

FORM APPROVED COUNTY COUNSEL
 BY: GREGORY P. PRIAMOS DATE: 10/15/15

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

509



FROM: Economic Development Agency

SUBMITTAL DATE:
 October 15, 2015

SUBJECT: Chiriaco Summit Airport –Runway Pavement Rehabilitation Project, District 4, [\$45,805]
 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 Pavement Rehabilitation Project - Design Engineering 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

FISCAL PROCEDURES APPROVED
 PAUL ANGULO, CPA, AUDITOR-CONTROLLER
 BY: Susana Garcia-Bocanegra DATE: 10/15/15
 Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 45,805	\$ 0	\$ 45,805	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

SOURCE OF FUNDS: Special Aviation Fund (22350)10 %, California Aid to Airports Program State Funds 90%
Budget Adjustment: No
For Fiscal Year: 2015/16

C.E.O. RECOMMENDATION:

APPROVE
 BY: *Rohini Dasika*
 Rohini Dasika

County Executive Office Signature

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Tavaglione and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington and Ashley
 Nays: None
 Absent: Benoit
 Date: October 27, 2015
 xc: EDA

Kecia Harper-Ihem
 Clerk of the Board
 By: *Kecia Harper-Ihem*
 Deputy

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

Prev. Agn. Ref.: | District: 4 | Agenda Number:

3-6

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, [\$45,805] Special Aviation Fund (22350)10 %, California Aid to Airports Program State Funds 90%

DATE: October 15, 2015

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 design only, of a 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 design engineering 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 Runway 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 PAVEMENT REHABILITATION
BY AND BETWEEN
RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY
AND
MEAD & HUNT, INC.

This Agreement is made and entered into this 27th day of October, 2015, 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 27 day of August, 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 services to design and prepare construction plans and specifications for Chiriaco Summit Airport, Runway 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 August 27, 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 Five Dollars (\$45,805.00) for Engineering Design 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 10th Street Suite 400
Riverside, CA 92501
Phone: (951) 955-9418
Fax: (951) 955-6686
Email: 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

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

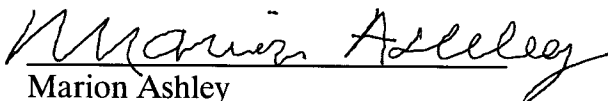
Daryl Shippy
Airports Manager
County of Riverside, EDA Aviation
P.O. Box 1180
Riverside, CA 92502

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.

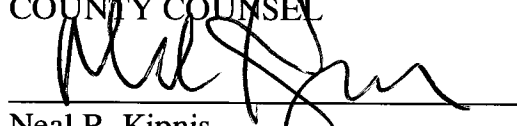
COUNTY OF RIVERSIDE


Marion Ashley
Chairman, Board of Supervisors

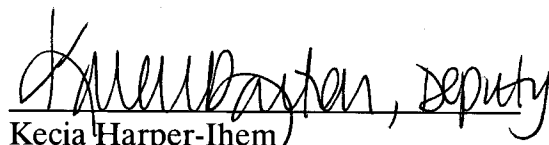
MEAD & HUNT, INC.


Robert A. Casagrande
Vice President

APPROVED AS TO FORM:
GREGORY P. PRIAMOS
COUNTY COUNSEL


Neal R. Kipnis
Deputy County Counsel

ATTEST


Kecia Harper-Ihem
Clerk of the Board

CHIRIACO SUMMIT AIRPORT
County of Riverside, EDA Aviation
Runway Pavement Rehabilitation
Design Engineering Scope of Services
Caltrans Project No.RIV-4-14-1
August 2015

PROJECT DESCRIPTION

The Engineering Design Services to be provided by Mead & Hunt, Inc. (CONSULTANT) are described herein and detail airport runway pavement improvements for the Chiriaco Summit Airport (AIRPORT) on behalf of the County of Riverside EDA Aviation Department (COUNTY). This project is being funded by the California Department of Transportation's allocation of California Aid to Airports Program (CAAP) funds for an Acquisition and Development project.

