

FORM APPROVED COUNTY COUNSEL  
 BY: GREGORY P. PRIAMOS  
 DATE: 7/24/16

Departmental Concurrence

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

547



**FROM:** Economic Development Agency

**SUBMITTAL DATE:**  
 September 13, 2016

**SUBJECT:** Chiriaco Summit Airport –Runway 6-24 Pavement Rehabilitation Project, District 4, [\$45,806]  
 Special Aviation Fund (22350)10%, California Aid to Airports Program State Funds 90%

**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 Runway 6-24 Pavement Rehabilitation Project - Construction Administration Services work order agreement at Chiriaco Summit 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*

Robert Field  
 Assistant County Executive Officer/EDA

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 45,806	\$ 0	\$ 45,806	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$ 0	\$	\$	
<b>SOURCE OF FUNDS:</b> Special Aviation Fund (22350)10%, California Aid to Airports Program State Funds 90%				<b>Budget Adjustment:</b> No	
				For Fiscal Year: 2016/17	

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

APPROVE

BY: *Rohini Dasika*  
 Rohini Dasika

County Executive Office Signature

**MINUTES OF THE BOARD OF SUPERVISORS**

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

Prev. Agn. Ref.: 3.6 of 10/27/15; 3.12 of 5/3/16

District: 4

Agenda Number:

3-21

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

Economic Development Agency

**FORM 11:** Chiriaco Summit Airport –Runway Pavement Rehabilitation Project, District 4, [\$45,806] Special Aviation Fund (22350)10 %, California Aid to Airports Program State Funds 90%

**DATE:** September 13, 2016

**PAGE:** 2 of 2

## **BACKGROUND:**

### **Summary**

On June 25, 2015 the California Transportation Commission (Commission), acting on the California Department of Transportation's (Caltrans) recommendation, allocated California Aid to Airports Program (CAAP) funds to the County of Riverside, for the Runway Pavement Rehabilitation Project and Chiriaco Summit Airport.

This project involves the construction only, of the pavement rehabilitation process for the asphalt concrete runway at the Chiriaco Summit Airport. The pavement was constructed prior to 1950, and displays severe cracking, raveling, rutting and distortion. Alligator cracking and potholes are evident in approximately 30% of the runway pavement. This project will be funded with California Department of Transportation (CALTRANS), Division of Aeronautics allocation of California Aid to Airports Program (CAAP) funds.

The runway pavement rehabilitation project at Chiriaco Summit Airport is consistent with the Airport's Capital Improvement Program and Master Plan. Mead & Hunt Inc. was 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 construction 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 Runway 6-24 Pavement will improve the airport operations and enhance capacity and safety.

## **SUPPLEMENTAL:**

### **Additional Fiscal Information**

The California Aid to Airports Program (CAAP) Grant has a mandatory 10% local match requirement. This match is budgeted to be taken from Restricted Fund Balance held for airport improvement in Special Aviation Fund 22350. There will be no impact on the County's general fund.

## **ATTACHMENTS:**

Work Order Agreement

WORK ORDER AGREEMENT  
FOR  
**CHIRIACO SUMMIT AIRPORT, RUNWAY 6-24 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 Chiriaco Summit 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 including on-site observation, consultant construction administration, and Caltrans Division of Aviation coordination for the Chiriaco Summit Airport, Runway 6-24 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 thirty five (35) working days or upon completion of construction if authorized. 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 Forty-five Thousand Eight Hundred Six Dollars (\$45,806.00) 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  
Department 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**

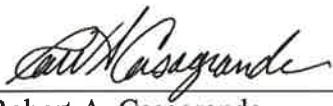
Jon J. Faucher  
Vice President  
Mead & Hunt, Inc.  
133 Aviation Boulevard, Suite 100  
Santa Rosa, CA 95403

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

**COUNTY OF RIVERSIDE**

**MEAD & HUNT, INC.**

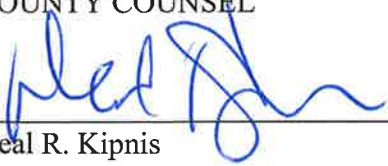
\_\_\_\_\_  
John J. Benoit  
Chairman, Board of Supervisors

  
\_\_\_\_\_  
Robert A. 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"

