

**ASSEMBLY STANDING COMMITTEE
PUBLIC WORKS AND FACILITIES COMMITTEE
THE CITY AND BOROUGH OF JUNEAU, ALASKA**

April 8, 2019 12:00 PM
Assembly Chambers - Municipal Building
Regular Meeting

I. CALL TO ORDER

II. APPROVAL OF MINUTES

- A. March 18, 2019 - Regular Meeting

III. PUBLIC PARTICIPATION on NON-AGENDA ITEMS

IV. ITEMS FOR ACTION

- A. Juneau Airport Construction Projects
- B. Trail Maintenance Transfer Request
- C. Centennial Hall Renovation Needs Transfer Request
- D. Marie Drake School Transfer Request

V. INFORMATION ITEMS

- A. JCOS Residential Air-Source Heat Pump Conversion Project
- B. Update to New JACC/Centennial Hall Renovations - No Memo

VI. CONTRACTS DIVISION ACTIVITY REPORT

- A. March 14, 2019 - April 3, 2019

VII. ADJOURNMENT

- A. Next Meeting - April 29, 2019 - Assembly Chambers

ADA accommodations available upon request: Please contact the Clerk's office 72 hours prior to any meeting so arrangements can be made to have a sign language interpreter present or an audiotape containing the Assembly's agenda made available. The Clerk's office telephone number is 586-5278, TDD 586-5351, e-mail: city.clerk@juneau.org

**MINUTES
PUBLIC WORKS AND FACILITIES COMMITTEE
MARCH 18, 2019
REGULAR MEETING**

I. CALL TO ORDER

The meeting was called to order at 12:03 PM.

Committee Members Present: Ms. Hale, Mr. Edwardson, Mr. Bryson,
Mr. Campbell – Planning Commission

Not present: Ms. Triem

Staff Present: Mike Vigue, John Bohan, Ed Foster, Greg Smith, Janet Sanbei, Bob Bartholomew,

II. APPROVAL OF MINUTES

A. February 25, 2019 – Regular Meeting

Mr. Bryson moved the minutes as amended and asked for unanimous consent.

Minutes approved.

III. PUBLIC PARTICIPATION on NON-AGENDA ITEMS

None.

IV. ITEMS FOR ACTION

A. FY20 Preliminary CIP

No comments from the public.

Committee members discussed with staff for the best way to get as many projects completed as possible.

Staff recommended funding as many projects as possible...as long as the project was funded completely. Funding projects short of the requested amount could lead to projects being held over to another year because there is not enough funding to start the project.

Additional small questions on other aspects of the CIP were answered and discussed.

Mr. Edwardson moved the Committee forward the CIP as written to the Finance Committee and recommended unanimous consent.

Motion Passed.

V. INFORMATION ITEMS

A. Snow Plowing Removal

Mr. Vigue gave a short explanation to begin discussion of the Snow Plow priorities.

Discussion ensued.

Mr. Vigue stated staff will make an effort to establish an approximate cost for adding some of the items that Assembly Members get calls about in order to help Members answer public complaints.

VI. CONTRACTS DIVISION ACTIVITY REPORT

A. February 20, 2019 – March 13, 2019

No questions or comments from the Committee.

VII. ADJOURNMENT

A. Next Meeting – April 8, 2019 – Assembly Chambers

Meeting adjourned at 12:48 PM.



1873 Shell Simmons Dr., Suite 200, Juneau, AK 99801 / (907) 789-7821

TO: Mike Vigue, Director, Engineering & Public Works
FROM: Patty Wahto, Airport Manager *PW*
DATE: April 4, 2019
RE: Juneau International Airport Construction Projects

General

The Airport has two major capital improvement projects currently in design development for bidding and award over the next few months, as well as appropriation of Passenger Facility Charge (PFC9) funds for this year. This memo is a general overview of the projects, their projected funding sources, and Passenger Facility Charge 9 (PFC9) annual appropriations to specified projects. At their April 9, 2019 meeting, the Airport Board will review of the projects, their projected funding sources, fund transfers, and PFC appropriations prior to formal action by the Assembly. The Taxiway A, E, D-1 project and the Terminal Reconstruction project have been reviewed for Project Labor Agreement by the City Manager, Engineering/Public Works Director and Airport Manager; and determined that Project Labor Agreement (PLA) will be included for both projects.

