

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

543



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
September 13, 2016

**SUBJECT:** French Valley Airport – South Apron Pavement Rehabilitation Project District 3 [\$228,208]  
Federal Aviation Administration Airport Improvement Grant Funds 90%, Airport Budget Fund (22350) 10%

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve and authorize the Chairman of the Board to execute the attached work order agreement between the County of Riverside and Mead & Hunt, Inc. for the South Apron Pavement Rehabilitation Project - Construction Administration Services work order agreement at French Valley Airport; and
2. Delegate Change Order authority to the Assistant County Executive Officer/EDA or designee in accordance with Board Policy B-11.

**BACKGROUND:**

**Summary**



(Commences on Page 2)

Robert Field  
Assistant County Executive Officer/EDA  
By: Jeff Van Wagenen, Managing Director

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
<b>COST</b>	\$ 228,208	\$ 0	\$ 228,208	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
<b>NET COUNTY COST</b>	\$	\$ 0	\$	\$	

<b>SOURCE OF FUNDS:</b> Federal Aviation Administration Airport Improvement Grant Funds 90%, Airport Budget Fund (22350) 10%	<b>Budget Adjustment:</b> No
	<b>For Fiscal Year:</b> 2016/17

**C.E.O. RECOMMENDATION:**

**REVIEWED BY CIP**      **APPROVE**  
  
 Ivan M. Chand      9/6/2016      BY:   
 Rohini Dasika

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

FORM APPROVED COUNTY COUNSEL  
 BY: GREGORY P. PRIAMOS  
 DATE

Departmental Concurrence

- A-30
- 4/5 Vote
- Positions Added
- Change Order

**Prev. Agn. Ref.:** 3.24 of 11/24/14; 3.19 of 7/26/16      **District:** 3      **Agenda Number:**

**3-18**

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

Economic Development Agency

**FORM 11:** French Valley Airport – South Apron Pavement Rehabilitation Project District 3 [\$228,208] Federal Aviation Administration Airport Improvement Grant Funds 90%, Airport Budget Fund (22350) 10%

**DATE:** September 13, 2016

**PAGE:** 2 of 2

**BACKGROUND:**

**Summary**

The purpose of the project is to replace the asphalt pavement for 36,950 square yards of the South Apron area at French Valley Airport.

The South Apron Pavement Rehabilitation Project at French Valley Airport is consistent with the Airport's Capital Improvement Program and Master Plan. Mead & Hunt Inc. were selected by Request for Qualification (RFQ) as the County's Airports Project Consultant, per the Federal Aviation Administration's (FAA) five-year consultant selection criteria.

Staff proposes to have Mead & Hunt, Inc. provide construction administration services and recommend that the Board of Supervisors approve the necessary design work order agreement for the project. County Counsel has reviewed and approved the attached documents as to legal form.

**Impact on Citizens and Businesses**

The rehabilitation of the South Apron will improve the airport operations and enhance capacity and safety.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

There will be no impact on the County's general fund.

**ATTACHMENTS:**

Work Order Agreement

WORK ORDER AGREEMENT  
FOR  
**FRENCH VALLEY AIRPORT – SOUTH APRON PAVEMENT REHABILITATION**  
**CONSTRUCTION ADMINISTRATION**  
BY AND BETWEEN  
RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY  
AND  
MEAD & HUNT, INC.

**This Agreement** is made and entered into this \_\_\_ day of \_\_\_\_\_, 2016, by and between the COUNTY OF RIVERSIDE by and through the Economic Development Agency (EDA), a public body corporate politic in the State of California (hereinafter "COUNTY"), and MEAD & HUNT, INC., (hereinafter "CONSULTANT").

**RECITALS**

**WHEREAS**, the proposed services provided in this Agreement are necessary to maintain airport pavement conditions, critical to the airport's operation.

