

Task Order to Master Professional Services Agreement between Jviation, A Woolpert Company, LLC and San Juan County, Utah



Task Order # 1

Section 1. General

THIS TASK ORDER, made and entered into this _____ day of _____, 2024, by and between Jviation, A Woolpert Company, LLC, whose address is 35 South 400 West, Suite 200, St. George, UT 84770, (hereinafter referred to as “Engineer”) and San Juan County, Utah (“Sponsor”), provides for Services by Sponsor under the Master Professional Services Agreement dated January 6, 2023, such Services described under Section 2 of this Task Order.

- Engineer Project Number: 10017191
- Task Order Project Title: Replace AWOS and Rotating Beacon

Client’s Representative

- Name: Mack McDonald
- Address: San Juan County, PO Box 9, Monticello, UT 84535
- Phone Number: 435-587-3225
- Email address: mmcdonald@sanjuancounty.org

Engineer’s Representative

- Name: Kirt McDaniel
- Address: 35 South 400 West, Suite 200, St. George, UT 84770
- Phone Number: 435-574-5308
- Email address: kirt.mcdaniel@woolpert.com

Section 2. Description of Services

The Services to be provided by Engineer are identified in Exhibit A: Scope of Services to this Task Order, which is incorporated by this reference.

Section 3. Compensation to Be Paid to Engineer

Compensation to be paid to Engineer for providing the requested Services is identified in accordance with Exhibit B: Compensation of this Task Order, which is incorporated by this reference.

Section 4. Schedule for Services

The commencement date of this Task Order shall be upon execution. The services set forth in this Task Order shall be completed per the project schedule, unless terminated or extended as provided in the Master Professional Services Agreement or by mutual agreement in writing.

IN WITNESS WHEREOF, this Task Order, which is subject to the terms and conditions of Sections 1 through 4, Attachment(s), and the aforementioned Master Professional Services Agreement, is accepted as of the date first written above.

San Juan County, Utah:

Signed: _____

Name: _____

Title: _____

Jviation, A Woolpert Company, LLC:

Signed: _____

Name: _____

Title: _____

**SCOPE OF WORK
FOR
CAL BLACK MEMORIAL AIRPORT
San Juan County, UT
AIP Project No. 3-49-0055-021-2023
Replace AWOS and Rotating Beacon**

This is an Appendix attached to, made a part of and incorporated by reference with the Consulting Contract dated January 6, 2023, between San Juan County and Jviation, a Woolpert Company, for providing professional services. For the remainder of this scope the Cal Black Memorial Airport is indicated as "Sponsor" and Jviation, a Woolpert Company, is indicated as "Engineer." The construction budget for this project is approximately \$275,000. This budget does not include administrative, legal, or professional fees.

This project shall consist of preparing Construction Plans, Contract Documents, Technical Specifications and Engineer's Design Report, along with Bidding for the Replace AWOS and Rotating Beacon Project. This scope of work is for the consulting services provided by the Engineer for the Sponsor. See Exhibit No. 1 below for the project location.

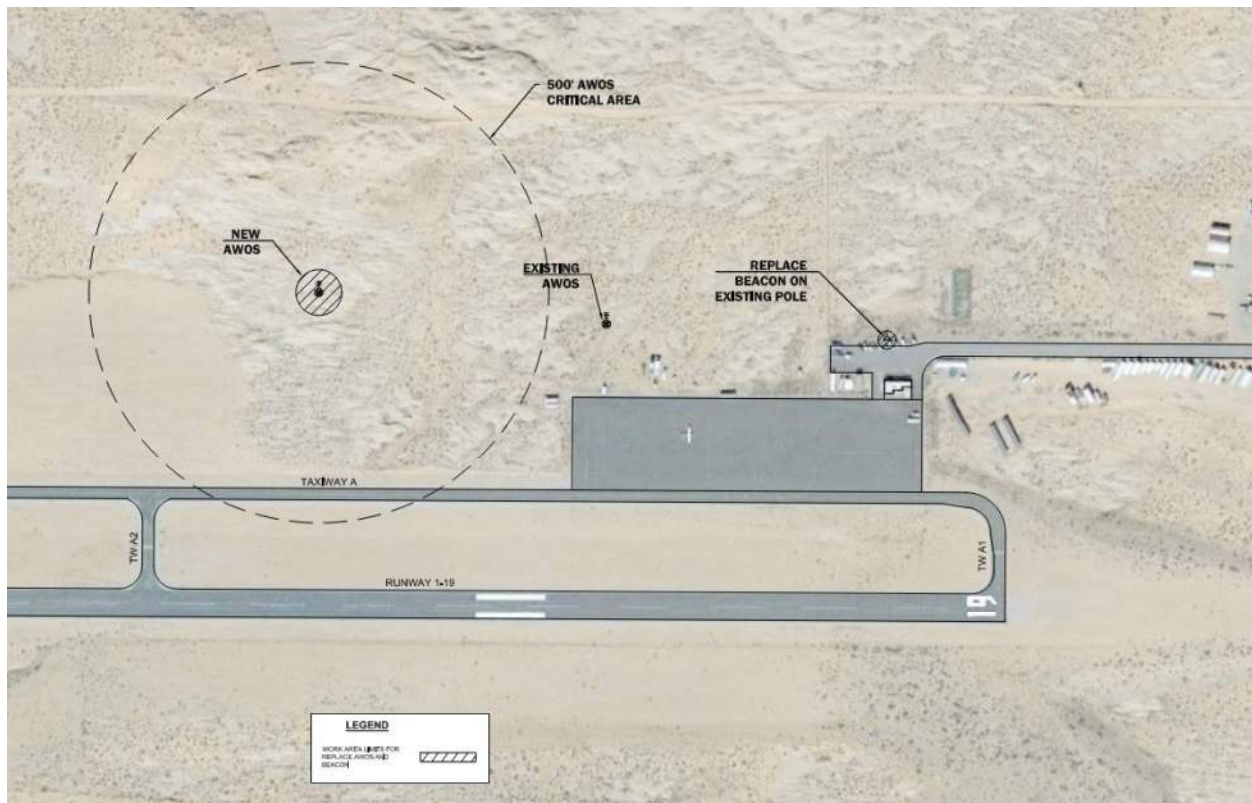


EXHIBIT NO. 1

DESCRIPTION

Replace and relocate AWOS-III.