1. Project Summary/Funding:

A. Construct Taxiway-A Rehabilitation, Taxiway E Realignment and Taxiway D-1 Relocation \$20,500,000 (est. \$18M Construction; \$2.5 contract administration): This combined project will rehabilitate Taxiway A and replace taxiway edge lights, replace the last portion of the Jordan Creek culvert (under the taxiway), relocate the airfield lighting vault, relocate airfield lighting regulators, realign Taxiway E to be perpendicular to the runway, and relocate Taxiway D-1 to meet runway incursion mitigation standards. The project is eligible for FAA AIP grant funding, currently estimated to be \$19,218,750 (this figure will be confirmed upon bids and grant award Federal Fiscal Year FFY19). Local match funds of \$1,281,250 will be provided through Airport Passenger Facility Charges (PFCs) to meet the full budget needs. This project is scheduled for two construction seasons. In accordance with CBJ policy, the project has been reviewed by the City Manager, Engineering/Public Works Director and Airport Manager for inclusion of a Project Labor Agreement.

B. Terminal Reconstruction Project \$22.8M (est. \$17M Construction; \$5.8M other contracts/contract administration). The project will affect all portions of the terminal that were originally constructed prior to 1984. Approximately 37,000 sf of building area will be

demolished, along with 4,500 sf of exterior canopy. Reconstructed (new) areas and interior remodel area will total approximately 35,000 sf. The scope will address code deficiencies, replace infrastructure (elevator/escalator, security systems, mechanical and electrical systems), improve energy efficiency, increase flexibility and adaptability of interior spaces for airport administration, and improve passenger services. The functions of new spaces include: small regional carriers passenger operations, Airport Administration offices (including Airport Police), FAA - Air Traffic Control Tower offices and equipment spaces, TSA Break Room, US Customs & Border Protection processing, restrooms, storage, up escalator, two elevators and terminal mechanical space. The project's total is approximately \$22.8M, which includes an estimated \$1M in bond fees and interest. The Airport is working with CBJ Finance for the bonding and financing plan. Most funding for the project will come from federal sources (\$11.8M FAA Airport Improvement grants over 4 years: FFY2020 - 2023; \$4.2M Passenger Facility Charges which includes bond interest funding) and the remaining in local funding (\$6M in 2012 GO bonds, \$800,000 misc sales tax). This project is scheduled for 18 months of construction. In accordance with CBJ policy, the project has been reviewed by the City Manager, Engineering/Public Works Director and Airport Manager for inclusion of a Project Labor Agreement.

Requested Action

The Airport requests that the Public Works and Facilities Committee recommend the Taxiway A, E, D-1 project, and the Terminal Reconstruction project, to the Assembly for appropriation of the outlined funds, and in anticipation of grants from FAA and local funding sources.

2. Passenger Facility Charge (PFC9) Appropriations. Juneau International Airport (JNU) collects Passenger Facility Charge (PFC) fees which are then appropriated to FAA-approved Capital Improvement Projects on an annual basis.

The second appropriation of PFC9 funds would appropriate \$1,150,367 to the Airport's Capital Improvement Projects (CIPs) listed below.

Rehabilitate Runway 8/26	\$713,745
Terminal Construction	\$214,634
Taxiway A, E, D-1	\$200,000
Construct Sand, Chemical & Fueling Facility	<u>\$ 21,988</u>
Total	\$1,150,367

This current funding is provided by FY18, FY19, & FY20 Passenger Facility Charge (PFC) collections. It will be used to provide new construction funds, and reimburse forward-funded amounts in these CIPs.

Total approved collections for PFC9 are over nine-point-nine million dollars (\$9.9m), and anticipated to take 9 years. They will be appropriated year-to-year; this is the second annual appropriation.

The Airport Board will consider the appropriation of the PFC9 funds at their April 9, 2019 meeting.

Requested PWFC Action

The Airport requests that the Public Works and Facilities Committee recommend Juneau International Airport (JNU) Passenger Facility Charge 9 (PFC9) appropriations in the amount of \$1,150,367, for the following projects: Rehabilitate Runway \$713,745, Terminal Reconstruction \$214,634, Taxiway A, E, D-1 \$200,000, and Sand/Chemical/Fuel Facility Construction \$ 21,988; and forward to the Assembly for appropriation.

