



TASK ORDER

In accordance with of the PROFESSIONAL SERVICES MASTER TASK ORDER AGREEMENT by and between **Ardurra Group, Inc.** and **City of Lander** ("Client") dated June 22, 2021 ("Agreement"), the parties agree as follows:

Specific Project Data

- A. Contract Number: 260028
- B. Task Order Number: 2026-01
- C. Project Name: Apron Reconstruction – Bidding & CA Services
- D. Description: Bidding and CA services for the reconstruction of the general aviation apron and beacon replacement.
- E. Owner (if applicable): City of Lander

Date of Task Order: July 14, 2026

1. Services

The Scope of Work is described in detail in the attached Exhibit A.

2. Times for Rendering Services

See Exhibit A for estimated schedule.

3. Basis for Payment

A detailed fee proposal is attached in Exhibit B.

Lump Sum with Progress or Milestone Payments

- A. Owner will pay Ardurra for Services as follows:

A Lump Sum amount of \$79,055.00 (Phases 1, 2, 5 & 6).

In addition to the Lump Sum amount, reimbursement for the following expenses: None

The portion of the compensation amount billed monthly for Ardurra's Services will be based upon Ardurra's estimate of the percentage of the total Services completed during the billing period.

Hourly Rates Plus Reimbursable Expenses (Cost plus Fixed Fee) (Phases 3, 4, 7, Reimbursables)

- A. Owner will pay Ardurra for Services as follows: \$256,739.68

- 1. An amount equal to the cumulative hours charged to the Project by each class of Ardurra's employees times standard hourly rates for each applicable billing class, plus reimbursement of



expenses incurred in connection with providing the Services and Ardurra's consultants' charges; multiplied by;

2. Consultant's Standard Hourly Rates included in Appendix B of this Agreement; plus
3. Reimbursement for the following expenses: None

The total compensation for Services and Reimbursable Expenses is estimated to be \$256,739.68

The total estimated compensation for this Task Order is \$335,794.68.68

4. Special Terms and Conditions (if any)
None

Approval and Acceptance: Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this Task Order as part of the Agreement. The clauses contained in the Agreement are incorporated by reference and remain in full force and are applicable with this Task Order.

IN WITNESS WHEREOF, the parties voluntarily and knowingly execute and agree to bind the parties to the terms of this Task Order.

Consultant: Ardurra Group, Inc.

CLIENT: City of Lander

_____ Signature
_____ Jeremy McAlister, PE
_____ Name
_____ Group Leader
_____ Title

_____ Signature
_____ Missy White
_____ Name
_____ Mayor
_____ Title

EXHIBIT A HUNT FIELD (LND) LANDER, WY

RECONSTRUCT APRON – BIDDING/CONSTRUCTION ADMINISTRATION

AIP 3-56-0016-026-2026/027-2026 (APRON)

AIP 3-56-0016-025-2026 (BEACON)

STATE AERONAUTICS PROJECT NO. ALN008/ALN019

INTRODUCTION:

This project consists of the bidding support and construction administration for the Hunt Field (LND) Apron Reconstruction Project. The general aviation apron on Hunt Field was constructed prior to 2006 and is requiring reconstruction. The project will reconstruct the existing pavement section in the apron area, include work intended to prepare for the future relocation of the west end of Taxiway A, and the existing beacon will be removed from the tower (tower will remain in place) and a new tilt down tower will be installed. Design for the project occurred under a previous contract. This project shall include work items for assistance with bidding, contract award, construction oversight and project closeout. The anticipated project area is highlighted below in Figure 1.



Figure 1: Project Location

The total AIP/AIG funding for design, bidding and construction for this project is \$3,313,653.00. The following scope of work is for the bidding and construction portions of the project only. Construction is estimated to take 50 working days.

Professional services anticipated include services necessary to accomplish the following:

- Phase 1 - Contract Administration
- Phase 2 - Bidding
- Phase 3 - Construction Administration – Apron
- Phase 4 - Construction Administration - Beacon
- Phase 5 - Closeout
- Phase 6 - Grant Administration and Additional Services
- Phase 7 - Subconsultants

CONTRACTS AND BIDDING:

There will be one set of bidding and construction/delivery documents produced for the project. The bidding and construction documents will be structured to allow flexibility in award, depending on available funding. If such services are necessary, they will be added by amendment or considered an additional service to this agreement.

AVAILABLE INFORMATION:

- LND Apron Reconstruction IFB Plans, Project Manual, and Design Report

PROJECT SCHEDULE:

The following dates summarize the target completion of significant project tasks.

ACTIVITY	COMPLETION
Submit Draft Scope to Owner and FAA	June 2026
Complete Fee Analysis	July 2026
Contract Negotiation Complete	July 2026
Contract Approval	July 2026
Start Construction	June 2027
Complete Construction	August 2027
Closeout	October 2027

Dates are subject to change, based on grant timing, weather and the needs of the Owner.

SCOPE OF PROFESSIONAL SERVICES

TASK 1 – CONTRACT ADMINISTRATION

During the Project, the following general administrative services shall be provided.