The existing AWOS-III equipment will be replaced and relocated. Project items will include removing existing AWOS equipment, installing new equipment foundations, utility improvements (extend power and communications), equipment installation and FAA acceptance/commissioning. During the AWOS-III

replacement, a target of opportunity exists to relocate the equipment 500' (+/-) to the south so future hangar development will not be within the AWOS critical area, as shown on the current U96 ALP. The existing AWOS-III was installed in 2002 and has surpassed its useful lifespan of 15 years per FAA guidance (Order 5100.38D AIP Handbook, Table 3-7). Annual equipment maintenance costs are increasing and system reliability is decreasing.

Replace Existing Airport Beacon

The existing beacon will be replaced on the existing drop-down pole. Project items will include removing the existing rotating beacon and replacing it with new beacon. The existing airport beacon was installed in 2005, has operated continuously during night hours for 17 years (+) and has exceeded its useful life. Equipment maintenance costs are increasing and system reliability is decreasing.

The engineering fees for this project will be broken into two parts. **Part A-Basic Services** includes; 1) Preliminary Design Phase, 2) Design Phase, 3) Bidding Phase, and Reimbursable Costs During Design and Bidding and **Part B-Special Services**, which includes; 4) Construction Administration Phase, 5) Post-Construction Coordination Phase and 6) On-site Construction Coordination Phase and Reimbursable Costs During Construction. Additional services will be completed by a subconsultant to the Engineer will include Environmental Survey and Reports and Quality Assurance testing during construction. These items will be included under **Part B-Special Services**. Parts A and B and the six phases are described in more detail below.

PART A - BASIC SERVICES consists of the Preliminary Design Phase, Design Phase, and Bidding Phase, all invoiced on a lump sum basis.

1.0 Preliminary Design Phase

1.01 Coordinate and Attend Meetings with the Sponsor and FAA. Meetings with the Sponsor and the FAA will take place to determine critical project dates, establish the proposed design schedule and AIP development schedule, review environmental component(s), and determine the feasibility of the proposed project. Various meetings during the design phase will also be conducted to review the progress of the design, discuss construction details and proposed time frame of construction and identify any special requirements for the project. It is anticipated that there will be up to four meetings with the Sponsor and/or the FAA throughout the course of the design.

1.02 Prepare Project Scope of Work and Contract. This task includes establishing the scope of work through meetings outlined above. Fees will be negotiated with the Sponsor and may be subject to an independent fee estimate conducted by a third party hired by the Sponsor. This task also includes drafting the contract for the work to be completed by the Engineer for the Sponsor once negotiations are complete.

1.03 Prepare Preliminary Cost Estimating. This task includes creating a preliminary construction rough order of magnitude (ROM) cost estimate, a preliminary working days estimate, a preliminary overall project schedule, and a preliminary overall project budget. The preliminary construction ROM cost estimate will be based upon the most current information available at the time of preparation. Work to refine these estimates is included under Task 2.09.

1.04 Provide Project Coordination. The Engineer shall provide project management and coordination services to ensure the completion of the design. These duties include:

- Time the Engineer spends planning, organizing, securing and scheduling resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.
- The Engineer will analyze the budget semi-monthly to ensure budget and staffing needs are on track to meet design schedules within budget.
- Additional items to be accomplished include compiling and sending additional information requested from the office to related parties, maintaining project files as necessary and other items necessary in day-to-day project coordination.

The Engineer will complete the following tasks:

- Provide the Sponsor with a monthly Project Status Report (PSR), in writing, reporting on Engineer's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.
- Submit for acceptance and maintain, a design schedule detailing the scheduled performance of the work.
- Create and maintain a Quality Control Checklist (QCC) for the project. The QCC shall include personnel, project milestone checking and peer review procedures at each phase of the project.

1.05 Review Existing Documents. The Engineer will gather and review existing available documentation that may be relevant to the project, including, but not limited to, record drawings (as-builts), design reports, final reports, utility reports/maps and previous surveys. The Engineer may use relevant information from this review to coordinate the design for the project.

1.06 Prepare Federal Grant Application. This task consists of preparing the federal grant application. The application will be submitted during the initial portion of the project. Preparation of the application includes the following:

- Prepare Federal 424 form.
- Prepare Federal Form 5100 II thru IV.
- Prepare project funding summary.
- Prepare program narrative, discussing the purpose and need of the work and the method of accomplishment.
- Project sketch (8.5" x 11").
- Include preliminary cost estimate.
- Include the existing Exhibit "A" Property Map.
- Include the Sponsor's certifications.
- Attach the current grant assurances.
- Include DOT Title VI assurances.
- Include certification for contract, grants and cooperative agreements.
- Include Title VI pre-award checklist.
- Include current FAA advisory circulars required for use in AIP funded projects.

The Engineer shall submit the grant application to the Sponsor for approval and signatures. After obtaining the necessary signatures, the Sponsor or Engineer shall forward a copy of the signed application to the FAA for further processing.

1.07 Prepare Environmental Documentation. The FAA has determined that a Categorical Exclusion (CATEX) applies to the project according to FAA orders 1050.1F and 5050.4B. The Engineer shall complete

a documented CATEX following current FAA guidance and address potential environmental effects resulting from the proposed project. An overall environmental exhibit will be created as part of this scope of work, approved by the FAA, and referenced throughout the project.

TASK 1 DELIVERABLES	TO FAA/STATE	TO SPONSOR
1.01 Meeting Agendas, AIP Development Schedule and Meeting Minutes from Pre-Design Meeting	✓	✓
1.02 Scope of Work and Draft Contract for the Sponsor	✓	✓
1.03 Preliminary Cost Estimate	✓	✓
1.04 Design Schedule and PSR	✓	✓
1.06 Federal Grant Application	✓	✓
1.07 Environmental Documentation	✓	✓

TASK 1 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
1.01 Pre-Design Meeting	<ul style="list-style-type: none"> Monticello, UT - One (1) Office Manager, one (1) Senior Consultant and one (1) Project Manager - Assume One (1) hour via teleconference (1 meeting)
1.02 Prepare Project Scope of Work and Contract	<ul style="list-style-type: none"> Monticello, UT – One (1) Project Manager - Assume One (1) hour via teleconference (1 meeting)

2.0 Design Phase

2.01 Prepare Preliminary Contract Documents. This task includes preparing the Preliminary Contract Documents, including Contract Proposal, Bid Bond, Contractor Information Sheet, Subcontractor/Material Supplier List, Certification of Non-Segregated Facilities, Equal Employment Opportunity Report Statement, Buy America Certification, Buy America Waiver Request, Buy America Conformance Listing, Certification Statement Regarding Undocumented Individuals, Bid Proposal, Contract, Payment Bond, Performance Bond, Notice of Award, Notice to Proceed, Notice of Contractor's Settlement, General Provisions, FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*, and *Wage Rates*. The wage rates will be updated at the time of advertisement to reflect the most current wage rates available. Preparation will include establishing the location for the bid opening, dates for advertisement and description of the work schedule. Also included in the Preliminary Contract Documents, and covered under separate tasks below, are the Construction Safety and Phasing Plan, Technical Specifications, and Special Provisions. Preliminary Contract Documents will be prepared as early as possible during the design phase and submitted to the Sponsor for review.