3. Terminal Project Forward-funding and Transfers for Design and Construction Prep Work.

There are several pre-construction projects and additional design work for the Terminal Reconstruction project that require funding prior to the availability of the bonds, grants and other funding streams. Additional design work, AEL&P bringing in new service to the terminal, FAA Reimbursable Agreement to relocate FAA Air Traffic Control (ATC) equipment, relocation of the terminal back-up power generator and electrical panels, and temporary office/relocation of tenants phasing work. The Airport requires transfers of \$1,285,759 as follows:

- A. A repayment of borrowed funds from the Terminal project: During the Runway Rehabilitation project (FY15), local funds in the amount \$610,759 were temporarily transferred from the Terminal project to the Runway project with the explicit intent to repay upon PFC appropriation, above (part of the \$713,745 listed above). The \$610,759 can now be transferred back to the Terminal project.
- B. The Airport maintains a couple of reserve accounts which they have used to forward-fund projects; the Airport Fund Balance and the Airport Capital (CIP) Revolving Account. Until the bonds/grants/other project funding sources are in place, the Airport plans to use \$675,000 of their CIP Revolving Account (currently at \$722,346) to forward-fund some of the preconstruction projects and additional design work, mentioned above. These funds would be reimbursed to the CIP Revolving Account once the bonds/grants/funds are in place for the project.

Summary of the \$1,285,759 funding for pre-construction activities and additional design work is as follows:

\$610,759 PFC9 for RWY Rehab work, reimburses Terminal funds, Transfer required
 \$675,000 CIP Revolving Acct; forward-fund, Transfer required; reimburse required

The Airport Board will consider the transfers to the Terminal project at their April 9, 2019 meeting.

Requested PWFC Action

The Airport requests that the Public Works and Facilities Committee recommend Juneau International Airport (JNU) upon appropriation of the PFC9 funds, that \$610,759 be repaid through a transfer from the Runway Rehabilitation CIP to the Terminal Reconstruction project.

The Airport requests that the Public Works and Facilities Committee recommend a forward-funding transfer of \$675,000 from the Airport CIP Revolving Account to the Terminal Reconstruction project, to be reimbursed once grants, bonds other funding is appropriated.



TO: Michelle Hale
Chair, Public Works and Facilities Committee

FROM: Michele Elfers,
Deputy Director, Parks & Recreation Department

DATE: April 5, 2019

RE: Under Thunder Trail Funding Transfer

Each spring, the Parks and Recreation Department staff develop a trail work plan with Trail Mix for the upcoming season. The work includes general maintenance such as brushing, clearing, drainage, and repair as well as building new trail sections based on public and agency identified needs. Staff is working on short and long range planning this year with the Trail Mix Board and agency partners such as the US Forest Service. Trail planning is fluid as beavers flood trails unexpectedly and land ownership issues sometimes cannot be resolved.

This memo outlines a draft short term Trail Mix work plan and requests a transfer of funds to support the work. It also outlines long term trail planning efforts to begin a process of public input.

2019 Trail Mix Draft Work Plan

1. Outer Point Beaver Maintenance – priority due to beaver activity and flooding
2. EVC Cabin Access Trail – to connect to existing trail system and access proposed public use cabin
3. Horse Tram Trail- Work began 2018, complete connection, standalone CIP
4. Treadwell Ditch Trail Repairs – Various small repair projects will close out standalone CIP
5. Amalga Bridge – Wooden bridge is rotting that connects Lodge to trail system
6. Switzer Connection Loop- Various repairs, brushing and small connections

Funding, Transfers and Approvals for Trail Mix Work Plan

1. P46-102, Trail Improvements include \$100,000 of 2012 temporary sales tax and \$90,000 for the Christopher Trail appropriated in the FY19 CIP. The intent of the \$100,000 temporary sales tax funding was to construct a connection from Montana Creek trail to Auke Lake trail through UAS property. UAS has told CBJ that they plan to develop this property in the future and will not allow

a trail through this parcel. Staff requests approval to use the \$100,000 to partially fund the work plan projects.

2. P46-091, Under Thunder Trail includes \$83,754 of areawide sales tax and 2012 temporary sales tax. The intent was to connect the Under Thunder Trail to Glacier Highway through private property. The owner of the property will not allow the trail to pass through his property and the adjacent slope is too steep to go around the property. Staff requests to transfer this funding to P46-102 to accomplish the work plan.
3. FY20 CIP, \$100,000 is requested as part of the proposed CIP to support the Trail Mix work plan for 2019 and 2020 seasons.