- 1.1 Project Formulation: Coordinate with the Airport to evaluate scope, budget and approach to project. Coordinate with subconsultants to assist evaluating scope and approach to project.
- 1.2 Scope of Work: Prepare a detailed Scope of Professional Services narrative. Review the Scope with Owner, FAA and State and modify as necessary, based upon comments received.
- 1.3 Task Order: Prepare a Task Order specifically addressing this project. The Task Order shall also include a detailed cost proposal based on estimates of professional service man hours and hourly rates.
- 1.4 IFE Coordination: Provide the scope of work and a blank cost proposal spreadsheet to the Airport. This information will be used in obtaining an Independent Fee Estimate from a third-party engineering consultant.
- 1.5 FAA/Owner Coordination: Advise and coordinate with Airport and FAA on administrative and management tasks for the duration of contract administration and bidding efforts. This coordination effort will be replaced by weekly reports during construction.
- 1.6 Subconsultant Management: Coordinate with subconsultants regarding contracting procedures, contract execution with the subconsultants, and review and process subconsultant's invoices during the project. The Consultant will coordinate with subconsultants to ensure compliance with the project schedule, budget, and deliverables.
- 1.7 Project Schedule: Prepare and submit a project schedule for the Airport's approval. The schedule will include review and approval times required by the Airport and FAA. If required, the schedule will be adjusted as the project progresses, allowing for changes in scope, character, size, or delays. Any changes to the schedule must receive approval from the Town, WYDOT, and FAA. Assume two revisions to the project schedule will be submitted.
- 1.8 Project Management and Administration: Project management and administration includes monthly cost accounting and budget analysis, invoicing, managing RPR schedules and other resources, and monitoring of project progress for the life of the project.
- 1.9 Update Meetings: The Senior Project Manager and the project engineer will attend 2 meetings with the Sponsor virtually to coordinate work items, update Sponsor and discuss upcoming events.

PHASE 1 DELIVERABLES	TO FAA/WYDOT	TO SPONSOR
1.2 Prepare Scope of Work	✓	✓
1.3 Prepare Task Order/Fees	✓	✓
1.7 Prepare Project Schedule	✓	✓

PHASE 1 MEETING/SITE VISITS	LOCATION/ATTENDEES
1.9 Update Meetings	Virtual - Airport/Senior Project Manager, Project Engineer

TASK 2 – BIDDING

Phase 2 shall consist of assisting with project bidding phase. Bidding phase services shall include the following tasks:

- 2.1 Advertisement: The Engineer will prepare a legal advertisement on behalf of the Sponsor and submit it to the selected newspapers as a solicitation for construction bids in accordance with the Sponsor's bidding procedures. The Sponsor will pay for or reimburse the costs of publishing.
- 2.2 Bid Documents Upload: Electronic copies of the bid documents will be uploaded on the Engineer's website for viewing by interested contractors or plan houses.
- 2.3 Invitation to bid: The Engineer will send invitations for bids to selected businesses including local contractors, plan houses and material suppliers to maximize the project exposure and generate widespread bidder interest in the project. A plan holders list will be maintained and distributed by the Engineer to invoke a competitive bidding environment. During the bidding process, the Engineer will be available to answer bidders' questions. The Engineer will maintain a record of all bidders' questions and the answers provided. If needed, the Engineer will also contact individual potential bidders to generate additional interest in the project. A four-week bidding period is anticipated.
- 2.4 Pre-bid Meeting: The Senior Project Manager and Project Engineer will attend and conduct the Pre-Bid Meeting with potential contractors and the Sponsor to review the project and answer questions. The meeting will be conducted at the airport and will include a site walkthrough.
- 2.5 Addenda: The Engineer will prepare and issue addenda as necessary to clarify and modify the project as required by the Sponsor or the FAA. Addenda will be made available to the plan holders through mail, e-mail, hand-delivery, download from Engineer's website or facsimile transmission in coordination with the FAA. Addenda will be prepared to meet the requirements of all applicable FAA assurances, design standards, construction standards and certifications. This scope assumes one addendum.
- 2.6 Assist with Bid Opening: The Senior Project Manager will attend and conduct a bid opening at the Sponsor's location.
- 2.7 Bid Tabulations: The Engineer will conduct a detailed analysis of the bids received for completeness and accuracy and will note omissions and discrepancies. An analysis of the bid prices and other documentation provided for the work will be completed. A tabulation of the received bids will be provided to the Sponsor, bidders, FAA and WYDOT.
- 2.8 Bidders List: The Engineer will update and maintain the Sponsor's Bidders List in compliance with 49 CFR §26.11(c). The Sponsor's Bidders List will be updated with the company name, address, DBE status, age and annual gross receipts for each prime and sub-bidder.
- 2.9 Recommendation of Award: The Engineer will prepare a recommendation of award for the Sponsor to accept or reject the bids as submitted. If rejection is recommended, the Engineer will supply an explanation for the recommendation and possible alternative actions the Sponsor can pursue to complete the project. Copies of the Engineers' Recommendation of Award will be provided to the FAA and WYDOT.
- 2.10 Post Bidding Administration: The Engineer will issue letters to the unsuccessful bidders returning the bid sureties, distributing the bid summary and briefly describing the bid results. The Engineer

will return the bid surety to the successful bidder after the bidder has executed the construction contract. The Engineer will also return the bid sureties to the second and third low bidders after the successful bidder has executed the construction contract.