**WHEREAS**, the COUNTY has selected CONSULTANT to provide services based on a Request for Proposal (RFP) for Airport Consulting Services that included pavement reconstruction; and

**WHEREAS**, the COUNTY and the CONSULTANT have entered into a MASTER SERVICE AGREEMENT, dated 9 day of September, 2014 the terms of which apply to this Work Order Agreement; and

**WHEREAS**, CONSULTANT is uniquely qualified based on their prior knowledge by completing prior design and construction projects for French Valley Airport; and

**WHEREAS**, CONSULTANT has agreed to provide such services to COUNTY.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. **DESCRIPTION OF SERVICES**: CONSULTANT shall provide construction engineering services for South Apron Pavement Rehabilitation, the Scope of Services, which is attached hereto as Exhibit "A", and by this reference incorporated herein.

1.1 CONSULTANT represents and maintains that it is skilled in the professional calling necessary to perform all services, duties, and obligations required by this Agreement to fully and adequately complete the project. CONSULTANT shall perform the services and duties in conformance to, and consistent with, the standards generally recognized as being employed by professionals in the same discipline in the State of California. CONSULTANT further represents and warrants to the COUNTY that it has all licenses, permits, qualifications, and approvals of whatever nature are legally required to practice its profession. CONSULTANT further represents that it shall keep all such licenses and approvals in effect during the term of this Agreement.

2. **PERIOD OF PERFORMANCE**: CONSULTANT shall commence performance upon date of execution of this Agreement and complete performance within twelve (12) months. CONSULTANT will diligently and responsibly pursue the performance of the services required of it by this Agreement through project completion unless the work is altered by written amendment(s) pursuant to the MASTER SERVICES AGREEMENT between COUNTY and CONSULTANT, dated September 9, 2014, currently in place. In the event the services described in this fully executed work order are not completed during the term of the MASTER SERVICES AGREEMENT, though the work order was executed by the parties while the MASTER SERVICES AGREEMENT was in effect, CONSULTANT shall continue to be obligated to

perform the services and the COUNTY shall be obligated to pay for such services as provided in this work order.

3. **COMPENSATION:** The COUNTY shall pay the CONSULTANT for services performed and expenses incurred in accordance with the attached Exhibit "A", Scope of Services.

3.1 CONSULTANT shall be paid a LUMP SUM amount of Two Hundred Twenty-eight Thousand Two Hundred Eight Dollars (\$228,208.00) for Construction Engineering Services as described in Exhibit "A", Scope of Services. CONSULTANT shall submit invoices monthly to the COUNTY for progress payments based on the performance of the total work completed to date.

4. **CONFLICT OF INTEREST:** CONSULTANT shall have no interest, and shall not acquire any interest, direct or indirect, which will conflict in any manner or degree with the performance of services required under this Agreement.

5. **DESIGNATED REPRESENTATIVES:** The following individuals are designated as representatives of the COUNTY and CONSULTANT respectively to act as liaison between the parties:

**AGENCY**

Daryl Shippy  
Airports Manager  
County of Riverside, EDA Aviation  
3403 10<sup>th</sup> Street Suite 400  
Riverside, CA 92501  
Phone: (951) 955-9418  
Fax: (951) 955-6686  
Email: [dshippy@rivcoeda.org](mailto:dshippy@rivcoeda.org)

**CONSULTANT**

Robert Casagrande  
Project Manager  
Mead and Hunt, Inc.  
133 Aviation Boulevard, Suite 100  
Santa Rosa, CA 95403  
Phone: (707) 526-5010  
Fax (707) 526-9721  
Email: [bob.casagrande@meadhunt.com](mailto:bob.casagrande@meadhunt.com)

Any change in designated representatives shall be promptly reported to the other party in order to ensure proper coordination of the Project.

6. **NOTICES:** All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective parties at the addresses set forth below and are deemed submitted one (1) day after their deposit in the United States Mail, postage prepaid:

**AGENCY**

Daryl Shippy  
Airports Manager  
County of Riverside, EDA Aviation  
P.O. Box 1180  
Riverside, CA 92502

**CONSULTANT**

Jon J. Faucher  
Vice President  
Mead & Hunt, Inc.  
133 Aviation Boulevard, Suite 100  
Santa Rosa, CA 95403

IN WITNESS WHEREOF, the parties hereto have caused their duly representatives to execute this Agreement.