**CHIRIACO SUMMIT AIRPORT**  
**Runway 6-24 Pavement Rehabilitation**  
**Construction Administration Scope of Services**

**July 15, 2016**

**OVERVIEW**

The Riverside County, Economic Development Agency Aviation Department (COUNTY) has requested that Mead & Hunt, Inc. (CONSULTANT) provide Construction Administration Services at the Chiriaco Summit Airport (Airport), for the Runway 6-24 Pavement Rehabilitation project. The services to be provided include on-site construction observation, and coordination with Contractors, the County, and Caltrans Division of Aviation. This project is being funded by a grant between the State of California Department of Transportation (Caltrans) and the County of Riverside for California Aid to Airports Program CAAP Project #RIV-4-14-1.

**PROJECT DESCRIPTION**

This project was previously designed by CONSULTANT under a separate Contract and consists of the following work elements:

- Removal of existing paint and rubber-tire marking on the runway pavement;
- Crack cleaning and sealing;
- Application of a 2-inch overlay on the Runway 6-24; and
- Application of new pavement markings.

The duration of the overall project is assumed to be thirty-five (35) working days, estimated to start in July 2016. The Mobilization element of the project will be completed in twenty (20) working days, which will include a pre-construction meeting, and in-office Contractor-submittal review. The Construction element will be completed within fifteen (15) working days.

**SCOPE OF SERVICES**

CONSULTANT will provide the following Construction Administration Services:

1. Assign a Project Manager (PM) and a Construction Observer (CO) to the project.
2. The PM will provide general administration and coordination of contracts, schedules, and progress reports for the COUNTY.
3. The PM will schedule and conduct one (1) Preconstruction Conference with representatives of the COUNTY, Caltrans Division of Aviation, and the Contractor.
4. The PM will coordinate the Contractor's mobilization efforts and material certification approval process, to begin after award of the construction contract and Notice to Proceed for mobilization.
5. The PM will provide in-office administrative support for the COUNTY, and prepare progress reports, prepare Contractor pay requests to submit for reimbursement, and provide office support for the CO.



6. PM will visit the site up to two (2) times (exclusive of the pre-construction meeting) with one (1) of the site visits being the final inspection.
7. Perform one (1) review of Contractor's construction material submittals and asphalt mix design, and notify Contractor of acceptance, revisions, resubmittals required, or rejection.
8. CO will coordinate with the Contractor, PM, and County for the processing of two (2) pay requests and budget administration, and one (1) final balancing change order.
9. CO will coordinate with the COUNTY to prepare documentation regarding any required Change Orders, uncorrected non-compliance, and request for deviations in the Plans, substantial delays, and other Contract-related matters, as needed.
10. CO to provide on-site, full-time, daily construction observation for fifteen (15) working days starting upon Notice to Proceed for Construction issued to Contractor. CO will maintain a current daily construction diary.
11. CO will coordinate and schedule CONSULTANT's QA Material Testing subconsultants as required.
12. CO will attend on-site weekly construction and safety meetings (2).
13. CO and PM will make a final project review of the work and prepare a Final Construction Report.
14. Provide the COUNTY with reproducible Record Drawings based on the Contractor-provided redlines, if required.
15. Assist with project close-out.

### **CONSULTANT EXPERTISE REQUIRED**

The CONSULTANT will be civil engineers experienced in the design and construction of airfield civil projects in accordance with Caltrans and local standards. The CONSULTANT and all subconsultants will be registered in the State of California to practice their professions.

### **EXCLUDED SERVICES**

The COUNTY and CONSULTANT agree that the following items are not included in this Scope of Services, and if added to the work, shall be considered as extra services:

1. Any environmental analysis, including CATEX preparation. (COUNTY shall address all environmental issues.)
2. Any fees, easements, or permit fees from COUNTY, State, or utility companies, etc.
3. Permitting and access agreements.
4. Coordination with public on project progress.
5. Work extending beyond the anticipated 35 working days.
6. Processing Certified Payroll.

## **SCHEDULE**

Execution of this Contract will serve as the Notice to Proceed for Construction Administration Services. It is agreed that the overall duration for this project shall be thirty-five (35) working days, consisting of a Mobilization phase and a Construction phase. The Mobilization phase shall be completed within twenty (20) working days, during which time submittal reviews will be performed in the CONSULTANT's office. A separate Notice to Proceed for the Construction phase will be issued to the Contractor upon substantial completion of the Mobilization phase. Once the COUNTY issues the Notice to Proceed for Construction, the CO will be on-site and work will be completed within fifteen (15) working days.