PHASE 2 DELIVERABLES	TO FAA/WYDOT	TO SPONSOR
2.2 Prepare Bidding Documents	✓	✓
2.4 Pre-Bid Meeting Agenda/Meeting Minutes	✓	✓
2.5 Prepare Addenda	✓	✓
2.7 Prepare Bid Tabulations	✓	✓
2.9 Prepare Recommendation of Award		✓

PHASE 2 MEETING/SITE VISITS	LOCATION/ATTENDEES
2.4 Conduct Pre-Bid Meeting	Airport/Senior Project Manager, Project Engineer
2.6 Attend Bid Opening	Airport/Senior Project Manager

TASK 3 – CONSTRUCTION ADMINISTRATION - APRON

Phase 3 shall consist of construction administration and construction observation for the apron installation portion of the project. Construction Administration phase services shall include the following tasks:

- 3.1 Prepare Construction Contract Documents: This task accounts for the Engineer's in-house efforts during and immediately after the project bid opening. The Engineer will prepare the Notice of Award, Notice to Proceed and Contract Agreements for the Sponsor's approval and signatures. Appropriate copies will be submitted to the successful Contractor(s) for their signatures. Copies of the Notice of Award and Notice to Proceed will be provided to FAA and WYDOT. The Engineer will incorporate any Addendum(s) during the bidding process, the submitted bid documents and the final contract into the Construction Set of plans and specifications. The Engineer will make 5 copies of the Construction Set to be distributed to the Contractor and Sponsor, WYDOT, the FAA and any other copies of the plans will be delivered electronically.
- 3.2 Office Assistance: The Engineer will provide general project administration and coordination with in-house accounting staff including review and approval of internal invoices and invoices received from subconsultants and vendors providing services to the Engineer. Office Engineering staff, CADD personnel and clerical staff will assist the Resident Project Representative (RPR) as necessary during construction. Specific items to be accomplished include compiling and sending additional information requested from the office to the project site, providing secondary Engineering opinions on issues arising during construction, and maintaining project files as necessary (field files are mirrored in the office for continuity). The Engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Sponsor, WYDOT, the FAA and other interested parties; disseminating interim project information to the Sponsor, WYDOT, the FAA and other interested parties' and organizing, maintaining and archiving the project records for three (3) years.
- 3.3 Prepare Periodic Pay Estimates and Request for Reimbursement - Construction: The Engineer will issue monthly invoices for services rendered. The Engineer will review periodic pay estimates

- prepared by the RPR during construction. The RPR, Engineer, Sponsor and Contractor will resolve discrepancies with the Contractor's records. The Engineer will prepare the RFR applications in BlackCat for Sponsor reimbursement of eligible expenses incurred. The Engineer will submit the completed RFR forms with appropriate supporting documentation to the Sponsor's representative for review and approval. Upon approval the Engineer or the Sponsor will submit the completed forms and supporting documentation to the appropriate agencies for reimbursement.
- 3.4 Review of Daily and Weekly Reports: The Engineer will review daily and weekly status reports prepared by the RPR for the duration of the construction period.
- 3.5 Review of Material Submittals: The Engineer will review and approve the shop drawings and material submittal data from the Contractor.
- 3.6 Review Contractor Payroll Forms: The Engineer will review Contractor and subcontractor weekly payroll records and compare to Davis Bacon Wage Rates to ensure compliance as required by the FAA.
- 3.7 Change Order / Supplemental Agreement: The Engineer will prepare change orders and supplemental agreements as necessary.
- 3.8 Quarterly Performance Reports – Construction: Federal Regulation 49 CFR Part 18 (aka Common Rule) establishes uniform administrative requirements for grants to WYDOT and Local Governments. Sub-part 18.50 addresses monitoring and reporting requirements for the Grantees. The Engineer will assist the Sponsor in managing the day-to-day operations of grant activities that ensure compliance with applicable Federal requirements. The Engineer will submit a performance report for each fiscal quarter the grant is active.
- 3.9 Prepare Pre-Construction Conference: The Engineer will schedule a pre-construction meeting to review FAA and project specific requirements prior to commencing construction. The Engineer will prepare an agenda, coordinate the Pre-Construction Conference with the necessary parties, and distribute meeting minutes.
- 3.10 Conduct Pre-Construction Conference: The Engineer will conduct the pre-construction conference before construction begins. The meeting will be conducted at the Airport site and will include the Sponsor, FAA-ADO (if possible), WYDOT, Contractor, subcontractors, airport tenants affected by the construction, QA and QC testing firms and utility companies. It is estimated that the pre-construction conference will be held 1 week prior to the beginning of construction; therefore, a separate trip to the project site is needed. One trip from the Cody, WY office to the airport is anticipated for the Senior Project Manager, Project Engineer, and RPR.
- 3.11 QC/QA Workshop: The Senior Project Manager and RPR will attend a QC/QA workshop facilitated by the Contractor as required by C-100 Contractor Quality Control Program before construction. The QC/QA Workshop will be conducted at the Airport.
- 3.12 Pre-Paving Meeting: The Senior Project Manager and primary RPR and secondary paving RPR will attend a pre-paving meeting with the contractor and testing laboratories before paving begins. The pre-paving meeting will be conducted at the Airport.
- 3.13 Resident Project Representative (RPR): Construction days will be assumed to be 12 hours per day, 5 days per week. However, paving days will be assumed to be 14 hours per day, 6 days per week. This task will consist of providing one full-time RPR during all phases of construction for a total of
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50 working days. A second RPR is assumed during paving operations. For the purposes of this scope, it is assumed that a total of 58 man-days will be required to fulfill the RPR responsibilities. The RPRs will include time to cover travel time to and from the project location and the Cody, Wyoming office on a weekly rotation basis.