2.02 Prepare Construction Safety and Phasing Plan (CSPP). This task includes meeting with the Sponsor to discuss the current operations of the airport to assist in determining how the proposed construction phasing of the project will affect these operations. From these meetings, a complete Construction Safety and Phasing Plan (CSPP) will be developed to ensure safety compliance when coordinating construction activities and airport operations. The CSPP will be developed in accordance with the requirements of FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*. A construction phasing plan that meets the requirements of the AC and operational needs of the airport will be developed and included in the Contract Documents. This plan will also identify any nighttime work, continuous working times, or other unusual conditions that could affect the Contractor's normal progress on the project. The draft CSPP will be submitted at 95% complete for ADO review. Upon preliminary approval from the ADO, the CSPP will be submitted to FAA for OE/AAA coordination.

2.03 Prepare Preliminary Construction Plans. This task includes preparing the following list of construction plans for the project. Additional plans may be added during the design phase as needed:

Plan Name/Description	Number of Sheets
Cover Sheet	1
Index of Drawings, Summary of Approximate Quantities and General Notes	2
Survey Control Plan	1
Geotechnical Investigation Plan	1
Construction Layout Plan	1
Construction Phasing Plan	1
Environmental Exhibit	1
AWOS and Beacon Layout Plan	1
AWOS and Beacon Details	3
Total Sheet Count	12

2.04 Prepare Preliminary Technical Specifications. This task includes assembling the technical specifications necessary for the project. Standard FAA specifications will be utilized where possible, with the guidance from FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*. Additional specifications will be prepared to address work items for materials that are not covered by the standard FAA specifications. The standard specifications to be utilized shall include, but are not limited to, the following:

- Item C-102 Temporary Air and Water Pollution, Soil Erosion and Siltation Control
- Item C-105 Mobilization
- Item L-101 Airport Rotating Beacons
- Item L-108 Underground Power Cable for Airports
- Item L-110 Airport Underground Electrical Duct Banks and Conduits
- Item L-115 Electrical Manholes and Junction Structures
- Item L-119 Airport Obstruction Lights

Additional Non-FAA specifications will include, but are not limited to, the following items:

- L-126 Automated Weather Observing System

2.05 Prepare Preliminary Special Provisions. This task includes preparing the preliminary Special Provisions to address, or expound on, site conditions that require additional clarification. These include, but are not limited to; Haul Roads, Airport Security, Radio Communications, Work Schedule, Sequencing of the Work, Closure of Air Operations Areas, Accident Prevention, Underground Cables/Utilities, Insurance, Indemnification, Sales and Use Taxes, Permits and Compliance with Laws, Executed Contracts, Subletting or Assigning of Contracts, Liquidated Damages, Acceptance Testing, and Instruction Manuals.

2.06 Compile/Submit Permits. This task includes identifying potential federal, state and local permits needed for the project. Permits are anticipated to be required for, but are not limited to, demolition activities and stormwater management and associated permits (SWPPP). When applicable, the Engineer will assist the Sponsor to compile information and submit permits that are required to be obtained by the Sponsor.

2.07 Compile/Submit FAA Form 7460. This task includes preparing and submitting the required FAA Form 7460-1, "Notice of Proposed Construction or Alteration," via the FAA's online Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) system on the Sponsor's behalf. The Engineer will coordinate with the FAA Project Manager and/or Airspace Specialist to determine the locations of required airspace case studies to be submitted. Generally, such cases are required for any restrictive/critical points where construction operations or proposed alterations may affect navigable airspace. Typically, these locations include (but are not limited to): limits of construction, construction phasing limits, haul routes for construction traffic, and key points of any permanent, above-ground alterations. The Engineer will prepare an exhibit depicting the locations and other information pertinent to the cases' impact on the airspace to include with the submission. The Engineer will submit FAA Form 7460-1 and the associated documentation to the FAA via the OE/AAA system for approval a minimum of 45 days prior to the start of construction.

2.08 Calculate Estimated Quantities. This task includes calculating all necessary quantities for the various work items. Quantities must be consistent with the specifications and acceptable quantity calculation practices.

2.09 Prepare Estimate of Probable Construction Cost. Using the final quantities calculated following the completion of the construction plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other available databases.

2.10 Prepare Engineer's Design Report. This task includes preparation of the Engineer's Design Report in accordance with current FAA Local Region Engineer's Design Report guidelines. The Engineer's Design Report will include a detailed summary of the project, photographs and descriptions of existing site conditions, pavement life cycle cost analysis, recycling and material availability analysis, estimate of project costs, and a schedule for the completion of the design, bidding, and construction. The Engineer's Design Report will also contain any alternative design concepts that were investigated and evaluated.

2.11 Review Plans at 90% Complete. During various stages of completion of the design, the Engineer will submit a set of Construction Plans, Specifications, and Contract Documents to the Sponsor for their review. Meetings will be scheduled for periodic reviews, including a 90% plans-in-hand review. The project will be reviewed with the FAA to obtain their concurrence with the design.

2.12 Provide In-House Quality Control. The Engineer has an established quality control program that will provide both experienced and thorough reviews of all project submittals and will also provide engineering guidance to the design team throughout design development from an experienced, senior-level Professional Engineer.

Prior to each review set of Construction Plans, Specifications, Contract Documents, and Engineer's Design Report being submitted to the Sponsor and FAA, a thorough, in-house quality control review of the documents will be conducted. This process will include an independent review of the Construction Plans, Specifications, Contract Documents, and Engineer's Design Report being submitted by a licensed Professional Engineer other than the Engineer who performed the design of the project. Comments will be offered by the Engineer that performed the review, and revisions to the Construction Plans, Specifications, Contract Documents, and Engineer's Design Report will be made accordingly.

In addition to the 90% review, the Engineer's in-house quality control program also provides engineering guidance to the design team throughout the project design in an attempt to steer the project in a manner that provides the best engineering judgment.

At the 90% design review, the independent review will re-evaluate the CATEX boundary.