**COUNTY OF RIVERSIDE**

**MEAD & HUNT, INC.**


\_\_\_\_\_  
John J. Benoit  
Chairman, Board of Supervisors

  
\_\_\_\_\_  
Robert Casagrande  
Vice President

**ATTEST**

\_\_\_\_\_  
Kecia Harper-Ihem  
Clerk of the Board

**APPROVED AS TO FORM:**  
GREGORY P. PRIAMOS  
COUNTY COUNSEL

  
\_\_\_\_\_  
Neal R. Kipnis  
Deputy County Counsel

# Exhibit "A"

**French Valley Airport**  
**South Apron Pavement Reconstruction**  
**Construction Administration Services**

**Scope of Services**

FAA AIP No. 3-06-0338-028-2016

August 11, 2016

**PROJECT DESCRIPTION**

The South Apron Pavement Reconstruction (Project) at the French Valley Airport (Airport) consists of removing and replacing the pavement section and installation of new drainage features consisting of the following elements:

- The proposed work will include Removal of existing tie-down anchors.
- Demolition of the existing pavement by saw cutting and pulverization.
- Excavation of the subgrade involving earthwork, spoiling, compaction, and grading.
- Placement of P-209 aggregate base and fine grading.
- Installation of a trench drain with associated outlet piping.
- Installation of concrete valley gutter.
- P-401 asphalt paving.
- Construction of new tie-down anchors.
- Pavement marking.

**SCOPE OF SERVICES**

This Scope of Services includes Construction Administration Services to be rendered by Mead & Hunt, Inc. (Consultant) for the County of Riverside (County) after the award of a construction contract. This Scope assumes a twenty (20) working day mobilization phase with eighty (80) working days of full-time construction observation during the construction phase. Materials testing will be performed in conformance with the specifications by a competent geotechnical lab under the direction of Consultant.

The services to be provided / performed by the Consultant under this Contract / Scope shall consist of the following Phases, and include the work as described under each:

**PHASE I PRE-CONSTRUCTION**

**1.0 PRE-CONSTRUCTION CONFERENCE**

- 1.1 Consultant will arrange for and conduct the pre-construction conference. The Project Manager (PM) and Resident Engineer (RE) will establish this meeting to review Federal Aviation Administration (FAA) and Project-specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the County, Contractor, subcontractors,



and representatives of FAA Airports District, Airport tenants affected by construction, and utility companies will be invited. This task will include the following:

- a. Coordinate meeting schedule, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
- b. Review the Project construction schedule provided by the Contractor or Contractors prior to presentation at the pre-construction conference. The County should be provided with copies of all the construction schedules prior to the meeting.
- c. Prior to the pre-construction conference, furnish the County with the name of the RE and PM.
- d. Provide the Contractor with a list of required submittals that they must provide and discuss the review process at the pre-construction conference.
- e. Preside at the pre-construction conference, prepare meeting minutes of the conference, submit minutes to the County for review and comment, and distribute the final meeting minutes.

## 2.0 PREPARE CONSTRUCTION MANAGEMENT PLAN

- 2.1 The Consultant will be provided with the Contractor's Quality Control (QC) Plan and will then prepare the Construction Management Plan (CMP). The CMP combines data from the QC Plan with information of Project responsibilities from the County and Consultant. The CMP will outline the submittal requirements and materials testing requirements, as set forth in the construction documents and contained in Federal Advisory Circular 150/5370-10G. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the County and FAA for approval. After FAA review, the CMP may be revised, and then issued to the Contractor for use.

## 3.0 PREPARE PROJECT FILES

- 3.1 The Consultant will verify that the construction contracts are in order, the Contractor has met the Disadvantaged Business Enterprise (DBE) goals or made a good-faith effort towards meeting the goals, the Contractor has provided proof of insurance and the bonds have been completed, and the Contractor has been provided with adequate copies of the construction plans.
- 3.2 The construction plans will be updated to include any addenda items issued during bidding. The quantity sheets, testing sheets, and construction report format will be prepared.

## 4.0 COORDINATE AND SCHEDULE SUBCONSULTANTS (CONSULTANT'S)

- 4.1 The Consultant will contact their contracted subconsultants for the Project, and establish a preliminary schedule for their activities and discuss access issues. The subconsultants will be asked to attend the preconstruction conference.

## PHASE I DELIVERABLES

- 1) Pre-Construction Meeting Minutes – Electronic file.
- 2) Construction Management Plan – Five (5) copies.

