

November 12, 2003

Mr. Douglas Hammon
Airport Director
The Ohio State University Airport
2160 West Case Road
Columbus, OH 432354

RE: Request for contract amendment – The Ohio State
University Airport Environmental Assessment
DLZ project number 0241-5795-00

Dear Mr. Hammon:

As has been discussed on several occasions over the past three months, DLZ is requesting an amendment to our contract to prepare an EA for proposed improvements at the OSU Airport. The need for this amendment is due to two general factors. First, items that were not included in DLZ's original scope of services are now required as a result of project developments, more detailed investigations, and coordination with the Federal Aviation Administration (FAA). Second, DLZ's original estimated cost was based on an assumed level of complexity for the work items included in our original scope of services. Because of unforeseeable events, the level of complexity has substantially increased and the efforts which we initially assumed will be inadequate to successfully complete the project.

This letter describes five specific justifications for DLZ's request. Within each of these five areas, a detailed explanation is provided along with the specific work items that will be required to complete the project. Each area also includes our proposed cost for the out-of-scope services. As per your request, we have included the specific language from our original scope of services related to each item (where relevant) and shown the proposed revisions to our scope that would be needed.

Public Controversy

The first justification for our request is the amount of public controversy that has developed. This controversy is at a level far greater than any of us anticipated when we conducted contract negotiations. This controversy has increased the complexity of the project in many ways, and it appears that litigation is a very serious possibility. When we developed our original cost estimate, we had to make an assumption about the level of complexity for the scope of work. Based on the level of controversy that has emerged, it is clear that the complexity has increased beyond what we assumed. As a result, the following additional work items are required:

- FAA suggests that we collect air traffic information from Port Columbus tower to demonstrate Port Columbus vs. OSU operations
- Additional coordination will be needed with FAA, OSU, and Wilbur Smith Associates (WSA)
- FAA will perform additional legal review of the EA with more revisions to EA likely

- Additional attention to detail and additional documentation is required for many scope items (e.g., phone records, meeting minutes, public information meetings, entire EA, etc.) to minimize the risk to OSU, FAA, and DLZ as a result of litigation
- The EA will need to include more extensive information documenting the public involvement process and results
- More time will be required to respond to inquiries from the public and the City of Worthington during the project

None of these activities would require a change to specific sections of our scope of services because they fall into the same general categories of work that are already described. However, as noted above, more hours will be required than anticipated. As a result of these additional work activities, DLZ estimates that an additional \$5,000 in fee will be required.

Longer Schedule

The second justification we offer is the length of the schedule. It now appears that the project will be longer than originally anticipated due to several factors. Specifically, FAA is short-staffed, meaning that their reviews of the EA will take longer, and they have added at least one additional review step. Next, the Airport Layout Plan (ALP) is not yet approved, and FAA does not want to move too far in the EA process until the ALP is approved. Also, with the increased public controversy, it takes longer to move from one phase to the next because we want to be careful that we have adequately taken public opinion into account. The projected hours in our original cost estimate were based on an assumed project length, which will now be exceeded by about 8-10 months. During these extra months, we will need to complete the following work items that were not included in our original cost estimate:

- Additional coordination with FAA, OSU, and WSA
- Additional internal coordination
- Additional coordination with the public
- Additional monitoring of budgets and invoicing

None of these activities would require a change to specific sections of our scope of services because they fall into the same general categories of work that are already described. However, we did not include hours for these activities during the extra 8-10 months. As a result, we estimate that an additional \$4,000 in fee will be required.

Noise Analysis

Our original scope of services states that any additional noise modeling would require a contract modification. Our review of the noise study completed by WSA and coordination with FAA indicates that a more detailed noise study will be required. DLZ has coordinated with five (5) noise consultants and has discussed the scope of the noise analysis. Results of those discussions resulted in the attached Noise Analysis Scope of Services and Fee Proposal. DLZ recommends subconsulting with Wyle Laboratories, Inc. to complete the noise analysis for their proposed fee of \$ 111,687.

With a subconsultant performing this work, DLZ will need to complete the following additional work items that were not in our original scope of services:

- Identify the scope of the noise analysis
- Contact consultants who perform noise analyses and solicit fee proposals
- Review fee proposals and recommend a consultant
- Coordinate with the recommended consultant during the noise study
- Coordinate with FAA

Our original scope states:

“Task 6.1: Noise Impacts

DLZ will review the Noise Analysis conducted by Wilbur Smith Associates, Inc. to determine the adequacy of the model given the proposed airport layout and operation. DLZ will inform OSU immediately if it is determined that additional noise modeling is necessary. If additional noise modeling is required, DLZ will coordinate with OSU on an amendment to the contract to update the noise analysis.”

