain close liaison with the OWNER and TAD to ensure the construction reflects the development intent. This includes project management of in-house personnel, outside personnel, and accounting administration:
- 1) Carry out overall project management for the project duration.
 - 2) Monitor the overall project schedule and budgets.
 - 3) Consultant Team Administration - provide general project administration and coordination to in-house staff and subconsultants working on the project. Conduct team meetings with staff as necessary.
 - 4) Outside Administration – provide project general administration and coordination with the OWNER and TAD in the form of telephone conversations, letters, emails, copies, etc. to apprise each of developments throughout the construction phase of the project.
 - 5) Subconsultants - the planning, procurement, coordination, and management of subconsultants to provide construction phase services associated with the project including the review and approval of the subconsultants scopes of work, fees, and contracts.
 - 6) State Reimbursement Requests – the ENGINEER will prepare the State reimbursement requests monthly including letters of transmittal to the State for the OWNER's review and concurrence. The ENGINEER shall compile the OWNER administrative costs, the engineering costs, the subconsultant costs, prepare and submit to the OWNER project reimbursement requests including letters of transmittal to the OWNER.
 - 7) Verify and reconcile monthly accounting statements.
- J. **Grant Project Closeout Report** – after the project has been completed by the OWNER, a project closeout will be prepared. The ENGINEER will submit a report based on the “Airport Sponsor Grant Closeout Worksheet” and sign as the Airport Sponsor's Representative. This report will contain pertinent project information and documents that are to include:
- 1) Closeout Documentation Submittal Letter
 - 2) Amendment request Letter (if applicable)
 - 3) Financial Documents
 - The final Standard Form 425, Federal Financial Report
 - Standard Form 270, Request for Advance or Reimbursement for non-construction projects
 - A brief project summary to include the following items - project history with significant events during the life of the project, and bid opening date
2. **CONSTRUCTION ADMINISTRATION:**
- A. **Preconstruction Conference** – The Engineer will coordinate the time, date, and location of the preconstruction conference. The Engineer will notify the owner, the contractor, the resident Engineer, and other interested parties of the preconstruction conference and will invite their representatives to attend. The Engineer will conduct the preconstruction conference in accordance with FAA AC 150/5300-9 *Predesign, Prebid, and Preconstruction Conferences for Airport Grant Projects*.

- B. Shop Drawing Review – The Engineer will review the shop drawings and submittals that are furnished by the contractor as required by the construction contract documents. The Engineer will fully approve, conditionally approve, or reject the shop drawings and materials. The Engineer will return conditionally approved and rejected shop drawings and materials submittals to the contractor for changes or revisions prior to the use of the materials on the project. The Engineer will review only one resubmission of a conditionally approved or rejected shop drawing or submittal. The Engineer will distribute copies of the submittals and the updated submittal register to the owner/contractor.
- C. Buy American Conformance – verify the contractor’s compliance with the Buy American preferences by reviewing contractor submitted certifications during the shop drawing process.
- D. Notice to Proceed – prepare for the Owner a Notice to Proceed letter to be addressed to the contractor.
- E. Project Management – The Engineer will provide general consultation and advice to the Owner during the construction phase of the project. The Engineer will provide general coordination between the owner during the construction phase of the project. The Engineer will assist the owner with the preparation and issuance of change orders, recommend construction specification waivers, and advise the owner as to the contractor's performance.

The Engineer will provide general supervision and support to the on-site inspector including, but not limited to, coordinating field survey personnel, processing the resident Engineer's weekly time sheets and expense sheets, providing technical documentation, providing field office supplies and materials, performing construction contract interpretation, analyzing unusual or unique developments or complications during construction, and communicating and corresponding with the contractor regarding contract administration, project changes, bonding and insurance issues, and other construction related matters. The Engineer will communicate and coordinate with the contractor on a regular basis throughout the construction phase of the project in the form of meetings, letters, memos, faxes, and email.