## **COMPENSATION FOR SERVICES**

For the Construction Administration Services outlined in the Scope of Services, of this Exhibit A, the CONSULTANT shall be compensated on a lump sum basis. The cost for these services will not exceed Forty-Five Thousand Eight Hundred Six Dollars (\$45,806.00) without written authorization from the COUNTY. Any additional services requested during either phase of this project will be paid for on a time-and-expense basis, in conformance with the CONSULTANT's Standard Billing Rate Schedule (2016), attached herein as *Attachment 1*. The Construction Engineering Services Cost Estimate is attached herein as *Attachment 2*.

### *Attachments:*

*Attachment 1 – Mead & Hunt, Inc. Standard Billing Rate Schedule, 2016*

*Attachment 2 – Engineering Services Cost Estimate*

**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.

**CHIRIACO SUMMIT**  
**Construction Engineering Services Cost Estimate**

<b>General Administration &amp; Coordination</b>						
Senior Associate	5	Hours	@	\$	263.00	\$ 1,315.00
Senior Project Engineer	5	Hours	@	\$	216.00	\$ 1,080.00
					Subtotal	\$ 2,395.00
<b>Preconstruction Conference</b>						
Senior Associate	1	Hours	@	\$	263.00	\$ 263.00
Senior Project Engineer	2	Hours	@	\$	216.00	\$ 432.00
Resident Engineer	6	Hours	@	\$	121.00	\$ 726.00
Clerical	2	Hours	@	\$	77.00	\$ 154.00
					Subtotal	\$ 1,575.00
<b>Review of Material Submittals &amp; Asphalt Mix</b>						
Senior Associate	0.5	Hours	@	\$	263.00	\$ 131.50
Senior Project Engineer	1	Hours	@	\$	216.00	\$ 216.00
Engineer I	8	Hours	@	\$	121.00	\$ 968.00
Engineering Technician II	2	Hours	@	\$	103.00	\$ 206.00
					Subtotal	\$ 1,521.50
<b>Contractor Pay Requests &amp; Budget Administrator</b>						
Senior Associate	1	Hours	@	\$	263.00	\$ 263.00
Senior Project Engineer	3	Hours	@	\$	216.00	\$ 648.00
					Subtotal	\$ 911.00
<b>Change Orders</b>						
Senior Associate	0.5	Hours	@	\$	263.00	\$ 131.50
Senior Project Engineer	0.5	Hours	@	\$	216.00	\$ 108.00
Engineer I	1	Hours	@	\$	121.00	\$ 121.00
Engineering Technician II	3	Hours	@	\$	103.00	\$ 309.00
					Subtotal	\$ 669.50
<b>Project Meetings &amp; Site Visits</b>						
Senior Project Engineer	2	Hours	@	\$	216.00	\$ 432.00
					Subtotal	\$ 432.00
<b>Daily Construction Observation</b>						
Senior Associate	1	Hours	@	\$	263.00	\$ 263.00
Senior Project Engineer	2	Hours	@	\$	216.00	\$ 432.00
Resident Engineer	15	Hours	@	\$	121.00	\$ 18,150.00
Per Diem	15	Day	@	\$	50.00	\$ 750.00
Expenses	1	[cost +15%]	@	\$	2,000.00	\$ 2,000.00
					Subtotal	\$ 21,595.00
<b>QA Material Testing</b>						
Additional Consultant 1 Services	1	Each	@	\$	15,070.00	\$ 15,070.00
Senior Project Engineer	1	Hours	@	\$	216.00	\$ 216.00
					Subtotal	\$ 15,286.00
<b>Final Project Review, Final Report &amp; Record Drawings</b>						
Senior Associate	1	Hours	@	\$	263.00	\$ 263.00
Engineer I	8	Hours	@	\$	121.00	\$ 968.00
Administrative Assistant	2	Hours	@	\$	95.00	\$ 190.00
					Subtotal	\$ 1,421.00
<b>TOTAL BASIC ENGINEERING</b>						<b>\$ 45,806.00</b>