## PHASE II CONSTRUCTION ADMINISTRATION

### 5.0 CONSTRUCTION ADMINISTRATION

- 5.1 The Consultant agrees to provide Construction Administration Services required for the execution of the contracted work. A Project Manager (PM) will be assigned to the Project and will be responsible for the overall administration and review of construction progress, Pay Requests, Change Orders, and other documentation. The PM will review and provide comment on Project compliance issues for quality control testing performed by the Contractor.

The PM will review the Project progress on a daily basis and may make site visits to monitor construction activities. A total of five (5) site visits are anticipated in this Scope of Services. Construction Administration Services will include, but are not limited to, the following:

- a. Review construction activities for compliance with plans and specifications.
- b. Provide interpretation of engineering intent as shown in plans and specifications.
- c. Supervise and coordinate consultant's subconsultant contracts for field inspection and testing as needed.
- d. Review Contractor's shop drawings and submittals of certificates for compliance with engineer's intent.
- e. Review pay estimates provided by the Contractor and provide an explanation of variation between the contract estimates and field measured pay quantities.
- f. Review weekly field construction progress reports from the RE.
- g. Prepare and recommend approval of Change Orders to County for submittal to FAA.
- h. Meet with the County during construction for consultation and advice on schedule, budget, and Contractor's construction methods.
- i. Assist County with the preparation of reimbursement requests for FAA grant projects.
- j. Review Contractor Quality Control testing required by the specifications is performed, and all materials test reports prepared in accordance with the CMP.
- k. Review payroll reports and Contractor's compliance with the Davis-Bacon Act requirements.
- l. Review Contractor's compliance with DBE program.

## PHASE II DELIVERABLES

- 1) Electronic or hard copy review of Contractor' submittals.
- 2) Weekly construction progress reports to County and to the FAA.
- 3) Monthly Contractor pay requests.
- 4) Change Orders as necessary.

### PHASE III RESIDENT ENGINEERING AND MATERIAL TESTING

#### 6.0 RESIDENT ENGINEERING AND MATERIAL TESTING

This task will include on-site resident engineering, construction observation, and material testing during construction of the Project. A dedicated RE or Construction Observer will be assigned to this Project for 80 working days, as will surveyors and qualified materials testing lab, as necessary. The RE will be on-site to coordinate and schedule Consultant's team, answer questions, observe quality control activities, process progress reports and measure field quantities for pay requests, and record as-built changes. Additionally, the RE will observe Contractor's compliance with plans and specifications, acquire field measurements, provide entries in the construction diary and report non-compliance issues to County.

The RE shall maintain a construction diary to record the construction history of the Project. The diary will be made available to the County upon request for review during inspections or visits. The Project diary will include, but not be limited to, the following information: weather conditions, job site conditions, work in progress, general location of work in progress, equipment in use, Contractor's work force and hours worked, delivered materials, tests performed, failed tests (if any) and action taken, instructions to Contractors, record of visitors to Project site and verbal or written instructions given, record of telephone conversations and verbal instructions received or authorizations granted, engineering field force activity and hours worked, and any delays to construction and the reason for delays. The diary will be in a bound book of good quality that is easy to handle and carry or kept in electronic format on computer.

6.1 Resident engineering services shall include, but are not limited to, the following:

- a. Review and check layout and surveys conducted by the Contractor in accordance with the plans and specifications.
- b. Review construction activities for compliance with plans and specifications.
- c. Take photographs of construction activities in progress.
- d. Coordinate necessary acceptance tests in accordance with the CMP requirements and standard methods of FAA, ASTM, and AASHTO; record test results on the appropriate forms; prepare a summary and disposition of testing and materials inspection; record deviating tests; conduct materials inspections and acceptance tests required by the FAA and observe and evaluate such tests made by the Contractor in the field and laboratory as necessary in accordance with plans and specifications; and review Contractor's performance of the required quality control tests and furnish copies of test reports to the County. Any non-compliance issues shall immediately be reported to the Contractor and County.
- e. Prepare Change Orders which include a cost estimate, cost/price analysis, and record of negotiations. Prepare and negotiate necessary interpretations and clarifications, additions and deletions to change orders, and supplemental agreements as required. Copies of the Change Order(s) shall be reviewed and approved by the PM, then submitted to the County and the FAA for approval and signature before proceeding with the work. Any additional design would not be covered in this scope of work.