Transfer From		CIP Account Balance			
CIP	Name	Before	Transfer Amount	After Transfer	Notes
P41-091	Under Thunder Trail	\$ 94,346	\$ 83,754	\$ 10,592	Remaining funds for Trail Mix to perform small maintenance tasks
Transfer To					
P46-102	Trail Improvements	\$ 190,000	\$ 83,754	\$ 273,754	

Long term trail projects:

1. Perseverance Trail Bridge Replacement and Slope Work – CBJ and Trail Mix are pursuing grant funding to support this work in the coming years.
2. Treadwell Ditch Mt. Jumbo Access Trail and Parking Area
3. Dupont Bridge Replacement
4. Mt. Jumbo Access Trail
5. Hut to Hut Trail

At the April 2, 2019 Parks and Recreation Advisory Committee, the committee supported both the transfer and use of funding proposed in this memo.

Staff requests the following actions:

1. PWFC support the use of P46-102 temporary sales tax funding for Trail Mix work.
2. PWFC recommend to the Assembly the transfer of \$83,754 of areawide and temporary sales tax funding to P46-102, Trail Improvements to fund the Trail Mix work.



TO: Michelle Hale
Chair, Public Works and Facilities Committee

FROM: Mike Vigue,
Director, Engineering & Public Works

DATE: April 4, 2019

RE: Centennial Hall Fund Transfer

Recent conversations with Travel Juneau and Centennial Hall Management have raised concerns that the Centennial Hall facility is in poor condition and does not meet the needs of many prospective clients. While a total of \$4.5 million in temporary sales tax revenue is earmarked for Centennial Hall in FY2022 and FY2023, it is evident that this amount is insufficient to make comprehensive improvements to the facility that will enhance its marketability. The funding request below would be used to assess the long range facility needs to maintain current Centennial Hall uses and improve its marketability for larger group use, develop a conceptual plan for the desired improvements, and develop a cost estimate for a capital improvement project. The transfer request would move \$35,000 from the Building Deferred Maintenance Fund to a Centennial Hall Renovation Phase 2 that has ~\$24,652 remaining from the recent roof replacement and restroom renovation work.

Transfer From		CIP Account Balance			
CIP	Name	Before	Transfer Amount	After Transfer	Notes
P44-088	Def. Bldg. Maintenance	\$972,041	\$35,000	\$937,041	
Transfer To		CIP Account Balance			
CIP	Name	Before	Transfer Amount	After Transfer	Notes
P47-073	Cent Hall Reno Phase 2	\$24,652	\$35,000	\$59,652	

Staff requests the following actions:

1. PWFC support the use of P47-073 to develop a long range capital improvement plan for Centennial Hall.
2. PWFC recommend to the Assembly the transfer of \$35,000 from P44-088 to P47-073 to fully fund the development of a long range capital improvement plan for Centennial Hall.



TO: Michelle Hale
Chair, Public Works and Facilities Committee

FROM: Mike Vigue,
Director, Engineering & Public Works

DATE: April 4, 2019

RE: JSD Deferred Maintenance Loan Fund Transfer

The Engineering Department recently opened bids for the Marie Drake School Fan Replacement and HVAC Control Upgrades project and the lone bid was ~67% above the Engineer's estimate for the work. Staff is working with the Consultant to revise the design to reduce costs and plan to rebid the project shortly, but recognize that more money will likely be required to award the project as well as fund other JSD projects scheduled to occur this summer. The funding request below would be used to provide a short-term loan to S02-102 JSD Deferred Maintenance fund from the P44-088 CBJ Deferred Building Maintenance fund. The transfer request would move \$300,000 from the Deferred Building Maintenance fund to the JSD Deferred Maintenance fund that would be returned upon the FY2020 appropriation to JSD for maintenance projects. The transfer will not impact summer projects to be funded by P44-088.

Transfer From		CIP Account Balance			
CIP	Name	Before	Transfer Amount	After Transfer	Notes
P44-088	Def. Bldg. Maintenance	\$937,041*	\$300,000	\$637,041	*after CH transfer

Transfer To		CIP Account Balance			
CIP	Name	Before	Transfer Amount	After Transfer	Notes
S02-102	JSD Def. Maintenance	\$888,526	\$300,000	\$1,188,526	

Staff requests the following actions:

1. PWFC recommend to the Assembly the transfer of \$300,000 from P44-088 to S02-102 as a short-term loan to be repaid to P44-088 upon receipt of JSD's FY2020 maintenance allocation (currently scheduled at \$1 million) to allow the award of the Marie Drake School Fan Replacement and HVAC Control Upgrades project.