RPR Days	
Primary RPR	42 – 12 hour days
	8 – 14 hour days (Paving)
Secondary RPR	8 – 14 hour days (Paving)
Total Man-Days	42 – 12 hour days 16 – 14 hour days

- 3.14 Construction Site Visits: The Senior Project Manager will make visits to the construction site to attend on-site construction meetings and to observe the progress, safety and quality of the construction. These site visits will include the substantial completion walk-through to determine punchlist items. In addition, the Senior Project Manager will provide general supervision and support to the RPR including but not limited to, coordinating field survey personnel, providing technical documentation, performing construction contract interpretation and analyzing unusual or unique developments or complications during construction. It is anticipated the Senior Project Manager will make 5 site visits during construction. One site visit will serve as the Substantial Completion Walk Thru.
- 3.15 Field Inspection/Coordination: During their regular work day, the RPR's duties will include visually inspecting all work performed by the Contractor to ensure conformance with the plans and specifications, issuing Non-Compliance Reports if necessary, coordinating all work being performed with Airport operations, maintaining a daily log of the construction activities, compiling construction photos and conducting employee interviews for the purposes of ensuring compliance with the Davis Bacon Act. Interview documentation will be submitted to office engineering staff for verification of compliance. All of the construction activity will take place within the airport operating area and will require coordination with the airport management staff.
- 3.16 Material Submittal Review: The RPR will review and approve the shop drawings and material submittal data from the Contractor. The RPR will review copies of the Contractor's survey data for sub-base, base, pavement grades and structure locations. The RPR will review other construction items for general compliance with the construction documents.
- 3.17 Prepare Quality Acceptance Testing Plan: The Engineer will prepare a Quality Acceptance Plan. This plan will combine the Engineer's QA Plan and their Subconsultant's QA Plan.
- 3.18 Prepare Construction Management Plan: The Engineer will obtain the Contractor's Quality Control Plan (QC). The Engineer will prepare the Quality Assurance Plan. After reviewing the QC Plan, the Engineer will prepare the Construction Management Plan (CMP), which requires data be extracted from the QC Plan, QA Plan and combined with Sponsor information and Engineer information for project responsibilities. A preliminary copy of the CMP will be submitted to the Sponsor and FAA for approval. After the FAA's review, the CMP may be revised or issued to the Contractor for use.

Note: Tasks 3.19 thru 3.24 are assumed to occur during time allocated to Task 3.13 and additional manhours are not required.

- 3.19 Calculate Construction Quantities: The RPR will maintain a daily record of the progress and will submit weekly reports to the Engineer regarding the progress of construction activities. The RPR will review the quantity records with the Contractor on a periodic basis.
- 3.20 Review QC Results Provided by Contractor: The RPR will review and coordinate revisions by the contractor to QC/QA submittals performed as part of the acceptance testing required by standard specifications. This will occur on a weekly basis and at project completion prior to submittal to the FAA, WYDOT and Sponsor. It is assumed that QA testing will only be required for the P-401 testing.
- 3.21 Acceptance Testing: The RPR will review and coordinate revisions by the Engineer's QA to subconsultant QA submittals performed as part of the acceptance testing required by standard specifications. This will occur on a weekly basis and at project completion prior to submittal to the FAA, WYDOT and Sponsor.
- 3.22 Prepare/Submit Weekly Reports: Each week during construction, the RPR will prepare a weekly status report using the FAA's standard form. The report will be distributed to the Sponsor, FAA, WYDOT and the Contractor.
- 3.23 Maintain Field Drawings: The RPR will maintain a set of marked up field drawings during the course of construction. The RPR will periodically review the Contractor's field drawings for discrepancies.
- 3.24 Construction Reporting: The RPR will gather and input data into portions of the final construction report throughout the course of construction. This includes but is not limited to work items constructed, project milestone dates, weekly construction narrative, final material quantities, explanations of overruns or underruns and test result summaries.