- f. Evaluate and determine the acceptability per engineering intent, of substitute materials and equipment proposed by the Contractor. Evaluate the Contractor's suggestions on drawings or specifications modifications for compliance with engineering intent and report those suggestions to the County.
- g. Establish and conduct weekly construction progress meetings with the Contractor to discuss pertinent construction issues such as schedules, impact to aircraft operations, materials submittals, mix design approvals, secured area access, and the need for traffic control or gate guards.
- h. Furnish the County and FAA with weekly construction progress and inspection reports.
- i. Review Contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain necessary records of construction progress.
- j. Receive from Contractor and review the required schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.
- k. Prepare and submit periodic field quantity estimates, including the final estimate, during the construction. Determine the amount owed to the Contractor by work completed in the field and recommend appropriate payment amounts in writing to the Contractor. Submit periodic payment recommendations to the County for concurrence, and the FAA for federal participation payment requests. The payment recommendations will demonstrate that work has progressed in the field to the point indicated on the payment request and that, to the Consultant's best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The Consultant will make payment recommendations from information that is gathered from field measurements, reviewed from previous payment applications and accompanying data and schedules provided by the Contractor.
- l. Conduct field inspection to determine if Contractor work is complete and ready for final acceptance. After consultation with the County, the Consultant will furnish the Contractor with a list of items that were observed and require completion or correction prior to final payment.
- m. Inspect the Project in order to monitor the Contractor's compliance to the Project plans and specifications.
- n. Monitor the Contractor's compliance with the Construction Safety and Phasing Plan and immediately bring any non-compliance issues to the attention of the Contractor.

## **PHASE IV POST CONSTRUCTION SERVICES**

### **7.0 FINAL INSPECTION AND DOCUMENTATION**

#### **7.1 Final Inspection**

Consultant will schedule and conduct a final inspection with the County, Contractor, and FAA representatives to determine whether the Project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The Consultant will document items found to be deficient and will provide the Contractor a listing of those items.

## 7.2 Final Punch List

Consultant will prepare a punch list correspondence to include the deficient items and will forward the correspondence to the Contractor. It will state the items in need of correction and will request a schedule for completion. The Consultant will send a copy to the County and include a copy in the Final Construction Report.

## 7.3 Final Construction Certifications

Once all of the punch list items have been completed to the satisfaction of the County and FAA, the Consultant will prepare a County Certification of Final Construction Acceptance for the Project. This certification will also be included in the Final Construction Report.

## 8.0 RECORD DRAWINGS

### 8.1 Record Drawings

The Project Team will collaboratively assemble the Project Record Drawings. The Record Drawings will detail field constructed conditions included as part of this Project and will include any field surveying required to compute final quantities. Any drawings will become record information. The Consultant will provide the County with a set of reproducible Record Drawings in both digital and hardcopy format.

## 9.0 FINAL CONSTRUCTION REPORT

9.1 Once the Project is complete, a Final Construction Report (FCR) will be prepared and assembled in conformance with FAA Standards. Components of the report will include a summarization of the Project description, Project pay requests, Change Orders, Project certifications, documentation of final Project acceptance, and test results for all material testing performed during construction. As part of this task, the Project closeout will be coordinated with the County and FAA.

## PHASE IV DELIVERABLES

- 1) Final inspection letter – Electronic copy.
- 2) Final Construction Report – Three (3) bound copies.
- 3) As-built drawings – Reproducible hardcopy and electronic file.

## SCHEDULE OF COMPLETION

The Consultant will complete all work called for under Phase I – Pre-construction Services, Phase II – Construction Administration, and Phase III – Resident Engineering and Material Testing, on a schedule submitted by the Contractor and approved by the County. Construction is expected to begin in September 2016 and be completed by December 2016. The Consultant will complete the Final Construction Report and Record Drawings within twenty-five (25) working days of the receipt of a copy of the Notice of Completion filed by the County.