Juneau Residential Air-Source Heat Pump Conversion Project

March 20, 2019

PROJECT REQUEST. CBJ funding of \$250,000 is sought for FY20, for a program to assist Juneau households in reducing heating costs by converting from electric resistance heating and oil heating to Air Source Heat Pump (ASHP) systems. This project will convert a number of heating systems, while providing critical data and experience needed to successfully accelerate heat pump adoption in Juneau over the next decade.

The program seeks to make Juneau housing more affordable while contributing to implementing the Juneau Renewable Energy Strategy (JRES). ASHPs are far more efficient than traditional oil or electric heating systems, and Juneau's mild, cool climate is ideal for this proven technology. Heat pumps can cut heating costs by 40-70%. An average Juneau home which uses about 830 gallons of heating oil annually can save \$1,000-\$1,800/year by converting to heat pumps. Converting from electric resistance heating can save even more.

With almost 10,000 homes heating mostly with oil, the benefits of converting to heat pumps are potentially substantial. Large-scale conversion to heat pumps could retain nearly \$10,000,000 each year that presently leaves the Juneau economy in heating oil payments. A modest number of heat pumps are currently installed annually in Juneau, but it will take consumer assistance, financing and cost-reducing efficiencies in order to achieve widespread installation in the next decade.

PROJECT DEVELOPMENT. The JRES identifies improvements to energy efficiency in Juneau's building stock, and shifting heating systems from oil to renewable energy sources, as major goals. Work on an action plan began in spring 2018 with a series of public meetings and workshops. A project steering committee established in December includes JCOS, JEDC, AEL&P, Renewable Juneau, and the building industry.

Consultant Pat Keegan, of Collaborative Efficiency, is assisting in developing the program. Input has been sought from a variety of experts and organizations, including energy and housing specialists, builders, Alaska Housing Finance Corporation, local heat pump installers, and local financial institutions.

PROJECT OBJECTIVES. The Juneau ASHP Project targets three primary outcomes critical to the long-term success of local heat pump conversion. These outcomes are to:

1. Facilitate installation of a sufficient number of heat pumps in the community to create initial economic benefits of scale and expertise, thereby supporting broader adoption.
2. Use first-year expertise and energy savings data to refine the optimum approach and broaden funding for a long-term program that will deliver the greatest benefit to Juneau for reduced heating costs and carbon emissions.

3. Provide data needed to more clearly identify the impact on electrical demand and infrastructure of converting Juneau heating systems to heat pumps.

BARRIERS TO SUCCESS. The Juneau ASHP Project has identified the following barriers to greater adoption of air-source heat pumps in Juneau:

1. Lack of public awareness and knowledge of the technology and cost-saving opportunity.
2. The upfront cost of an ASHP heating system, and need for easily available financing.
3. Inability of renters to benefit from the lower heating costs of an ASHP.
4. Lack of local data on the benefits of ASHP conversions which could be used in marketing and to develop a targeted loan program or utility initiatives to support broader adoption.
5. Related, a lack of data on impacts on electric demand and power infrastructure.

PROJECT APPROACH. The Juneau ASHP Project design is informed by lessons learned from similar programs in New England, the Pacific NW, and other areas in overcoming these types of barriers. The following key functions are identified as critical to initial success of the Juneau ASHP Conversion Project.

1. Project Management: A project steering committee will oversee the project. This will include representatives from JCOS, AEL&P, JEDC, CBJ, Renewable Juneau, and Juneau builders and architects. The Steering Committee will hire and supervise a project manager. Administrative tasks will be handled through an existing Juneau organization.

2. Consumer Assistance: A key feature is providing consumers with “one-stop” energy assistance to determine a housing unit’s suitability for ASHP conversion, identify equipment, and follow up on operation. Quality, low-cost installations that meet customer as well as installer needs are critical to rapid heat pump uptake. The program’s energy advisor will act as a consultant to the homeowner, providing information and assistance in all stages of the decision, installation and operation process.