PHASE 3 DELIVERABLES	TO FAA/WYDOT	TO SPONSOR
3.1 Prepare Construction Contract Documents		
Notice of Award, Notice to Proceed, and Contract Agreement	✓	✓
Issue Construction Plans, Specifications, and Contract Documents	✓	✓
3.3 Periodic Pay Estimates and RFRs		
Monthly Invoices for engineering services	✓	✓
Monthly Pay Estimates (Construction)	✓	✓
RFRs and Documentation	✓	✓
3.7 Change Orders/Supplemental Agreements (If Applicable)	✓	✓
3.8 Quarterly Performance Reports	✓	✓
3.10 Prepare Pre-Construction Conference	✓	✓
3.15 Construction Site Visits (Substantial Completion/Punchlist)	✓	✓
3.16 Field Inspection/Coordination	✓	✓
3.17 Quality Acceptance Testing Plan	✓	✓
3.18 Construction Management Plan	✓	✓
3.22 Prepare/Submit Weekly Reports	✓	✓

PHASE 3 MEETING/SITE VISITS	LOCATION/ATTENDEES
3.10 Conduct Pre-Construction	Airport/Senior Project Manager, Project Engineer and

Conference	RPR
3.11 QC/QA Workshop	Airport/Senior Project Manager, RPR
3.12 Pre-Paving Meeting	Airport/Senior Project Manager, (2) RPRs
3.14 Construction Site Visits	Airport/Senior Project Manager

TASK 4 – CONSTRUCTION ADMINISTRATION – BEACON

Phase 4 shall consist of construction administration and construction observation for the beacon installation portion of the project. This is broken out from Task 3 due to different grant tracking considerations. Construction Administration phase services shall include the following tasks:

- 4.1 Office Assistance: The Engineer will provide general project administration and coordination with in-house accounting staff including review and approval of internal invoices and invoices received from subconsultants and vendors providing services to the Engineer. Office Engineering staff, CADD personnel and clerical staff will assist the Resident Project Representative (RPR) as necessary during construction. Specific items to be accomplished include compiling and sending additional information requested from the office to the project site, providing secondary Engineering opinions on issues arising during construction, and maintaining project files as necessary (field files are mirrored in the office for continuity). The Engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Sponsor, WYDOT, the FAA and other interested parties; disseminating interim project information to the Sponsor, WYDOT, the FAA and other interested parties' and organizing, maintaining and archiving the project records for three (3) years.
- 4.2 Prepare Periodic Pay Estimates and Request for Reimbursement - Construction: The Engineer will issue monthly invoices for services rendered. The Engineer will review periodic pay estimates prepared by the RPR during construction. The RPR, Engineer, Sponsor and Contractor will resolve discrepancies with the Contractor's records. The Engineer will prepare the RFR applications in BlackCat for Sponsor reimbursement of eligible expenses incurred. The Engineer will submit the completed RFR forms with appropriate supporting documentation to the Sponsor's representative for review and approval. Upon approval the Engineer or the Sponsor will submit the completed forms and supporting documentation to the appropriate agencies for reimbursement.
- 4.3 Review of Daily and Weekly Reports: The Engineer will review daily and weekly status reports prepared by the RPR for the duration of the construction period.
- 4.4 Review of Material Submittals: The Engineer will review and approve the shop drawings and material submittal data related to the beacon from the Contractor.
- 4.5 Resident Project Representative (RPR): RPR will spend two (2) 12 hour days dedicated to inspection of installation of the beacon. This is in addition to the working days assumed in Task 3 and will include separate site visit.

TASK 5 – CLOSEOUT

Phase 5 shall consist of project closeout and documentation services. Closeout phase services shall include the following tasks:

- 5.1 Engineering Record Drawings: The Engineer will utilize as-built markups provided by the RPR and the Contractor to prepare the Record Drawings indicating modifications made during construction. All drafting for the Final Record Drawings will be completed by office drafting personnel.
- 5.2 Engineering Final Construction Report: Upon achievement of Final Completion, the RPR will finalize the Engineering Final Construction Report gathering data from office staff including but not limited to administrative, engineering design, and construction management costs. Office Staff will assist in the preparation of relevant Sponsor Certifications and assembly of the Engineering Final Construction Report and attachments. The Engineer will review the Final Construction Report. One copy of the Construction Report will be submitted to the Sponsor, one copy to WYDOT Aeronautics, one copy submitted to the FAA, and one copy kept on file. It is anticipated that clarifying revisions will be necessary following submission to the FAA. The final report will follow current FAA Northwest Mountain Airports Final Report guidance. An as-built PCR for the apron will be completed with the closeout report.
- 5.3 Summarize Project Costs: The Engineer will obtain all administrative expenses (including those of the Sponsor), Engineering fees and costs, surveying costs, testing costs and construction costs associated with the project and assemble a total project summary.
- 5.4 Final Inspection: The Engineer and RPR, along with the Sponsor, WYDOT Aeronautics, FAA, and Contractor will conduct the final inspection. Prior to the Final Inspection, all test results will be submitted to the FAA and WYDOT Aeronautics for approval. Once approval of the testing results has been received, a Final Inspection will be scheduled. The Final Inspection is anticipated to only require one visit to the project site.
- 5.5 Assist with Sponsor Audit: When requested by the Sponsor, the Engineer will assist with the project audit, fiscal year-end audit, or WYDOT audit by gathering and supplying specific data as it is deemed necessary by the Sponsor's auditor. The Engineer will maintain and provide access to the file pertinent to the project cost and completion for a period of three (3) years after the date of FAA acceptance of the Engineer's Final Construction Report.
- 5.6 Final Surveys: The Engineer will coordinate with the Contractor for the final survey after the construction is completed.
- 5.7 Prepare SF 425 Federal Financial Report: The Engineer will assist the sponsor in submitting an annual report of their grant financial activity using Standard Form 425, Federal Financial Report. Pursuant to FAA Order 5100.38, this report will be submitted no less than 90 working days after the end of each fiscal year and a final report at grant closeout.
- 5.8 Assist with Federal Payment Recapture Audit in conformance with the Improper Payments Elimination and Recovery Improvement Act (if applicable): The Engineer will assist with the Sponsor in providing information pertaining to transparency in bid advertising and award, adherence to contract requirements, project inspection and monitoring, payment documentation, accuracy of job reporting and any other requested project related function for a period of three (3) years after the date of FAA acceptance of the Engineer's Final Construction Report.