This project involves the design of a pavement rehabilitation process for the asphalt concrete runway at the AIRPORT. The pavement was constructed prior to 1950, and while sections of the pavement are in fair condition, a visual inspection revealed failures that include, but are not limited to, severe cracking with raveling, rutting, and distortion. Alligator cracking and potholes are evident in approximately 30% of the pavement. The estimated total cost for pavement reconstruction for this project is approximately One Million Nine Hundred Eighty-Nine Thousand Dollars (\$1,989,000). The State Grant awarded for this project will have approximately Four Hundred Thirty Thousand Dollars (\$430,000) available for construction costs.

In general, the project's scope of services are for engineering design to provide plans, specifications, and an engineer's construction estimate to address a portion of the runway pavement rehabilitation. The limits of the design and rehabilitation are to match the money available in the grant as listed above. This design will be based on survey information taken from the internet and geotechnical reports provided by the County of Riverside. The design will meet California Department of Transportation standards as well as the appropriate Federal Aviation Administration (FAA) Advisory Circulars.

This scope of work is not intended to resolve runway line-of-sight issues that may exist or correct any non-standard pavement alignment configurations.

CONSULTANT EXPERTISE

The CONSULTANT Team ("project team") includes Civil Engineers, registered in the State of California to practice their professions, and are experienced in the evaluation and design of airport improvement projects in accordance with Caltrans and FAA standards.

DESIGN SERVICE PHASES

The following Phases detail the scope of services to be provided by CONSULTANT.

PHASE I CONTRACTS AND PROJECT SCOPING

This phase involves those activities required for defining the scope of the project, negotiating the contract and subcontracts, and the general coordination and administration activities for the duration of the project, including (but not limited to) the following activities:

1.0 PROJECT SCOPING

1.1 Preliminary Meetings with the COUNTY

CONSULTANT will confer with the COUNTY to ascertain project requirements, finances, schedules, and other pertinent matters. The COUNTY shall provide the CONSULTANT with any existing environmental documents available. Meetings with the COUNTY shall also determine the limits for topographical surveying and pavement geotechnical testing. It is anticipated that there will be one meeting with the COUNTY occurring at the project location.

1.2 Prepare Project Scope of Services and Proposal

This includes preparing the scope and fee proposal and negotiating the contract scope and fee with the COUNTY. This also includes coordination with subconsultants for scopes and fees if required.

2.0 PREPARE CONTRACT AND SUBCONTRACTS

This includes preparing the CONSULTANT-COUNTY contract and preparing subconsultant contracts if needed.

3.0 PROJECT COORDINATION (coordination with project team, COUNTY, etc.)

CONSULTANT will coordinate with the project team, subconsultants, COUNTY and other applicable agencies to complete the work elements in the Contract. Weekly progress meetings will be held via telecom with the project team and COUNTY.

4.0 GENERAL PROJECT COORDINATION

A Project Manager (PM) will be assigned to this project to ensure continuity through all phases of work. The PM will be responsible for all work performed by the project team. The PM shall:

- a. Define tasks, schedules, and costs.
- b. Monitor work progress and address problems.
- c. Maintain up-to-date schedules.
- d. Coordinate with the COUNTY to receive their input; address their concerns; keep them informed regarding project status; obtain their concurrence on project scope, cost, and schedule; and obtain their input and approval of concepts through final design.
- e. Focus the efforts of the CONSULTANT and subconsultants to expedite the design of a quality based, cost-effective project that meets the needs of the COUNTY.
- f. Provide internal quality control on all work of the CONSULTANT and subconsultants by implementation and monitoring of a Quality Control (QC) and Quality Assurance (QA) program.

- g. Prepare project invoices for submittal to the COUNTY in accordance with the COUNTY's accounts receivable requirements.

5.0 GRANT APPLICATION AND ADMINISTRATION - **NIC**¹

Phase I Deliverables

- Draft Scope of Services – Electronic submittal
- Final Scope of Services – Two (2) originals
- Executed Contract – Two (2) originals

PHASE II PRELIMINARY DESIGN

6.0 TOPOGRAPHICAL SURVEYING

6.1. Coordination to Collect Existing Data and Locate Existing Facilities and Utilities

CONSULTANT will coordinate the project's design needs for the collection of existing data and locate known features by the COUNTY surveyor. This task may also include data collection from web based sources to generate existing edges of pavement, existing pavement markings, and other existing features useful in the preparation of construction drawings.