- F. Construction Meetings – the ENGINEER will coordinate and conduct construction progress meetings approximately one per month for the duration of the project to discuss the project’s progress and to identify areas of concern to facilitate the construction. Meeting minutes are to be provided by the ENGINEER for all who attend. This assumes six on-site progress meetings. A visit to the project site prior to the meeting and after the meeting will take place.
- G. Contractor Pay Requests – the Engineer will verify and reconcile the monthly pay estimates from the contractor. The Engineer will prepare and submit monthly invoices to the Owner for services provided to the owner and for costs incurred by the contractor.
- H. Punch List Inspection – When the contractor believes it to be so, the contractor will declare the construction project to have reached "substantial completion" and request a "pre-final" or "punch list" inspection. The Engineer will then observe the project as a whole in a "walk around" inspection and creates a punch list of uncompleted or unsatisfactory work items owed to the project as defined by the contract agreement. The Engineer will coordinate the date and time of the inspection to the owner and the contractor. The Engineer will prepare a summary report of the inspection, including a punch list of work items that the contractor must accomplish to complete the project. The Engineer will distribute the summary report to the owner and the contractor.
- I. Final Inspection – The Engineer will conduct a site walk and final inspection of the project to confirm the completeness and quality of the construction. The Engineer will coordinate the date and time of the final



inspection to the owner, the resident Engineer, and the contractor. The Engineer will prepare a summary report of the final inspection, including a punch list of work items that the contractor must accomplish to complete the project. The Engineer will distribute the summary report to the owner, the resident Engineer, and the contractor.

- J. Project Coordination – coordination with the ENGINEER's subconsultants during the course of the project.

3. CONSTRUCTION OBSERVATION

- A. Resident Representative – Resident project representative (RPR) services will be provided by the Architect (subconsultant) to observe that construction is carried out in reasonable conformity with the contract documents. The RPR will perform periodic site observations at a frequency of two (2) per month over the 180-day construction period, for a total of twelve (12) observation visits. The Engineer will remain available to support coordination and respond to construction-phase issues as needed.

Exclusions/Assumptions to this scope of work:

- A. Underground utility mapping is not included.
- B. Survey will be completed during normal business hours.
- C. No work related to property boundaries is being performed.
- D. The following programs will be utilized for drawing and document production: MicroStation, Carlson Survey, MS Word, and MS Excel.
- E. Unless otherwise requested, the deliverables will be submitted electronically in .PDF format.
- F. It is assumed there are no contaminated soils within the project boundaries.
- G. The ENGINEER will distribute construction documents, plans, and submittals to the OWNER and TAD.
- H. Environmental services are not a part of this work scope.

Expenses: the ENGINEER will incur certain project related expenses during the project for individual tasks which may include meals, lodging, mileage cost at the current IRS rate, overnight shipping, blueprints, equipment rental, long distance telephone calls from the field, and survey materials, and miscellaneous vendor invoices. Billing rates and assumptions:

- A. Food per diem – fixed rate of \$59 per day.
- B. Lodging – actual cost per day estimated at \$225 per night.
- C. Mileage reimbursement – the current IRS rate of \$0.725 cents per mile.
- D. Mileage from the Brentwood, TN office to the project site – 444 miles round trip.
- E. Mileage from the project site to hotel – 10 miles one way.

END OF ATTACHMENT A – SCOPE OF PROFESSIONAL SERVICES

MORRISTOWN REGIONAL AIRPORT
TERMINAL MODERNIZATION PROJECT
CONSTRUCTION PHASE

GOODWYN MILLS CAWOOD



SERVICES FEE/COST

DATE: 9-1-2026 REV
GMC JOB # TNAS26000X

SERVICES/FEE COST SUMMARY

ENGINEER shall be compensated for performance of work; said compensation shall be per:

A. PROJECT ADMINISTRATION	\$12,615.00	per Lump Sum
B. CONSTRUCTION ADMINISTRATION	\$32,387.25	per Lump Sum
C. CONSTRUCTION OBSERVATION	\$20,920.00	per Lump Sum
TOTAL FEE	\$65,922.25	