PHASE 5 DELIVERABLES	TO FAA/WYDOT	TO SPONSOR
5.1 Prepare Record Drawings	✓	✓
5.2 Prepare Engineers Final Construction Report	✓	✓
5.7 Prepare SF 425 Federal Financial Report	✓	✓

PHASE 5 MEETING/SITE VISITS	LOCATION/ATTENDEES
5.4 Final Inspection	Airport/Senior Project Manager, RPR

TASK 6 – GRANT ADMINISTRATION AND ADDITIONAL SERVICES

Consultant shall provide the following services as “Additional Services”:

- 6.1 Assist the Owner with Grant Administration tasks. Prepare a Grant Application for submittal to FAA for construction of the project. Assist the Sponsor in the coordination of Grant Application submittal and process. 3 grant applications are required for this project.
 - 6.1.1 Assist the Sponsor to prepare and process required certifications for submittal to the FAA.
- 6.2 Assist the Sponsor with preparation of annual SF 271 and SF 425.
- 6.3 Assist the Sponsor with quarterly performance reports in accordance with Table 5-18 of FAA Order 5100.38D.
- 6.4 Assist and coordinate with independent auditors in locating appropriate documents for performing an A-133 annual audit. In addition to finding appropriate project files, answer questions concerning Contractors wage rates and interview forms as reviewed.

TASK 7 – SUBCONSULTANT

- 7.1 Quality Acceptance Testing: This work is to be completed by a subconsultant. The Engineer will procure the services of a material testing subconsultant; the subconsultant will complete the material testing of the hot mix asphalt as required by the P-403 project specifications.

Hunt Field (LND)	AIP 3-56-0016-026-2026/027-2026, 3-56-0016-028-2026, ALN008/ALN019	Exhibit B
RECONSTRUCT APRON - BIDDING / CONSTRUCTION ADMINISTRATION		Basis of Cost Analysis
Fee Summary		July 6, 2026
Phases 1,2,5 & 6 (Lump Sum)		

1. Labor Costs

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	3	\$357.00	\$1,071.00
PM	Project Manager	116	\$300.00	\$34,800.00
PE	Project Engineer	92	\$174.00	\$16,008.00
EIT	Engineer-In-Training	38	\$147.00	\$5,586.00
Cad Mgr	CAD Manager	8	\$168.00	\$1,344.00
CD Tech	CAD Technician	16	\$137.00	\$2,192.00
Envir. PE	Environmental Project Manager	0	\$305.00	\$0.00
Envir. Planner	Environmental Planner	0	\$231.00	\$0.00
GIS PM	GIS Project Manager	0	\$231.00	\$0.00
RPR	Resident Project Representative	8	\$179.00	\$1,432.00
RPR OT	Resident Project Representative (Overtime)	0	\$179.00	\$0.00
PC	Project Coordinator	130	\$126.00	\$16,380.00
Adm.	Administrative Assistant	2	\$121.00	\$242.00
Labor Costs:		413		\$79,055.00

2. Subconsultant Fees

Phase	Description	Cost
		\$0.00
		\$0.00
		\$0.00
Subtotal, Subconsultant Fees:		\$0.00

3. Reimbursable Expenses

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	330	\$0.73	\$239.25
Lodging (Per Night)	1	\$121.00	\$121.00
Per Diem (Per Day)	1	\$68.00	\$68.00
Subtotal, Reimbursable Expenses			\$428.00

PHASES 1,2,5, & 6 (1+2+3) TOTAL FEE:	\$79,483.00
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Hunt Field (LND)	AIP 3-56-0016-026-2026/027-2026, 3-56-0016-028-2026, ALN008/ALN019
RECONSTRUCT APRON - BIDDING / CONSTRUCTION ADMINISTRATION	Exhibit B
Fee Summary	Basis of Cost Analysis
	July 6, 2026

Hunt Field (LND)	AIP 3-56-0016-026-2026/027-2026, 3-56-0016-028-2026, ALN008/ALN019
RECONSTRUCT APRON - BIDDING / CONSTRUCTION ADMINISTRATION	Exhibit B
Fee Summary	Basis of Cost Analysis
	July 6, 2026
Phase 3, 4 & 7 (Cost-Plus Fixed Fee)	