## COMPENSATION FOR SERVICES

- 1) Payment for all work outlined in this Scope of Services, Phases I, II, III, and IV shall be made on a lump sum basis in conformance with the Mead & Hunt, Inc., Standard Billing Rate Schedule, 2016. The budget for these services is Two Hundred Twenty-eight Thousand Two Hundred Eight Dollars (\$228,208.00). This budget shall not be exceeded without written authorization from the County. The Engineering Services Cost Estimate is included as *Attachment 1*.
- 2) Payment for any additional services requested by the County will be performed on a time-and-expense basis in conformance with the Mead & Hunt, Inc. Standard Billing Rate Schedule, 2016, included as *Attachment 2* to this Scope. The Consultant will establish the budget for additional services prior to the start of work and may not exceed the budget without written authorization from the County. Any additional services must be authorized in writing by the County.

AIRPORT: French Valley  
 LOCATION: Riverside County  
 AIP PROJECT NO. 3-06-0338-028-2016  
 PROJECT DESCRIPTION: South Apron Pavement Reconstruction

PROJECT NUMBER: 3171300-160185.01  
 DATE: 8/11/16  
 REV. NO:

<b>PHASE I - PRE-CONSTRUCTION</b>		<b>Engineering Fee</b>
1.0	Pre-Construction Conference	\$ 6,384.00
2.0	Prepare Construction Management Plan (CMP)	\$ 7,363.00
3.0	Prepare Project Files	\$ 2,585.00
4.0	Schedule & Coordinate Subconsultants	\$ 2,615.00
	Expenses	\$ 947.50
<b>TOTAL PHASE I - PRE-CONSTRUCTION</b>		<b>\$ 19,894.50</b>
<b>PHASE II - CONSTRUCTION ADMINISTRATION</b>		
5.0	Construction Administration	\$ 50,780.00
	Expenses	\$ -
<b>TOTAL PHASE II - CONSTRUCTION ADMINISTRATION</b>		<b>\$ 50,780.00</b>
<b>PHASE III - RESIDENT ENGINEERING &amp; MATERIAL TESTING</b>		
6.0	Resident Engineering	\$ 85,120.00
6.0	Material Testing	\$ 50,000.00
	Expenses	\$ 750.00
<b>TOTAL PHASE III - RESIDENT ENGINEERING &amp; MATERIAL TESTING</b>		<b>\$ 135,870.00</b>
<b>PHASE IV - POST CONSTRUCTION SERVICES</b>		
7.0	Final Inspection and Documentation	\$ 5,317.00
8.0	Record Drawings	\$ 2,320.00
9.0	Final Construction Report (FCR)	\$ 13,029.00
	Expenses	\$ 997.50
<b>TOTAL PHASE IV - POST CONSTRUCTION SERVICES</b>		<b>\$ 21,663.50</b>
<b>TOTAL MEAD &amp; HUNT FEES</b>		<b>\$ 228,208.00</b>

Item No.	Senior Associate \$263.00	Senior Project Engineer \$216.00	Project Engineer \$177.00	Senior Engineer \$164.00	Engineer III \$144.00	Engineer II \$133.00	Technician III \$111.00	Admin. Assistant \$95.00	Clerical \$77.00	Total Hours	Cost Summary	
<b>PHASE I - PRE-CONSTRUCTION</b>												
<b>1.0 Pre-Construction Conference</b>												
Estimated Total Man-hours		16		8		8		5	1		\$6,384.00	
Summary Costs	\$0.00	\$3,456.00	\$0.00	\$1,312.00	\$0.00	\$1,064.00	\$0.00	\$475.00	\$77.00		\$6,384.00	
<b>2.0 Prepare Construction Management Plan (CMP)</b>												
Estimated Total Man-hours	2	8		8	10	10		10	1		\$7,363.00	
Summary Costs	\$526.00	\$1,728.00	\$0.00	\$1,312.00	\$1,440.00	\$1,330.00	\$0.00	\$950.00	\$77.00		\$7,363.00	
<b>3.0 Prepare Project Files</b>												
Estimated Total Man-hours	1		10					5	1		\$2,585.00	
Summary Costs	\$263.00	\$0.00	\$1,770.00	\$0.00	\$0.00	\$0.00	\$0.00	\$475.00	\$77.00		\$2,585.00	
<b>4.0 Schedule &amp; Coordinate Subconsultants</b>												
Estimated Total Man-hours	1	5			5			5	1		\$2,615.00	
Summary Costs	\$263.00	\$1,080.00	\$0.00	\$0.00	\$720.00	\$0.00	\$0.00	\$475.00	\$77.00		\$2,615.00	
<b>Expenses</b>												
										Rate		
Auto Rental	0	1	0	0	0	0	0	0	0	1 Days	\$110.00	\$110.00
Mileage	0	175	0	0	0	0	0	0	0	175 Miles	\$0.50	\$87.50
Lodging and Per Diem	0	1	0	0	0	0	0	0	0	1 Days	\$150.00	\$150.00
Travel and Airline Costs	0	1	0	0	0	0	0	0	0	1 Trips	\$600.00	\$600.00
Other	0	0	0	0	0	0	0	0	0	0	\$100.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$50.00	\$0.00
<b>Total Expenses</b>											<b>\$947.50</b>	
<b>PHASE I - PRE-CONSTRUCTION TOTAL</b>											<b>\$19,894.50</b>	