3. Financing Incentives: For homeowners who want it, an easy, lower interest loan program for heat pump installations and associated minor energy efficiency upgrades would make available approximately \$500,000 in financing. Loans would be designed (interest rates, terms, and fees) so that the energy savings from the heat pump system would more than cover the loan payments. The CBJ will provide credit enhancements (loan reserve or guarantee) so that the financial institution provides lower-cost loans. If sufficient funding is available cash incentives will be provided for a subset of important, but hard-to-engage, targets, including lower income and multi-family rental properties.

4. Data Collection: A key deliverable of the project will be data gained from all aspects of the program. This data will assist in tailoring the program to Juneau-specific realities, building a compelling case for future funding sources, establishing successful tools for broad-based Juneau adoption, and determining net effects on Juneau’s existing electrical demand and infrastructure.

JUNEAU ASHP PROJECT BUDGET SUMMARY

Task	FY2020
1. Project Management	\$75,000
2. Consumer Assistance	\$85,000
3. Financing Incentives	
a. Credit enhancement to financial institution	\$50,000
b. Multi-unit housing grants	\$30,000
<u>4. Data Collection</u>	<u>\$10,000</u>
Total Request	\$250,000

MEMORANDUM

TO: Mike Vigue
 Engineering & Public Works Director

FROM: Greg Smith
 Contract Administrator

Date: April 4, 2019

SUBJECT: Contracts Division Activity
 March 14, 2019, to April 3, 2019

Current Bids – Construction Projects >\$50,000

BE19-179	Marie Drake School Fan Replacement and HVAC Controls Upgrade.	One bid received for \$1,190,872, estimate was \$715,800. Project cancelled due to exceeding available funds.
BE19-190	2019 Area Wide Paving	Notice to Proceed issued to Coogan Construction on 3/22/19, \$598,873.
BE19-134	Columbia Blvd & Poplar Ave Reconstruction	Estimate \$2,047,000. 5 bids submitted. Enco Alaska apparent low bidder, \$1,643,365. Protest filed by Coogan Construction. Award process suspended.
DH -050	Cruise Ship Security Checkpoint	Bids due 6/12/19
BE19-188	Gold Creek Flume Concrete Patching	Cancelled due to anticipated increased streamflow.
BE19-157	JPD Flooring Replacement – Ph 2	2 bids received, Low bidder Rainbow Builders, \$74,495. Award in progress.
BE19-173	Rainforest Recovery Center Detox Addition	Estimate \$2,283,000, bids due 4/23.

Current RFP's – Services

RFP E19-196	Columbia Blvd CA&I	Received only one proposal, Wilson Engineering. Award in progress.
RFP E19-168	Birch Lane CA&I	NTP issued to PDC on 3/15/19 for \$72,350.
CFA 19-199	Design, Production and Installation of Art for JNU Terminal Renovation	Proposals due 4/4/19
RFP E19-208	Design and CA/I for AB Pool Renovation	3 proposals received. Under evaluation.

Term Contracts for Sportsfields Surface Maintenance (>\$20,000)

PA 1 17-243(E)	Glacier Valley/Miller Field Parking Lot Grading and Surfacing	Enco, \$48,500
----------------	---	----------------

Utility Agreements (AEL&P)

UA 8	Gruening Park Lift Station	AEL&P, \$22,165
------	----------------------------	-----------------

Term Contracts for Material Sources (>\$20,000)

PA 1 to E19-128(C)	Stabler Point Quarry Slope Grading and Road Building	GR Cheeseman, \$50,000, NTP issued 4/1.
--------------------	--	---

Construction Change Orders (>\$20,000)

BE16-144	Crow Hill Fill Line Replacement – CO 2	Admiralty Construction, \$50,000
----------	--	----------------------------------

Contracts Division Activity
March 14, 2019 to April 3, 2019

MR E17-166 – Term Contract for Professional Services. This solicitation is open for a three-year period. Consultants continue to submit proposals. Contracts are in progress and underway.

Key for Abbreviations and Acronyms

A	Amendment to PA or Professional Services Contract
CA	Contract Administration
CO	Change Order to construction contract or RFQ
MR	Modification Request – for exceptions to competitive procurement procedures
NTE	Not-to-exceed
NTP	Notice to Proceed
PA	Project Agreement - to either term contracts or utility agreements
RFP	Request for Proposals, solicitation for professional services
RFQ	Request for Quotes (for construction projects <\$50,000)
RSA	Reimbursable Services Agreement
SA	Supplemental Agreement