2.13 Prepare and Submit Construction Plans, Specifications, Contract Documents, and Engineer's Design Report. A final set of Construction Plans (11" x 17"), Specifications, Contract Documents, and the Engineer's Design Report will be prepared and submitted to the Sponsor, UDOT Aeronautics, and the FAA. These documents will incorporate all revisions, modifications, and corrections identified during the final review. Paper and electronic copies will be provided.

TASK 2 DELIVERABLES	TO FAA/STATE	TO SPONSOR
2.01 Preliminary Contract Documents for Sponsor's Review	✓	✓
2.02 CSPP at 90% Complete	✓	✓
2.07 FAA Form 7460	✓	✓
2.11 90% Construction Plans, Specifications, Contract Documents, and Engineer's Design Report	✓	✓
2.13 Final Construction Plans, Specifications and Contract Documents, and Engineer's Design Report	✓	✓

TASK 2 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
2.11 Plan Review at 90% Complete	<ul style="list-style-type: none"> Monticello, UT – One (1) Project Manager - Assume One (1) hour via teleconference (1 meeting)

3.0 Bidding Phase

3.01 Provide Bid Assistance. The Engineer will assist the Sponsor, as needed, with the preparation of any required bidding documents. Included as part of this task, the Engineer will prepare a legal advertisement for publication in the San Juan Record newspaper as a solicitation for bids. Additionally, the Engineer will advertise the project Invitation for Bids on their website and directly notify potential contractors to maximize project exposure and generate interest in the project.

3.02 Prepare/Conduct Pre-Bid Meeting. The Engineer will conduct the pre-bid meeting in sequence with the Sponsor and contract document requirements. The meeting will be held via a video conference call. As a part of this meeting, the Engineer will also discuss the environmental plan sheet, surveyed areas, and environmental commitments.

3.03 Prepare Addenda. Any necessary addenda will be issued to clarify and modify the project, as required, and based on questions or comments that may arise from potential contractors during the bidding process. Any necessary addenda will be reviewed with the Sponsor and FAA prior to being issued. The addenda will meet all design and construction standards, as required.

3.04 Consult with Prospective Bidders. During the bidding process, the Engineer shall be available to clarify bidding issues with contractors and suppliers and for consultation with the various entities associated with the project.

3.05 Attend Bid Opening. The Engineer shall attend the bid opening for the project via a videoconference, which will be conducted by the Sponsor.

3.06 Review Bid Proposals. Upon the opening of submitted bid proposals by the Sponsor, the Engineer shall review all the bid proposals submitted. A cost analysis of the bid prices will be completed and

tabulated; the contractor's qualifications to perform the work will be included, including review of suspension and debarment rules on the www.Sam.gov website, verification of proposed DBE subcontractors, Buy American compliance analysis/review, and project funding review. Inclusion of bid guarantee, acknowledgment of addenda, and in-state licensure verification shall be completed.

3.07 Prepare Recommendation of Award. The Engineer shall prepare a Recommendation of Award for the Sponsor to accept or reject the bids received with a summary of the items listed in Task 3.6. If rejection is recommended, the Engineer will supply an explanation for their recommendation and possible alternative actions the Sponsor can pursue to complete the project.

TASK 3 DELIVERABLES	TO FAA/STATE	TO SPONSOR
3.01 Required Bidding Documents	✓	✓
3.02 Pre-Bid Meeting Agenda and Pre-Bid Meeting Minutes	✓	✓
3.03 Addenda	✓	✓
3.06 Bid Tabulations	✓	✓
3.07 Recommendation of Award	✓	✓

TASK 3 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
3.02 Prepare/Conduct Pre-Bid Meeting	<ul style="list-style-type: none"> Monticello, UT - One (1) Project Manager and one (1) Construction Manager - Assume One (1) hour via videoconference (1 meeting)
3.05 Attend Bid Opening	<ul style="list-style-type: none"> Monticello, UT – One (1) Project Manager - Assume One (1) hour via videoconference (1 meeting)

EX Reimbursable Costs During Design and Bidding

This section includes reimbursable items such as auto rental, mileage, lodging, per diem and other miscellaneous expenses incurred in order to complete **Part A – Basic Services**.

PART B - SPECIAL SERVICES consists of the construction administration phase, post-construction coordination phase (invoiced on a lump sum basis), and on-site construction coordination phase (invoiced on a cost plus fixed fee basis). Also included are direct subcontract costs for quality assurance testing verification during construction.

4.0 Construction Administration Phase

4.01 Prepare Construction Contract and Documents. In agreement with the FAA, the Engineer shall prepare the Notice of Award, Notice to Proceed, and Contract Agreements, including bonds and insurance documents, which will be updated to include all addenda items issued during bidding, for the Sponsor's approval and signatures. Approximately five copies will be submitted to the successful Contractor for their signatures.

The Engineer will ensure the construction contracts are in order, the bonds have been completed, and the Contractor has been provided with adequate copies of the Construction Plans, Specifications, and Contract Documents, which will be updated to include all addenda items issued during bidding.

4.02 Provide Project Coordination. The Engineer shall provide project management and coordination services to ensure the completion of all construction management tasks required of the Engineer. These duties include:

- Time the Engineer spends planning, organizing, securing and scheduling resources, and providing instruction to staff to meet project objectives as defined in the approved scope of work.
- Additional items to be accomplished include compiling and sending additional information requested from the office to related parties, maintaining project files as necessary and other items necessary in day-to-day project coordination.
- The Project Manager will review progress reports weekly and monthly.
- Assist with change orders and supplemental agreements as necessary. All change orders and supplemental agreements will be coordinated with the Sponsor and FAA staff prior to execution. All change orders and supplemental agreements will be prepared in accordance with the FAA Standard Operating Procedure (SOP) 7.0, Airport Improvement Program Construction Project Change Orders.
- Clerical staff shall prepare the quantity sheets, testing sheets, construction report format, etc.
- Office engineering staff, CAD personnel and clerical staff shall be required to assist the Field Personnel as necessary during construction. Specific tasks to be accomplished include providing secondary engineering opinions on issues arising during construction, maintaining project files as necessary and various other tasks necessary in the day-to-day operations.
- The Engineer will prepare and submit monthly invoicing.

The Engineer will complete the following tasks:

- Provide the Sponsor with a monthly Project Status Report (PSR), in writing, reporting on Engineer's progress and any problems that may arise while performing the work. The PSR must include an update of the project schedule, as described in this section, when schedule changes are expected.
- Prepare quarterly performance reports.

4.03 Review Environmental Documentation. This task includes the review of the overall environmental exhibit in relation to final construction documents as well as coordination throughout construction to ensure environmental commitments are maintained and environmental resources are protected.