7. Labor Costs

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	0	\$112.00	\$0.00
PM	Project Manager	127	\$85.00	\$10,795.00
PE	Project Engineer	114	\$51.00	\$5,814.00
EIT	Engineer-In-Training	68	\$43.00	\$2,924.00
Cad Mgr	CAD Manager	28	\$47.00	\$1,316.00
CD Tech	CAD Technician	0	\$34.00	\$0.00
Envir. PE	Environmental Project Manager	0	\$89.00	\$0.00
Envir. Planner	Environmental Planner	0	\$68.00	\$0.00
GIS PM	GIS Project Manager	6	\$68.00	\$408.00
RPR	Resident Project Representative	874	\$52.00	\$45,448.00
RPR OT	Resident Project Representative (Overtime)	0	\$52.00	\$0.00
PC	Project Coordinator	84	\$35.00	\$2,940.00
Adm.	Administrative Assistant	18	\$34.00	\$612.00
Labor Costs:		1319		\$70,257.00

Overhead (167.97%)	\$118,010.68
Subtotal Labor	\$188,267.68
Fixed Fee	\$37,654.00
Total Labor	\$225,921.68

8. Subconsultant Fees

Phase	Description	Cost
7.1	Quality Acceptance Testing	\$15,000.00
Subtotal, Subconsultant Fees:		\$15,000.00

9. Reimbursable Expenses

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	3500	\$0.73	\$2,537.50
Lodging (Per Night)	68	\$121.00	\$8,228.00
Per Diem (Per Day)	68	\$68.00	\$4,624.00
Subtotal, Reimbursable Expenses			\$15,390.00

PHASE 3,4 & 7 (plus Reimb) TOTAL FEE:	\$256,311.68
PHASES 1-7 TOTAL FEE:	\$335,794.68

Phase	Description	Personnel Hourly														Fee
		Prin	PM	PE	EIT	CAD Mgr	CD Tech	Envir. PM	Envir. Planner	GIS PM	RPR	RPR OT	PC	Adm.	Rate Schedule	
		\$340.00	\$285.00	\$165.00	\$140.00	\$160.00	\$130.00	\$290.00	\$220.00	\$220.00	\$170.00	\$170.00	\$120.00	\$115.00	Standard Billing Rate - 2026	
		\$357.00	\$300.00	\$174.00	\$147.00	\$168.00	\$137.00	\$305.00	\$231.00	\$231.00	\$179.00	\$179.00	\$126.00	\$121.00	Standard Billing Rate - 2027	
		\$105.77	\$80.82	\$47.73	\$40.70	\$44.36	\$31.55	\$84.00	\$64.50	\$64.00	\$49.46	\$49.46	\$32.69	\$32.00	Cost Billing Rate - 2026	
		\$112.00	\$85.00	\$51.00	\$43.00	\$47.00	\$34.00	\$89.00	\$68.00	\$68.00	\$52.00	\$52.00	\$35.00	\$34.00	Cost Billing Rate - 2027	
Phase 1 - Contract Administration																
1.1	Project Formulation		4	4									4	2	14	\$ 2,642.00
1.2	Scope of Work	2	4	8											14	\$ 3,306.00
1.3	Task Order	1	1	4									2		8	\$ 1,605.00
1.4	IFE Coordination		2	2											4	\$ 948.00
1.5	FAA/Sponsor Coordination		16												16	\$ 4,800.00
1.6	Subconsultant Management		4	4									4		12	\$ 2,400.00
1.7	Project Schedule		2	6											8	\$ 1,644.00
1.8	Project Management and Administration		20	12									10		42	\$ 9,348.00
1.9	Update Meetings		4	4									4		12	\$ 2,400.00
															0	\$ -
Subtotal, Phase 1		3	57	44	0	0	0	0	0	0	0	0	24	2	130	\$ 29,093.00
Phase 2 - Bidding																
2.1	Prepare Advertisement for Bids			2									2		4	\$ 600.00
2.2	Bid Documents Upload			2									2		4	\$ 600.00
2.3	Invitation to Bid		2	4	6								8		20	\$ 3,186.00
2.4	Prepare/Conduct Pre-Bid Meeting		8	12									4		24	\$ 4,992.00
2.5	Prepare Addenda		2	4		4							4		14	\$ 2,472.00
2.6	Assist with Bid Opening		8										4		12	\$ 2,904.00
2.7	Bid Tab and Review Bid		6										4		10	\$ 2,304.00
2.8	Update and Maintain Bidders List		1	2									2		5	\$ 900.00
2.9	Prepare Recommendation of Award		1	2									2		5	\$ 900.00
2.10	Post Bidding Administration		2	4									4		10	\$ 1,800.00
Subtotal, Phase 2		0	30	32	6	4	0	0	0	0	0	0	36	0	108	\$ 20,658.00
Phase 3 - Construction Administration - Apron																
3.1	Prepare Construction Contract Documents		2	6									6	2	16	\$ 754.00
3.2	Office Assistance		20	40	20	20				6			20	10	136	\$ 6,988.00
3.3	Prepare Periodic Pay Estimates and Request for Reimbursement - Construction		4	8							20		20		52	\$ 2,488.00
3.4	Review of Daily and Weekly Reports		10												10	\$ 850.00
3.5	Review of Material Submittals			8	20										28	\$ 1,268.00
3.6	Review Contractor Payroll Forms		4										20		24	\$ 1,040.00
3.7	Change Order/Supplemental Agreement		4	8	8	8									28	\$ 1,468.00
3.8	Quarterly Performance Reports - Construction		2										8		10	\$ 450.00
3.9	Prepare Pre-Construction Conference		2	4									4		10	\$ 514.00
3.10	Conduct Pre-Construction Conference		8	8							8				24	\$ 1,504.00
3.11	QC/QA Workshop		8	8							8				24	\$ 1,504.00
3.12	Pre-Pave Meeting		8	8							10				26	\$ 1,608.00
3.13	Resident Project Representative (RPR)										770				770	\$ 40,040.00
3.14	Construction Site Visits		50												50	\$ 4,250.00
3.15	Field Inspection/Coordination										10		4	4	18	\$ 796.00
3.16	Material Submittal Review										20				20	\$ 1,040.00
3.17	Prepare Quality Acceptance Testing Plan			2	8										10	\$ 446.00
3.18	Prepare Construction Management Plan			2	12										14	\$ 618.00
3.19	Calculate Construction Quantities														0	\$ -
3.20	Review QC Results Provided by Contractor														0	\$ -
3.21	Acceptance Testing														0	\$ -
3.22	Prepare/Submit Weekly Reports														0	\$ -
3.23	Maintain Field Drawings														0	\$ -
3.24	Construction Reporting														0	\$ -
Subtotal, Phase 3		0	122	102	68	28	0	0	0	6	846	0	82	16	1270	\$ 67,626.00