<b>PHASE II - CONSTRUCTION ADMINISTRATION</b>												
<b>5.0 Construction Administration</b>												
Estimated Total Man-hours		120		140				20			\$50,780.00	
Summary Costs	\$0.00	\$25,920.00	\$0.00	\$22,960.00	\$0.00	\$0.00	\$0.00	\$1,900.00	\$0.00		\$50,780.00	
<b>Expenses</b>												
										Rate		
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$110.00	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.50	\$0.00
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$150.00	\$0.00
Travel and Airline Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$600.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$100.00	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$50.00	\$0.00
<b>Total Expenses</b>											<b>\$0.00</b>	
<b>PHASE II - CONSTRUCTION ADMINISTRATION TOTAL</b>											<b>\$50,780.00</b>	



Item No.	Senior Associate \$263.00	Senior Project Engineer \$216.00	Project Engineer \$177.00	Senior Engineer \$164.00	Engineer III \$144.00	Engineer II \$133.00	Technician III \$111.00	Adm'n. Assistant \$95.00	Clerical \$77.00	Total Hours	Cost Summary
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PHASE III - RESIDENT ENGINEERING & MATERIALS TESTING												
<b>6.0 Resident Engineering &amp; Material Testing</b>												
Field Inspection	Number of Days	0	0	0	0	0	80	0	0	0		
	Hours per Day	0	0	0	0	0	8	0	0	0		
	Total Hours	0	0	0	0	0	640	0	0	0		\$85,120.00
<b>Subconsultant</b>												<b>Rate</b>
Material Testing Sub	1	0	0	0	0	0	0	0	0	0		\$45,000.00
Topographic Survey Sub	1	0	0	0	0	0	0	0	0	0		\$5,000.00
<b>Estimated Total Subconsultants</b>												<b>\$50,000.00</b>
<b>Expenses</b>												<b>Rate</b>
Auto Rental	0	0	0	0	0	0	0	0	0	0	0 Days	\$110.00
Mileage	0	0	0	0	0	0	0	0	0	0	0 Miles	\$12.00
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0	0 Days	\$150.00
Travel and Airline Costs	0	0	0	0	0	0	0	0	0	0	0 Trips	\$600.00
Computer Costs	0	0	0	0	0	0	0	0	0	0	0	\$50.00
Material Testing Subconsultant	0	0	0	0	0	1	0	0	0	0	1	\$250.00
Survey Check Subconsultant	0	0	0	0	0	1	0	0	0	0	1	\$500.00
Other	0	0	0	0	0	0	0	0	0	0	0	\$50.00
Other	0	0	0	0	0	0	0	0	0	0	0	\$100.00
Other	0	0	0	0	0	0	0	0	0	0	0	\$50.00
<b>Total Expenses</b>												<b>\$760.00</b>