The revised scope would need to state:

“Task 6.1: Noise Impacts

DLZ will review the Noise Analysis conducted by Wilbur Smith Associates, Inc. to determine the adequacy of the model given the proposed airport layout and operation. DLZ will inform OSU immediately if it is determined that additional noise modeling is necessary. If needed, DLZ will work with experts in airport noise analysis to develop a scope of services that adequately describes the existing and future noise conditions at the airport for inclusion in the EA and support of the public involvement process. We will then contact up to 5 firms to determine their interest in conducting the work and request fee proposals to complete the scope of services. DLZ will then review the proposals and recommend a consultant.

DLZ will coordinate with the subconsultant performing detailed noise modeling regarding the scope of their analysis, results and conclusions. This information will be incorporated by DLZ into the EA. We will attend a kickoff meeting for the noise analysis at the airport. DLZ will also coordinate with the noise subconsultant to attend public information meetings and TAC meetings, including scheduling and content of presentation materials.”

We estimate that a total of \$126,587 in additional fee will be required as a result of this change. This total includes \$111,687 for Wyle Laboratories, Inc. to complete the noise analysis and \$15,000 for DLZ to complete our scope items identified above.

Stream Sampling

DLZ’s original scope of services indicates that stream sampling would require a contract amendment. We have performed an initial investigation regarding the ditches and small stream

located off the east end of the existing runways and presented our initial findings to the Ohio Environmental Protection Agency (OEPA). OEPA has requested that a Qualitative Habitat Evaluation Index (QHEI) be performed for both ditches and the stream, and that a brief letter report be prepared. As a result of this request, the following additional work will be required which is not included in our original scope of services:

- Collect stream habitat data
- Perform QHEI analysis
- Prepare brief letter report
- Submit to OEPA for review and comment
- Revise QHEI analysis per OEPA comments

The relevant section of our original scope of services states:

“In addition, DLZ will investigate the impacts to the intermittent stream to the east of the runway extension and coordinate with the OEPA (Ohio Environmental Protection Agency) as to whether DLZ will need to conduct fish, macroinvertebrate, and water sampling. If sampling is required by resource agencies, DLZ will contact OSU to discuss an amendment to the contract. DLZ will also identify required permits and mitigation for any impacts that may result from the Proposed Action.”

The revised scope would need to state:

“In addition, DLZ will perform a Qualitative Habitat Evaluation Index (QHEI) study for the intermittent stream and two ditches that will be directly impacted by the runway extension. We will coordinate with the OEPA (Ohio Environmental Protection Agency) regarding this fieldwork. We will also prepare a brief letter report documenting the results of this analysis for submission to OEPA and coordinate with the OEPA on the language to be included in the EA. DLZ will also identify required permits and mitigation for any impacts that may result from the Proposed Action.”

We estimate that an additional \$3,000 in fee will be required as a result of this change.

Purpose and Need

When DLZ prepared our original cost estimate, we assumed that the information included in 2002 Master Plan update was final and would provide the basis for the purpose and need section of the EA. We further assumed that the 2002 Master Plan information could be used without additional research or coordination on our part. These assumptions are reasonable and typical for this type of EA project. Recent developments have shown these assumptions to be incorrect. As a result, the following additional work items will be required which were not included in our original scope of services:

- Coordinate with FAA regarding navigational aids and the need for them. Integrate this information into the P&N
- Coordinate with OSU regarding pilot letters. Integrate this information into the P&N

- Coordinate with FAA, OSU, and WSA regarding constrained/unconstrained operations issue and Build/No Build operations issue. OSU and WSA will provide FAA-approved operations and fleet mix data to DLZ. We will then update operations information in P&N.
- Integrate information collected from the Port Columbus tower regarding operational routing (related to noise, navigational aids, and operational flexibility) into P&N

None of these activities would require a change to specific sections of our scope of services because they fall into the same general categories of work that are already described. However, we did not include hours for these activities since we assumed that the Master Plan update information would be adequate to prepare the P&N. As a result, we estimate that an additional \$8,000 in fee will be required.

In summary, DLZ requests a contract amendment for an additional \$146,587 total to complete the additional work items noted in this letter. Once you have had a chance to review and consider this request, DLZ would like to discuss the issue with you and reach consensus about how to proceed. As always, we look forward to making this a successful project for OSU and your airport users. Tim Watkins will contact you within a few days to discuss the matter in more detail.

Very truly yours,

DLZ OHIO, INC.

James Siebert, P.E.
Vice President

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