Phase	Description	Personnel Hourly														Fee
		Prin	PM	PE	EIT	CAD Mgr	CD Tech	Envir. PM	Envir. Planner	GIS PM	RPR	RPR OT	PC	Adm.	Rate Schedule	
		\$340.00	\$285.00	\$165.00	\$140.00	\$160.00	\$130.00	\$290.00	\$220.00	\$220.00	\$170.00	\$170.00	\$120.00	\$115.00	Standard Billing Rate - 2026	
		\$357.00	\$300.00	\$174.00	\$147.00	\$168.00	\$137.00	\$305.00	\$231.00	\$231.00	\$179.00	\$179.00	\$126.00	\$121.00	Standard Billing Rate - 2027	
		\$105.77	\$80.82	\$47.73	\$40.70	\$44.36	\$31.55	\$84.00	\$64.50	\$64.00	\$49.46	\$49.46	\$32.69	\$32.00	Cost Billing Rate - 2026	
Phase 4 - Construction Administration - Beacon																
4.1	Office Assistance		2	6									2	2	12	\$ 614.00
4.2	Prepare Periodic Pay Estimates and Request for Reimbursement - Construction			2							4				6	\$ 310.00
4.3	Review of Daily and Weekly Reports		2												2	\$ 170.00
4.4	Review of Material Submittals		1	4											5	\$ 289.00
4.5	Resident Project Representative (RPR)										24				24	\$ 1,248.00
Subtotal, Phase 4		0	5	12	0	0	0	0	0	0	28	0	2	2	49	\$ 2,631.00
Phase 5 - Closeout/Documentation																
5.1	Engineering Record Drawings		2	4		4	16								26	\$ 4,160.00
5.2	Engineering Final Construction Report		2	10	30								20		62	\$ 9,270.00
5.3	Summarize Project Costs		1		2								4		7	\$ 1,098.00
5.5	Final Inspection		8								8				16	\$ 3,832.00
5.6	Assit with Sponsor Audit		2										8		10	\$ 1,608.00
5.7	Final Surveys		2	2											4	\$ 948.00
5.8	Prepare SF 425 Federal Financial Report		1										4		5	\$ 804.00
5.9	Assist with Federal Payment Recapture Audit		1										6		7	\$ 1,056.00
Subtotal, Phase 5		0	19	16	32	4	16	0	0	0	8	0	42	0	137	\$ 22,776.00
Phase 6 - Grant Administration & Additional Services																
6.1	Assist Owner with Grant Administration Tasks		4										16		20	\$ 3,216.00
6.2	Assist with annual SF 271 and SF 425		2										4		6	\$ 1,104.00
6.3	Assist with Quarterly Performance Reports		2										4		6	\$ 1,104.00
6.4	Assist and Coordinate with Auditors		2										4		6	\$ 1,104.00
Subtotal, Phase 6		0	10	0	0	0	0	0	0	0	0	0	28	0	38	\$ 6,528.00
Phase 7 - Subconsultants																
7.1	Quality Acceptance Testing														0	\$ 15,000.00
															0	
															0	
Subtotal, Phase 7		0	0	0	0	0	0	0	0	0	0	0	0	0	0	\$ 15,000.00
Subtotal, Phases 1, 2, 5, & 6 (Lump Sum)		3	116	92	38	8	16	0	0	0	8	0	130	2	413	\$ 79,055.00
Subtotal, Phases 3, 4 & 7 (Cost-Plus Fixed Fee)		0	127	114	68	28	0	0	0	6	874	0	84	18	1319	\$ 85,257.00
Total, Phases 1-7		3	243	206	106	36	16	0	0	6	882	0	214	20	1732	\$ 164,312.00