6.2. Survey Control - **NIC**

6.3. Field Work (Subcontract) – **NIC**

6.4. Convert Survey Data for Design Software

This work includes analyzing the electronic data and preparing the data for use with computer modeling as supplied by the COUNTY. Included are the following separate tasks:

- a. Establish design coordinates and alignments to be used for CAD drawings.
- b. Input raw data into the computer program in order to sort data into company standard layers for efficient analyzing.
- c. Verify survey data from previous project with latest field survey.
- d. Sort all data points by layers and description for computer modeling.
- e. Prepare digital terrain model (DTM) of existing ground contours, pavement edges, roadways, electrical equipment, drainage features, buildings, fences, and other miscellaneous entities as required.
- f. Prepare and process data for pavement profiles, grading and/or paving cross sections, and drainage features.

7.0 GEOTECHNICAL INVESTIGATION

7.1 Coordination for Geotechnical Work

¹ NIC = Not in Contract

The COUNTY will supply available geotechnical data from tests performed on the COUNTY's behalf to help determine existing and subgrade conditions.

7.2 Establish Project Testing Requirements – NIC

7.3 Field Work and Laboratory Testing (Subcontract) – NIC

7.4 Analyze Data

After receiving the data from the COUNTY, the CONSULTANT will analyze the data and any previous geotechnical data available in the CONSULTANT's files. This task will also include CONSULTANT providing / performing the following:

- a. Review geotechnical recommendations.
- b. Determine appropriate data for pavement design.
- c. Input data for computer modeling with topographical survey data.
- d. Prepare pavement data and soil information for incorporation onto plan sheets.
- e. Evaluate existing pavement sections for potential recycling and reuse.
- f. Evaluate shrink, swell, and consolidation potential.

8.0 **PREPARE PLAN SHEETS FOR PRELIMINARY SUBMITTAL (60% PLANS)**

8.1 Project Sheet Set

CONSULTANT will prepare the project sheet set that will depict the proposed major improvements for the runway rehabilitation.

8.2 Design Alternatives

A potential future runway reconstruction phasing option and vertical grade tie-in will be considered as part of the preliminary design.

8.3 Planning Analysis - NIC

9.0 **PREPARE FAA PAVEMENT DESIGN REPORT AND FAA FORM 5100. – NIC**

10.0 **PREPARE PRELIMINARY SURFACE DRAINAGE ANALYSIS – NIC**

11.0 **PREPARE PRELIMINARY COST ESTIMATE**

11.1 Calculate Estimated Preliminary Quantities

The CONSULTANT will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.

11.2 Prepare Preliminary Cost Estimate

The CONSULTANT will provide a Preliminary Cost Estimate based on record cost data and similar work.

12.0 **PREPARE PRELIMINARY DESIGN REPORT (PDR) – NIC**

13.0 PREPARE FAA FORM 7460 – NIC

14.0 PREPARE ENVIRONMENTAL DOCUMENTATION – NIC

15.0 PRELIMINARY DESIGN PROJECT MEETINGS

The CONSULTANT will arrange and lead a meeting at the conclusion of Phase II – Preliminary Design, as described in the subtask below. The CONSULTANT will produce drawings and handouts, as needed, to conduct the meetings and will prepare minutes to document the discussions.

15.1 Present Preliminary Design and Recommendations to COUNTY

The CONSULTANT will prepare for and conduct a meeting with the COUNTY to present the findings of the preliminary engineering phase presenting any recommendations for the project. The meeting will take place by phone or in conjunction with another meeting.

Phase II Deliverables

Prior to the completion of Phase II, the CONSULTANT will deliver the following information to the COUNTY:

- 1) Plans and engineer’s cost estimate in support of Preliminary Design – Three (3) copies

PHASE III FINAL DESIGN

16.0 PREPARE PLANS

Plan sheets will be prepared depicting the proposed improvements as indicated under Project Description. The following is a general list of drawings that will be used as a guideline. Actual number and title of drawings may be modified during the design phase, as required.