4.04 Prepare/Conduct Pre-Construction Meeting. The Engineer will conduct a pre-construction meeting to review FAA requirements as required per FAA AC 150/5370-12 (Current Edition), *Quality Management for Federally Funded Airport Construction Projects*, prior to the commencement of construction. As a part of this meeting, the Engineer will also discuss the environmental plan sheet, surveyed areas, and environmental commitments. The meeting will be held via video conference call and will include the Sponsor, FAA (if possible), Contractor, subcontractors and airport tenants affected by the project.

4.05 Review Contractor's Safety Plan Compliance Document. This task includes reviewing and providing comments on the Contractor's Safety Plan Compliance Document (SPCD) as required per FAA AC 150/5370-2 (Current Edition), *Operational Safety on Airports During Construction*. The Engineer shall review to ensure that all applicable construction safety items are addressed and meet the requirements of AC 150/5370-2 (Current Edition) and the Contract's Construction Safety and Phasing Plan (CSPP). The intent of the SPCD is to detail how the Contractor will comply with the CSPP. Following award of the project to the successful Contractor and prior to the issuance of the Notice to Proceed, the Engineer will review the SPCD, provide comments and ultimately approval of the document. It is anticipated that the document will require at least one re-submittal by the Contractor to address any missing information. The SPCD will be submitted to the Engineer for approval at least 14 days prior to the issuance of the Notice to Proceed to the Contractor. An approved copy of the SPCD shall be provided to the FAA.

4.06 Prepare Requests for Reimbursement. This task includes preparing the FAA Standard Form 271 for Sponsor reimbursement of eligible expenses incurred on a monthly basis. The Engineer will submit the completed form along with appropriate supporting documentation to the Sponsor for review and approval. Upon approval, the Engineer or the Sponsor will submit the completed forms and supporting documentation to the FAA for reimbursement. It is estimated there will be four RFRs for expenses incurred during the construction and closeout phase of the project.

TASK 4 DELIVERABLES	TO FAA/STATE	TO SPONSOR
4.01 Issue Construction Plans, Specifications, and Contract Documents	✓	✓
4.01 Notice of Award, Notice to Proceed, and Contract Agreement	✓	✓
4.02 Change Orders/Supplemental Agreements	✓	✓
4.02 Monthly Invoice and Monthly PSR		✓
4.02 Pay Request Review Documentation		✓
4.02 Quarterly Performance Reports	✓	✓
4.02 Weekly/Monthly Reports	✓	✓
4.04 Pre-Construction Agenda and Meeting Minutes	✓	✓
4.05 Review and Approval of SPCD and Final SPCD	✓	✓
4.06 Request for Reimbursement	✓	✓

TASK 4 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
4.04 Conduct Pre-Construction Meeting	<ul style="list-style-type: none"> Monticello, UT - One (1) Project Manager and one (1) Construction Manager - Assume One (1) hour via videoconference (1 meeting)

5.0 Post Construction Coordination Phase

5.01 Prepare Clean-up Item List. The Engineer will ensure the Contractor has removed all construction equipment and construction debris from the airport, that all access points have been re-secured (fences repaired, gates closed and locked, keys returned, etc.) and the site is clean.

5.02 Conduct Final Inspection. The Engineer, along with the Sponsor and FAA (if available), shall conduct the final inspection. The quality assurance testing summary report must be accepted by the FAA prior to final inspection.

5.03 Prepare Engineering Record Drawings. The Engineer will prepare the record drawings indicating modifications made during construction. The recorded drawings will be provided to the FAA electronically.

5.04 Prepare Final Construction Report. The Engineer will prepare the final construction report to meet the applicable FAA closeout checklist requirements.

5.05 Prepare DBE Uniform Report. The Engineer will prepare the Uniform Report of DBE Awards or Commitments and Payments (DBE Uniform Report) for the Sponsor to submit to the FAA.

5.06 Update and Modify Airport Layout Plan (ALP). The Engineer will review and update the ALP to reflect the work completed for this project. A draft version of each sheet will be submitted to the ADO for review. It is anticipated that Sheet 3, Airport Layout Pla, and Sheet 4, Terminal Area Plan, will be updated. Upon approval by the FAA, the Engineer shall assist the Sponsor in preparing copies for signature of the revised sheets and submitting to the FAA for final approval.

5.07 Summarize Project Costs. The Engineer will be required to obtain all administrative expenses, engineering fees and costs, testing costs, and construction costs associated with the project and assemble a total project summary. The summary will be analyzed with the associated project funding.

TASK 5 DELIVERABLES	TO FAA/STATE	TO SPONSOR
5.01 Clean-up List	✓	✓
5.02 Punchlists	✓	✓
5.03 Record Drawings	✓	✓
5.04 Final Construction Report	✓	✓
5.05 DBE Uniform Report	✓	✓
5.06 Updated ALP	✓	✓
5.07 Project Cost Summary	✓	✓

TASK 5 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
5.02 Conduct Final Inspection	<ul style="list-style-type: none"> Cal Black Memorial Airport, San Juan County, UT - One (1) Project Manager and one (1) Construction Manager - Assume full day site visit (1 site visit) - Assume travel to/from St. George, UT to Cal Black Memorial Airport, San Juan County, UT with one (1) overnight stay for Project Manager and Construction Manager

6.0 On-Site Construction Coordination Phase

This phase will consist of providing one full time Construction Manager. It shall be the responsibility of the Construction Manager to facilitate sufficient on-site construction coordination to ensure that the project is completed according to good construction practice and the Project Manager's direction. It is estimated that it will take ten working days to complete construction of the project. Incidental travel costs, including vehicle usage, mileage, lodging, per diem, etc., are in addition to the engineering hours expended.

6.01 Provide Resident Engineering. The Construction Manager will work approximately 12 hours per day. It is assumed that the Construction Manager will be able to complete all daily project documentation in the course of the shift and that total on-site inspection time is anticipated to be 10 working days. It is assumed that the Contractor will work five (5) days a week during the construction period resulting in 10 working days.

The following tasks will be performed during the course of a typical day's shift during construction:

- a. Review construction submittals, including shop drawings and materials proposed for use on the project, submitted by the Contractor for conformance with the project's Contract Documents. Submittals will either be approved, conditionally approved, or rejected and returned to the Contractor for their records and/or to make changes or revisions. The Engineer will prepare and maintain a submittal register to log the submittals received. The submittal register will include information on the submitted items including date received, date returned, and action taken, and will be made available to the Sponsor and Contractor upon request.
- b. Review copies of the survey data and other construction tasks for general compliance with the construction documents.
- c. Coordinate, review and provide a response to construction and general project Request for Information (RFIs).