MORRISTOWN REGIONAL AIRPORT
 TERMINAL MODERNIZATION PROJECT
 CONSTRUCTION PHASE

GOODWYN MILLS CAWOOD



SERVICES FEE/COST

DATE: 9-1-2026 REV
 GMC JOB # TNAS26000X

PROJECT TASK	Senior Engineer	Engineer III	Engineer II	Engineer I	Sr. Project Manager	ETT Designer III	ETT Designer II	RPR	SURVEY	Senior Planner	Planner	Exec. Admin	TRIPS	TOTAL HOURS	TASK DIRECT COSTS
	\$260	\$240	\$220	\$200	\$240	\$150	\$135	\$150	\$225	\$260	\$200	\$125			
A. PROJECT ADMINISTRATION															
1 Project Initiation	2				1									3	\$760
2 Scope of Services/Contract	4													4	\$1,040
3 Fee Summary	4				1							2		7	\$1,530
4 FAA Form SF-424 (AIP)	4													4	\$1,040
5 FAA Form 5100-100 (AIP)	4													4	\$1,040
6 FAA Form SF-424 (IIJA)	2													2	\$520
7 FAA Form 5100-100 (IIJA)	2													2	\$520
8 Project Schedule	2													2	\$520
9 Estimate of Construction Costs		1												1	\$240
10 Owner Certificates												2		2	\$250
11 Overall Project Management		1			1									2	\$480
12 Team Administration					2									2	\$480
13 Outside Administration		1			1									2	\$480
14 Reimbursement Requests					4							2		6	\$1,210
15 Accounting Administration					4							2		6	\$1,210
16 Airport Board Meetings														0	\$0
17 Grant Project Closeout Report		1	2		1							3		7	\$1,295
SUB-TOTAL LABOR (Total Labor + Overhead + Fixed Fee)	24	4	2	0	15	0	0	0	0	0	0	11	0	56	\$12,615.00

NON-SALARY COSTS	Cost Per Unit	Air Trips	Ground Trips	Trip Miles	Miles	Days	Hours								SUBTOTALS
1 Air Travel	\$600														
2 Mileage	\$0.725														\$0
3 Mileage (At Project Site)	\$0.725														\$0
4 Lodging	\$225														\$0
5 Per Diem	\$59														\$0
6 Printing/Mailing	\$0														\$0
7 Supplies	\$0														\$0
SUB-TOTAL NON-SALARY REIMBURSABLE EXPENSES															\$0

NON-SALARY COSTS - SUBCONTRACTING	Quantity	Unit	Rate												Subtotal
1	1	LS	\$0												\$0
2															
3															
SUB-TOTAL NON-SALARY SUBCONTRACTING EXPENSES															\$0

**A. PROJECT ADMINISTRATION
 SERVICES/FEE COST SUMMARY**

SUB-TOTAL LABOR	\$12,615.00
SUB-TOTAL NON-SALARY REIMBURSABLE EXPENSES	\$0
SUB-TOTAL NON-SALARY SUBCONTRACTING EXPENSES	\$0
TOTAL	\$12,615.00

MORRISTOWN REGIONAL AIRPORT
 TERMINAL MODERNIZATION PROJECT
 CONSTRUCTION PHASE

GOODWYN MILLS CAWOOD



SERVICES FEE/COST

DATE: 9-1-2026 REV
 GMC JOB # TNAS26000X

PROJECT TASK	Senior Engineer	Engineer III	Engineer II	Engineer I	Sr. Project Manager	ET Designer III	ET Designer II	RPR	SURVEY	Senior Planner	Planner	Exec. Admin	TRIPS	TOTAL HOURS	TASK DIRECT COSTS
	\$260	\$240	\$220	\$200	\$240	\$150	\$135	\$150	\$225	\$260	\$200	\$125			
B. CONSTRUCTION ADMINISTRATION															
1 Coordination					3							1		4	\$845
2 Pre-Construction Meeting					8							2	1	10	\$2,170
3 Shop Drawing Review						0								0	\$0
4 Notice to Proceed Letter						0						1		1	\$125
5 Project Management				36										36	\$7,200
6 Construction Meetings (6 MTGS @ 6 HRS/MTG)					36							6	6	42	\$9,390
7 Contractor Pay Request				13								4		17	\$3,100
8 Punch List Meeting				8								2	1	10	\$1,850
9 Final Inspection Meeting				8								2	1	10	\$1,850
SUB-TOTAL LABOR (Total Labor + Overhead + Fixed Fee)	0	0	0	65	47	0	0	0	0	0	0	18	9	130	\$26,530.00

