

MEMO

TO: Board of Finance
FROM: Gene Richards, Burlington International Airport
DATE: March 18, 2013
**SUBJECT: Finance Board Approval Request –
North Concourse Restroom Renovation Project**

The Burlington International Airport seeks Finance Board and City Council approval and authorization for a contract with Engelberth Construction Inc. in the amount of \$296,994 related to the renovation of the restroom facilities in the north concourse of the main terminal building.

The existing restroom facilities were constructed in the 1980's and have far exceeded their useful life. An RFP for the services was issued and proposals were received on March 12, 2013. Upon receipt of four proposals, an analysis was performed by the engineering firm, Freeman French Freeman, whom noted that Engelberth Construction Inc. provide the lowest bid amount as well as the most favorable Change Order percentages at 5% for each type identified on the bid form.

The renovation project will use both PFC funds as well as Airport Operating Revenues and is expected to have a completion date of mid-June, 2013.

It is requested that authorization be granted to allow the Airport to execute a contract with Engelberth Construction Inc. for the work describe above. The Airport Commission approved the request on March 15, 2013.

Thank you for your consideration.

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**AUTHORIZATION TO CONTRACT FOR
SERVICES ASSOCIATED WITH NORTH
CONCOURSE RESTROOM RENOVATION
AT BURLINGTON INTERNATIONAL AIRPORT**

In the year Two Thousand Thirteen.....
Resolved by the City Council of the City of Burlington, as follows, that:

WHEREAS, the City of Burlington (“City”) owns and operates the Burlington
International Airport in South Burlington, Vermont (“Airport”); and

WHEREAS, the Interim Director of Aviation has determined that the renovation of the
restroom facilities in the Airport’s North Concourse (Project) will be in the best interest of the
City, the traveling public and public airport purposes; and

WHEREAS, after responses to a request for proposals, Engelberth Construction, Inc.
 (“Engelberth”) was determined to be the successful bidder for the Project pursuant to the City’s
Purchasing Policies; and

WHEREAS, the Airport’s Interim Director of Aviation has determined to contract with
Engelberth for services related to the Project in the amount of Two Hundred Ninety-Six
Thousand Nine Hundred and Forty Four Dollars (\$296,944.00) (“Contract”), to be paid for with
Passenger Facility Charges (PFC) funding, upon approval by the Federal Aviation
Administration (FAA); and

WHEREAS, the Board of Airport Commissioners approved the Contract on March 15,
2013; and

WHEREAS, the Board of Finance approved the Contract on March 18, 2013,

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NOW THEREFORE BE IT RESOLVED that the Interim Director of Aviation, Gene Richards,
is authorized to negotiate and execute the Contract for the Project, and any other documents
necessary to facilitate the Contract, subject to any applicable City Purchasing Procedure and to
prior review by the Chief Administrative Officer and the City Attorney as appropriate.

NAME/PURPOSE OF CONTRACTS:	North Concourse Restroom Renovation
ADMINISTRATING DEPARTMENT:	Airport
CONTRACT TERM:	Per Agreement
CONTRACT AMOUNT:	\$296,944.00
SOURCE OF FUNDS:	Airport Operating Revenues/PFC
	Fiscal Year: 2013
	Account Name: PFC Projects
	Account No. _____