- d. Prepare and process change orders.
- e. Conduct employee interviews and review Contractor's and subcontractor's weekly payroll records as required by the FAA. As part of this effort, all payrolls must be reviewed and logged when received. A log identifying current status of reviews and any action taken to correct noted discrepancies, will be provided for Sponsor review at time of Request for Reimbursement processing, as appropriate.
- f. Review and coordinate revisions by the Contractor for quality control and quality assurance testing firm submittals performed as part of the quality assurance testing required by the project specifications.
- g. Maintain record of the progress of construction and review the quantity records with the Contractor on a periodic basis.
- h. Prepare the periodic cost estimates and review the quantities with the Contractor. The Engineer, Sponsor and Contractor will resolve discrepancies or disagreements with the Contractor's records. The periodic cost estimate will also include all other costs associated with the project (administrative costs, engineering, any miscellaneous costs). After compiling all costs, the Engineer will then submit the periodic cost estimate to the Sponsor for payment.
- i. Maintain daily logs of the construction activities for the duration of time on site which includes the Construction Project Daily Inspection Checklist as required by the CSPP and SPCD.
- j. Verify that restricted areas, roads, staging areas, stockpiles, borrow/waste areas, etc. are all remaining within the areas cleared under environmental documentation.
- k. Prepare a weekly status report using the FAA's standard form. The report will be submitted to the Sponsor, the FAA and the office following the week of actual construction activities performed. Verify each week that restricted areas, roads, staging areas, stockpiles, borrow/waste areas, etc. are all remaining within the areas cleared under environmental documentation.
- l. Review payments to subcontractors and ensure timely payment of retainage to subcontractors when payment to the Contractor is made as required by the DBE Program.

6.02 Provide AWOS Calibration Marker and Reference Stakes. To support the installation and calibration of the proposed AWOS, the engineer will establish a reference monument Geodetic North 100 feet from the proposed AWOS tower. This monument will be used for commissioning and future calibration of the equipment. Along with the True North Marker, the Engineer will provide limited project control and offset stakes marking the proposed location of the AWOS Tower prior to construction.

TASK 6 DELIVERABLES	TO FAA/STATE	TO SPONSOR
6.01a Coordinate Submittal Reviews		
6.01c Coordinate RFIs		✓
6.01d Change Orders	✓	✓
6.01e Payroll Reviews		
6.01f Quality Assurance/Quality Controls Results Compilation		✓
6.01h Periodic Cost Estimates	✓	✓
6.01k Weekly Reports	✓	✓

TASK 6 MEETINGS/SITE VISITS	LOCATION/ATTENDEES/DURATION
6.02 AWOS Calabration Reference Monument	<ul style="list-style-type: none"> • Cal Black Memorial Airport, San Juan County, UT - One (1) Surveyor - Assume full day site visit (1 site visit) - Assume travel to/from Denver, CO to Cal Black Memorial Airport, San Juan County, UT with one (1) overnight stay for Surveyor

EX Reimbursable Costs During Construction This section includes reimbursable items such as auto rental, mileage, lodging, per diem, travel and other miscellaneous costs incurred in order to complete **Part B – Special Services**. Sections 4 and 5 Reimbursables are invoiced on a lump sum basis and Section 6 Reimbursables are invoiced on a cost plus fixed fee basis.

Special Considerations

The following special considerations are required for this project, but will be completed by subconsultants to the Engineer. The cost for this work will be included in the engineering contract agreement with the Sponsor and the costs are in addition to the engineering fees outlined above.

Quality Assurance Testing. Quality assurance testing will be performed by an independent testing firm under the direct supervision of the Engineer. All quality assurance test summaries must be accepted by the FAA prior to final inspection. Certified materials technicians will perform the necessary material quality assurance testing for the following items, as detailed in the project specifications:

- Item L-110 Airport Underground Electrical Duct Banks and Conduits
- L-126 Automated Weather Observing System

Environmental Survey and Reports. Biological, cultural, and paleontological surveys and analysis will be completed to identify existing resources and satisfy City, State and Federal regulations. Field visits will be performed under the direct supervision of the Engineer. Final reports will be completed for each resource (biological, cultural, and paleontological) to be assessed in the CATEX.

Assumptions

The scope of services described previously is based on the following assumptions of responsibilities by the Engineer and Sponsor.

1. For the purposes of estimating the amount of reimbursable expenses which will be incurred by the Engineer, the cost of mileage is calculated in accordance with the current IRS rate and per diem and lodging are calculated in accordance with applicable, current GSA rates. The actual amounts to be invoiced for mileage and per diem will be in accordance with the applicable, published IRS and GA rates at the time of service and may vary from the rates used in the fee estimate. Lodging will be invoiced as an actual expense incurred.
2. It is anticipated there will be a minimum number of trips and site visits to the airport to facilitate the completion of the various phases listed in this scope. Each trip is included at the end of each phase above.
3. The Sponsor will provide existing mapping data including as-builts available for the project areas, aerial orthoimagery, subsurface conditions information such as prior geotechnical investigations in the project area and other available information in the possession of the Sponsor.
4. The Engineer will provide additional base mapping of existing topography, planimetric features and underground utilities needed in the design phase of the project.
5. The Sponsor will furnish escorts as needed for the Engineer to conduct field work.
6. The Sponsor will coordinate with tenants as required to facilitate field evaluations and construction.

7. All engineering work will be performed using accepted engineering principles and practices and provide quality products that meet or exceed industry standards. Dimensional criteria will be in accordance with FAA AC 150/5300-13 (Current Edition), *Airport Design*, and related circulars. Construction specifications will be in accordance with FAA AC 150/5370-10 (Current Edition), *Standard Specifications for Construction of Airports*, and the Local Region's Regional Updates for Specifying Construction of Airports and related circulars. Project planning, design, and construction will further conform to all applicable standards, including all applicable current FAA Advisory Circulars and Orders required for use in AIP-funded projects and other national, state, or local regulations and standards, as identified and relevant to an airfield design and construction project.

8. The Engineer will utilize the following plan standards for the project:

- Plans will be prepared using the Engineer's standards, unless the Sponsor provides its own standards upon Notice to Proceed.
- Plan elevations will be vertical datum NAVD 88 derived from the existing control network.
- Plan coordinates will be based on horizontal datum NAD 83/2011 State Plane Coordinates derived from the existing control network.
- All plans will be stamped and signed by a state-licensed Professional Engineer, or Professional Land Surveyor, as required.
- Plans prepared by subconsultants will be prepared using the same base maps, the same coordinate systems and the same plan layout and format as plans prepared by the Engineer.
- The guidance included in FAA Memorandum, *FAA Review of Construction Plans and Specifications for AIP Funded Projects*, will be reviewed, incorporated and will supplement the Engineer's standards.