NON-SALARY COSTS	Cost Per Unit	Air Trips	Ground Trips	Trip Miles	Miles	Days	Hours								SUBTOTALS
1 Air Travel	\$600	0													\$0
2 Mileage	\$0.725		9	50											\$326
3 Mileage (At Project Site)	\$0.725														\$0
4 Lodging	\$225														\$0
5 Per Diem	\$59					9									\$531
6 Printing/Mailing	\$0														\$0
7 Supplies	\$0														\$0
8															
SUB-TOTAL NON-SALARY REIMBURSABLE EXPENSES															\$857

NON-SALARY COSTS - SUBCONTRACTING	Quantity	Unit	Rate												Subtotal
1 Arch. Subconsultant	1	LS	\$5,000												\$5,000
2															
3															
SUB-TOTAL NON-SALARY SUBCONTRACTING EXPENSES															\$5,000

B. CONSTRUCTION ADMINISTRATION SERVICES/FEE COST SUMMARY	
SUB-TOTAL LABOR	\$26,530.00
SUB-TOTAL NON-SALARY REIMBURSABLE EXPENSES	\$857
SUB-TOTAL NON-SALARY SUBCONTRACTING EXPENSES	\$5,000
TOTAL	\$32,387.25

MORRISTOWN REGIONAL AIRPORT
 TERMINAL MODERNIZATION PROJECT
 CONSTRUCTION PHASE

GOODWYN MILLS CAWOOD



SERVICES FEE/COST

DATE: 9-1-2026 REV
 GMC JOB # TNAS26000X

PROJECT TASK	Senior Engineer	Engineer III	Engineer II	Engineer I	Sr. Project Manager	ET Designer III	ET Designer II	RPR	SURVEY	Senior Planner	Planner	Exec. Admin	TRIPS	TOTAL HOURS	TASK DIRECT COSTS
	\$260	\$240	\$220	\$200	\$240	\$150	\$135	\$150	\$225	\$260	\$200	\$125			
C. CONSTRUCTION OBSERVATION															
1 On-Site Observation (0 days/7 x 5 days/week x 10 hr/day)													0	0	\$0
2 Punch List Meeting													0	0	\$0
3 Final Inspection Meeting													0	0	\$0
4 Pre-Construction Meeting													0	0	\$0
5 Coordination					8									8	\$1,920
SUB-TOTAL LABOR (Total Labor + Overhead + Fixed Fee)	0	0	0	0	8	0	0	0	0	0	0	0	0	8	\$1,920.00

NON-SALARY COSTS	Cost Per Unit	Air Trips	Ground Trips	Trip Miles	Miles	Days	Hours								SUBTOTALS
1 Air Travel	\$600														\$0
2 Mileage	\$0.725														\$0
3 Mileage (At Project Site)	\$0.725														\$0
4 Lodging	\$225														\$0
5 Per Diem	\$59														\$0
6 Printing/Mailing	\$0														\$0
7 Supplies	\$0														\$0
8															
SUB-TOTAL NON-SALARY REIMBURSABLE EXPENSES															\$0

NON-SALARY COSTS - SUBCONTRACTING	Quantity	Unit	Rate												Subtotal
1 Arch. Subconsultant	1	LS	\$19,000												\$19,000
2															
3															
SUB-TOTAL NON-SALARY SUBCONTRACTING EXPENSES															\$19,000

C. CONSTRUCTION OBSERVATION SERVICES/FEE COST SUMMARY	
SUB-TOTAL LABOR	\$1,920.00
SUB-TOTAL NON-SALARY REIMBURSABLE EXPENSES	\$0
SUB-TOTAL NON-SALARY SUBCONTRACTING EXPENSES	\$19,000
TOTAL	\$20,920.00