General:

- G-001 Cover Sheet, Sheet Index and Symbols
- G-002 Legend and Abbreviations
- G-021 Project Layout Plan
- G-041 Survey Control Plan
- G-081 Construction Safety and Phasing Plan

Geotechnical:

- B-051 Soil Boring Log Plan

Civil:

General

- C-021 Erosion Control Plans
- C-031 Erosion Control Details
- C-051 Demolition Plans
- C-061 Demolition Details

Site

- C-101 Grading and Drainage Plans

- C-141 Intersection Details
- C-201 Plan and Profiles
- C-301 Typical Sections
- C-311 Paving Details

Marking

- C-651 Marking Plans
- C-671 Marking Details

Cross Sections

- C-901 Cross Sections

17.0 PREPARE CONSTRUCTION DOCUMENTS

The CONSULTANT will assemble the specifications and drawings for COUNTY use in obtaining competitive bids for the work.

17.1 Prepare Bidding and Contract Documents

The CONSULTANT's scope of work will be to prepare project plans and technical specifications for the COUNTY to use in obtaining competitive bids for construction.

17.2 Prepare Federal Required Provisions and FAA General Provisions – NIC

17.3 Prepare General Provisions

The CONSULTANT will prepare General Provisions in conformance with the current COUNTY Standards.

17.4 Prepare Special Provisions for Airport Construction

The CONSULTANT will prepare Special Provisions to address, or expand on, conditions specific to construction on airports that require additional clarification. They will include, but are not limited to the following items:

- a. General Safety Requirements (Provided in the Construction Safety and Phasing Plan)
- b. Lines and Grades
- c. Record Drawings
- d. Material Testing
- e. Schedule of Values
- f. Time Limitations
- g. Liquidated Damages
- h. Barricades
- i. Access and Security
- j. Work Hours
- k. Dust Control
- l. SWPPP Requirements and guidance for Contractor
- m. Construction Water & Utilities

17.5 Prepare Technical Specifications

The CONSULTANT will prepare Technical Specifications using CALTRANS Standard Specifications.

18.0 PREPARE FINAL SURFACE DRAINAGE ANALYSIS - **NIC**

19.0 PREPARE LIGHTING LAYOUT AND CIRCUIT CALCULATIONS – **NIC**

20.0 UPDATE AIRPORT SIGNING AND MARKING PLAN - **NIC**

21.0 EROSION CONTROL PLAN

The CONSULTANT will develop an Erosion Control Plan for the project that is in general conformance with BAT (Best Available Technology) management practices. The plan will detail types of erosion control measures recommended for the site in addition to other information needed for the NPDES permitting application. The Contractor shall prepare the SWPPP. This information shall include, but not be limited to:

- a. Project Location
- b. Size of Disturbance of Project
- c. Amount of Impervious Surface
- d. Hydrologic Classification of Site
- e. Receiving Waters
- f. Site Drainage Overview

22.0 PREPARE SPONSOR CERTIFICATIONS – **NIC**

23.0 PREPARE 60% SUBMITTAL – **Covered under Preliminary Design**

24.0 PREPARE 95% SUBMITTAL - **NIC**

25.0 PREPARE AND SUBMIT FINAL PLANS AND SPECIFICATIONS

A final set of plans, specifications, and contract documents will be prepared incorporating revisions, modifications, and corrections determined during the COUNTY's review of the Preliminary Submittal.

26.0 PREPARE AND SUBMIT FINAL COST ESTIMATE

26.1 Calculate Estimated Final Quantities.

Update estimated quantities from the Preliminary Design to reflect COUNTY comments included to produce Final Plans.

26.2 Prepare Final Cost Estimate.

Using the final quantities calculated following the completion of the plans and specifications, the CONSULTANT will prepare the final construction cost estimate. The estimate will be

based on information obtained from previous projects, contractors, material suppliers, and other databases available.