9. The Engineer will utilize the following assumptions when preparing the project manual for bidding and construction of the project:

- The project manual Contract Documents will be developed jointly by the Sponsor and the Engineer.
- The Engineer is responsible for developing the contents of the document and including the Front-End documents which will be supplied by the Sponsor.
- FAA General Provisions and required contract language will be used.

10. The Engineer must maintain records of design analyses and calculations consistent with typical industry standards, as required by the FAA, for a period of three years after the project is closed by the FAA.

11. Because the Engineer has no control over the cost of construction-related labor, materials, or equipment, the Engineer's opinions of probable construction costs will be made on the basis of experience and qualifications as a practitioner of his/her profession. The Engineer does not guarantee that proposals for construction, construction bids, or actual project construction costs will not vary from Engineer's estimates of construction cost.

12. It is assumed that an As-built survey and submittal of aeronautical data to Airports GIS (AGIS) will not be required for the Airport Beacon and AWOS.

Additional Services

The following items are not included under this agreement but will be considered as extra work:

- Redesign for the Sponsor's convenience or due to changed conditions after previous alternate direction and/or approval.
- Submittals or deliverables in addition to those listed herein.
- If a project audit occurs, the Engineer is prepared to assist the Sponsor in gathering and preparing the required materials for the audit.
- Serving as an expert witness for the Owner in any litigation, surety claim, contractor bond activation, or other proceeding involving the project.
- Additional or extended services during construction made necessary by extension of contract time, non-concurrent work, or changes in the work.
- Legal, surety, or insurance support, coordination, and representation.

Extra Work will be as directed by the Sponsor in writing for an additional fee as agreed upon by the Sponsor and the Engineer.

AIRPORT: Cal Black Memorial Airport
 AIP NO.: 3-49-0055-021-2023
 PROJECT: Replace AWOS and Rotating Beacon
 DATE: April 14, 2023



FEE BREAKDOWN

Labor Category	Total Hours	Billing Rate	Total Cost
1.0 Preliminary Design Phase (Lump Sum)			
Senior Project Manager	1 hrs. x	\$ 290.00 /hr = \$	290.00
Engineer Program Director I	2 hrs. x	\$ 290.00 /hr = \$	580.00
Project Manager IV	23 hrs. x	\$ 255.00 /hr = \$	5,865.00
CADD Tech II	2 hrs. x	\$ 120.00 /hr = \$	240.00
Senior Consultant I	2 hrs. x	\$ 265.00 /hr = \$	530.00
Project Coordinator II	6 hrs. x	\$ 135.00 /hr = \$	810.00
Planner III	8 hrs. x	\$ 180.00 /hr = \$	1,440.00
SUBTOTAL	44 hrs.	SUBTOTAL \$	9,755.00
Reimbursables			
Auto Rental	0 Day x	\$ 85.00 /Day=	
Mileage	0 Mi x	\$ 0.655 /Mi=	
Lodging + Tax & Fees	0 Day x	\$ 115.00 /Day=	
Per Diem	0 Day x	\$ 59.00 /Day=	
Travel & Airline Costs	0 Trip x	\$ 500.00 /Trip=	
		SUBTOTAL \$	-
PHASE SUBTOTAL		\$	9,755.00

LABOR HOUR BREAKDOWN

TASK	LABOR CATEGORY							
	Senior Project Manager	Engineer Program Director I	Project Manager IV	CADD Tech II	Senior Consultant I	Project Coordinator II	Planner III	Phase Item Costs
1.0 Preliminary Design Phase (Lump Sum)								
1.01 Coordinate and Attend Meetings with the Sponsor and FAA		1	2		2			\$ 1,330.00
1.02 Prepare Project Scope of Work and Contract	1	1	4			2		\$ 1,870.00
1.03 Prepare Preliminary Cost Estimating			1					\$ 255.00
1.04 Provide Project Coordination			12					\$ 3,060.00
1.05 Review Existing Documents			2					\$ 510.00
1.06 Prepare Federal Grant Application			2			4		\$ 1,050.00
1.07 Prepare Environmental Documentation				2			8	\$ 1,680.00
TOTALS	1	2	23	2	2	6	8	\$ 9,755.00

Labor Category	Total Hours	Billing Rate	Total Cost
2.0 Design Phase (Lump Sum)			
Project Manager IV	14.5 hrs. x	\$ 255.00 /hr = \$	3,697.50
Engineer Phase Manager I	35 hrs. x	\$ 155.00 /hr = \$	5,425.00
CADD Tech II	32 hrs. x	\$ 120.00 /hr = \$	3,840.00
Quality Control Manager	4 hrs. x	\$ 255.00 /hr = \$	1,020.00
Project Coordinator II	18 hrs. x	\$ 135.00 /hr = \$	2,430.00
Electrical Phase Manager IV	20 hrs. x	\$ 260.00 /hr = \$	5,200.00
SUBTOTAL	123.5 hrs.	SUBTOTAL \$	21,612.50
Reimbursables			
Auto Rental	0 Day x	\$ 85.00 /Day=	
Mileage	0 Mi x	\$ 0.655 /Mi=	
Lodging + Tax & Fees	0 Day x	\$ 115.00 /Day=	
Per Diem	0 Day x	\$ 59.00 /Day=	
Travel & Airline Costs	0 Trip x	\$ 500.00 /Trip=	
		SUBTOTAL \$	-
PHASE SUBTOTAL		\$	21,612.50