**PHASE III - RESIDENT ENGINEERING & MATERIALS TESTING TOTAL \$135,870.00**

**PHASE IV - POST CONSTRUCTION SERVICES**

<b>7.0 Final Inspection and Documentation</b>												
7.1 Final inspection	0	0	0	12	0	0	0	0	0	0	12	\$1,968.00
7.2 Final punch list	0	1	0	4	0	0	0	4	1	1	10	\$1,329.00
7.3 Final construction certifications	0	4	0	6	0	0	0	1	1	1	12	\$2,020.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>34</b>	
Summary Costs	\$0.00	\$1,080.00	\$0.00	\$3,608.00	\$0.00	\$0.00	\$0.00	\$475.00	\$0.00	\$0.00		\$5,317.00
<b>8.0 Record Drawings &amp; Equipment Manuals</b>												
8.1 Record Drawings	0	1	0	2	0	0	16	0	0	0	0	\$2,320.00
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Summary Costs	\$0.00	\$0.00	\$0.00	\$328.00	\$0.00	\$0.00	\$1,776.00	\$0.00	\$0.00	\$0.00		\$2,320.00
<b>9.0 Final Construction Report (FCR)</b>												
<b>Estimated Total Man-hours</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>24</b>	<b>10</b>	<b>0</b>	<b>20</b>	<b>20</b>	<b>1</b>	<b>0</b>		\$13,029.00
Summary Costs	\$0.00	\$3,456.00	\$0.00	\$3,936.00	\$1,440.00	\$0.00	\$2,220.00	\$1,900.00	\$77.00	\$0.00		\$13,029.00
<b>Expenses</b>												<b>Rate</b>
Auto Rental	0	1	0	0	0	0	0	0	0	0	1 Days	\$110.00
Mileage	0	175	0	100	0	0	0	0	0	0	275 Miles	\$0.50
Lodging and Per Diem	0	1	0	0	0	0	0	0	0	0	1 Days	\$150.00
Travel and Airline Costs	0	1	0	0	0	0	0	0	0	0	1 Trips	\$600.00
Other	0	0	0	0	0	0	0	0	0	0	0	\$100.00
Other	0	0	0	0	0	0	0	0	0	0	0	\$50.00
<b>Total Expenses</b>												<b>\$997.50</b>

**PHASE IV - POST CONSTRUCTION SERVICES TOTAL \$21,663.50**

**MEAD & HUNT, Inc.**  
**Western Standard Billing Rate Schedule**  
**Effective January 1, 2016**

**Standard Billing Rates**

Clerical.....	\$77.00 / hour
Interior Designer, Technical Editor.....	\$103.00 / hour
Senior Editor.....	\$152.00 / hour
Registered Land Surveyor.....	\$117.00 / hour
Accounting, Administrative Assistant.....	\$95.00 / hour
Technician I, Technical Writer.....	\$88.00 / hour
Technician II, Surveyor - Instrument Person.....	\$103.00 / hour
Technician III.....	\$111.00 / hour
Technician IV.....	\$134.00 / hour
Senior Technician.....	\$160.00 / hour
Engineer I, Scientist I, Architect I, Planner I.....	\$121.00 / hour
Engineer II, Scientist II, Architect II, Planner II.....	\$133.00 / hour
Engineer III, Scientist III, Architect III, Planner III.....	\$144.00 / hour
Senior Engineer, Senior Scientist, Senior Architect, Senior Planner, Senior Economist.....	\$164.00 / hour
Project Engineer, Project Scientist, Project Architect, Project Planner.....	\$177.00 / hour
Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Planner.....	\$216.00 / hour
Senior Associate.....	\$263.00 / hour
Principal.....	\$273.00 / hour
Senior Client/Project Manager.....	\$273.00 / hour

**Expenses**

Geographic Information or GPS Systems.....	\$32.00 / hour
Total Station Survey Equipment.....	\$16.00 / hour
Charges for other equipment may appear in a proposal	
Out-Of-Pocket Direct Job Expenses.....	cost plus 15%
Such as reproductions, sub-consultants / contractors, etc.	

**Travel Expense**

Company or Personal Car Mileage.....	\$0.90 / mile
Air and Surface Transportation.....	cost plus 15%
Lodging and Sustenance.....	cost plus 15%

**Billing & Payment**

Travel time is charged for work required to be performed out-of-office. A minimum of two hours will be billed for any work out-of-office.

Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice. An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of invoice.

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This schedule of billing rates is effective January 1, 2016, and will remain in effect until December 31, 2016, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.