TASK	LABOR CATEGORY							Phase Item Costs
	Project Manager IV	Engineer Phase Manager I	CADD Tech II	Quality Control Manager	Project Coordinator II	Electrical Phase Manager IV		
2.0 Design Phase (Lump Sum)								
2.01 Prepare Preliminary Contract Documents	2				4			\$ 1,050.00
2.02 Prepare Construction Safety and Phasing Plan (CSPP)		4	2		2			\$ 1,130.00
2.03 Prepare Preliminary Construction Plans								
Cover Sheet		0.5	2					\$ 317.50
Index of Drawings/Summary of Approximate Quantities & General Notes		0.5	2					\$ 317.50
Survey Control Plan	0.5	1	2					\$ 522.50
Geotechnical Investigation Plan	0.5	1	2					\$ 522.50
Construction Layout Plan	0.5	1	4					\$ 762.50
Construction Phasing Plan	0.5	1	4					\$ 762.50
Environmental Exhibit	0.5	1	4					\$ 762.50
AWOS and Beacon Layout Plan	0.5	1	4			4		\$ 1,802.50
AWOS and Beacon Details	0.5	1	4			4		\$ 1,802.50
2.04 Prepare Preliminary Technical Specifications	1	4				4		\$ 1,915.00
2.05 Prepare Preliminary Special Provisions		2				2		\$ 830.00
2.06 Compile/Submit Permits	2				2			\$ 780.00
2.07 Compile/Submit FAA Form 7460		1			2			\$ 425.00
2.08 Calculate Estimated Quantities		2				1		\$ 570.00
2.09 Prepare Estimate of Probable Construction Cost		2				1		\$ 570.00
2.10 Prepare Engineer's Design Report	3	6			4	2		\$ 2,755.00
2.11 Review Plans at 90% Complete	2	4				2		\$ 1,650.00
2.12 Provide In-House Quality Control				4				\$ 1,020.00
2.13 Prepare and Submit Construction Plans, Specifications, Contract Documents, and Engineer's Design Report	1	2	2		4			\$ 1,345.00
TOTALS	14.5	35	32	4	18	20	0	\$ 21,612.50

Labor Category	Total Hours	Billing Rate	Total Cost
3.0 Bidding Phase (Lump Sum)			
Project Manager IV	12 hrs. x	\$ 255.00 /hr = \$	3,060.00
Construction Manager II	1 hrs. x	\$ 170.00 /hr = \$	170.00
Project Coordinator II	8 hrs. x	\$ 135.00 /hr = \$	1,080.00
SUBTOTAL			4,310.00
Reimbursables			
Auto Rental	Day x	\$ 85.00 /Day=	
Mileage	Mi x	\$ 0.655 /Mi=	
Lodging + Tax & Fees	Day x	\$ 115.00 /Day=	
Per Diem	Day x	\$ 59.00 /Day=	
Travel & Airline Costs	Trip x	\$ 500.00 /Trip=	
SUBTOTAL			\$ -
PHASE SUBTOTAL			\$ 4,310.00

TASK	LABOR CATEGORY						Phase Item Costs
	Project Manager IV	Construction Manager II	Project Coordinator II				
3.0 Bidding Phase (Lump Sum)							
3.01 Provide Bid Assistance	2		4				\$ 1,050.00
3.02 Prepare/Conduct Pre-Bid Meeting	4	1					\$ 1,190.00
3.03 Prepare Addenda	1		1				\$ 390.00
3.04 Consult with Prospective Bidders	2						\$ 510.00
3.05 Attend Bid Opening	1						\$ 255.00
3.06 Review Bid Proposals	1		2				\$ 525.00
3.07 Prepare Recommendation of Award	1		1				\$ 390.00
TOTALS							
	12	1	8	0	0	0	\$ 4,310.00

Labor Category	Total Hours	Billing Rate	Total Cost
4.0 Construction Administration Phase (Lump Sum)			
Project Manager IV	16 hrs. x	\$ 255.00 /hr = \$	4,080.00
Construction Manager II	4 hrs. x	\$ 170.00 /hr = \$	680.00
Project Coordinator II	16 hrs. x	\$ 135.00 /hr = \$	2,160.00
SUBTOTAL			6,920.00
Reimbursables			
Auto Rental	Day x	\$ 85.00 /Day=	
Mileage	Mi x	\$ 0.655 /Mi=	
Lodging + Tax & Fees	Day x	\$ 115.00 /Day=	
Per Diem	Day x	\$ 59.00 /Day=	
Travel & Airline Costs	Trip x	\$ 500.00 /Trip=	
SUBTOTAL			\$ -
PHASE SUBTOTAL			\$ 6,920.00

TASK	LABOR CATEGORY						Phase Item Costs
	Project Manager IV	Construction Manager II	Project Coordinator II				
4.0 Construction Administration Phase (Lump Sum)							
4.01 Prepare Construction Contract and Documents	2		4				\$ 1,050.00
4.02 Provide Project Coordination	8						\$ 2,040.00
4.03 Review Environmental Documentation	2						\$ 510.00
4.04 Prepare/Conduct Pre-Construction Meeting	2	4					\$ 1,190.00
4.05 Review Contractor's Safety Plan Compliance Document	2						\$ 510.00
4.06 Prepare Requests for Reimbursement			12				\$ 1,620.00
TOTALS							
	16	4	16	0	0	0	\$ 6,920.00

Labor Category	Total Hours	Billing Rate	Total Cost
5.0 Post Construction Coordination Phase (Lump Sum)			
Project Manager IV	20 hrs. x	\$ 255.00 /hr = \$	5,100.00
Construction Manager II	29 hrs. x	\$ 170.00 /hr = \$	4,930.00
Project Coordinator II	10 hrs. x	\$ 135.00 /hr = \$	1,350.00
CADD Tech II	4 hrs. x	\$ 120.00 /hr = \$	480.00
Associate Planner I	8 hrs. x	\$ 155.00 /hr = \$	1,240.00
SUBTOTAL			13,100.00
Reimbursables			
Auto Rental	2 Day x	\$ 85.00 /Day=	170.00
Mileage	800 Mi x	\$ 0.655 /Mi=	524.00
Lodging + Tax & Fees	2 Day x	\$ 115.00 /Day=	230.00
Per Diem	4 Day x	\$ 59.00 /Day=	236.00
Travel & Airline Costs	0 Trip x	\$ 500.00 /Trip=	
SUBTOTAL			1,160.00
PHASE SUBTOTAL			\$ 14,260.00

TASK	LABOR CATEGORY						Phase Item Costs
	Project Manager IV	Construction Manager II	Project Coordinator II	CADD Tech II	Associate Planner I		
5.0 Post Construction Coordination Phase (Lump Sum)							
5.01 Prepare Clean-up Item List		2					\$ 340.00
5.02 Conduct Final Inspection	16	16					\$ 6,800.00
5.03 Prepare Engineering Record Drawings		1		4			\$ 650.00
5.04 Prepare Final Construction Report	2	4	8				\$ 2,270.00
5.05 Prepare DBE Uniform Report	1	4	2				\$ 1,205.00
5.06 Update and Modify Airport Layout Plan (ALP)					8		\$ 1,240.00
5.07 Summarize Project Costs	1	2					\$ 595.00
TOTALS							
	20	29	10	4	8	0	\$ 13,100.00