27.0 PREPARE AND SUBMIT ENGINEER'S DESIGN REPORT (EDR)

28.0 PREPARE A CONSTRUCTION SAFETY AND PHASING PLAN

CONSULTANT will prepare a Construction Safety and Phasing Plan (CSPP) in conformance with Federal Aviation Administration (FAA) Advisory Circular 150/5370-2F. A draft of the CSPP will be submitted to the COUNTY for approval. The final CSPP will be included with the project specifications/bid documents. The CSPP will be incorporated into the plans and specifications and will include the following items:

- a. Overview
- b. Purpose
- c. Construction Safety and Phasing Responsibilities
- d. Construction Safety and Phasing, including:
 - 1) Coordination
 - 2) Phasing and Time Limitations
 - 3) Areas and Operations Affected by Construction
 - 4) NAVAID Protection
 - 5) Contractor Access
 - 6) Wildlife Management
 - 7) Foreign Object Debris (FOD) Management and Dust Control
 - 8) Hazardous Materials (Hazmat) Management
 - 9) Notification of Construction Activities
 - 10) Inspection Requirements
 - 11) Underground Utilities and Notification Responsibilities
 - 12) Penalties
 - 13) Special Conditions
 - 14) Runway and Taxiway Visual Aids
 - 15) Marking and Signs For Access Routes
 - 16) Hazard Marking and Lighting
 - 17) Protection of Runway and Taxiway Critical Areas
 - 18) Other Limitations on Construction Safety Plan Compliance Document

29.0 PHASE III PROJECT MEETINGS

The CONSULTANT will attend a final submittal review meeting with the COUNTY by telecon if required. The CONSULTANT will produce drawings and handouts, as needed, to conduct the meeting and shall issue minutes to document the discussions.

PHASE III DELIVERABLES

During the Phase III design effort, the CONSULTANT will deliver the following information to the COUNTY:

Exhibit A

- Final Plans, Specifications and Contract Documents – Three (3) hard copy sets of full and half-size plan sheets, specifications, and contract documents. Also, electronic copy of all documents.
- Construction Safety and Phasing Plan – Two (2) bound copies (CSPP will also be included in final Bid Documents).

PHASE IV BIDDING SERVICES

30.0 PREPARE ADVERTISEMENT FOR BIDS – NIC

31.0 BID DOCUMENTS DISTRIBUTION

31.1 Consultant shall prepare and upload Contract Documents to Quest Construction Data Network (QuestCDN.com). Contractors interested in bidding on the project can register and pay a fee (approximately \$20) to download the Contract Documents. Bidders will be responsible for submitting their bids to the County similar to previous projects.

This task also includes coordination time and services required to facilitate and monitor the online service.

32.0 RESPOND TO BIDDERS QUESTIONS

During the bidding process, the CONSULTANT will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project.

33.0 PREPARE AND DISTRIBUTE ADDENDUM

CONSULTANT will issue up to one (1) bid addendum as appropriate to interpret, clarify, or change the bidding documents as required by the COUNTY or Caltrans. Addendum will be made available to the plan holders and bidder's online via QuestCDN. Any addenda generated as a sole result of the COUNTY's error or omission, or Caltrans request, will be considered as extra services, and the CONSULTANT will be reimbursed for this effort as an amendment to this contract.

34.0 PRE-BID CONFERENCE - NIC

35.0 BID OPENING – NIC

36.0 BID REVIEW AND BID TABULATION – NIC

37.0 PREPARE RECOMMENDATION FOR AWARD – NIC

PHASE IV DELIVERABLES

1) Bid Documents

- Hard copies - 3 sets, including plans (full-size and half-size), specifications, and other contract documents.
- Electronic - all documents required for bidding will be uploaded to QuestCDN.

SCHEDULE OF COMPLETION

The CONSULTANT will complete work described under Phase I – “Contracts and Project Scoping” and the work described under Phase II – “Preliminary Design (60%)” within forty-five (45) working days from the date the COUNTY issues the Notice to Proceed with the work. A ten (10) working day period is scheduled for the COUNTY to review plans, specifications, and cost estimates, and offer comments. The

CONSULTANT will complete the work described under Phase III – “Final Design” within twenty-five (25) working days of receipt of COUNTY’s review comments on the Preliminary Design submittal.

COMPENSATION FOR SERVICES

Payment for all work outlined in this Scope of Services, Phases I, II, III, and IV shall be a lump sum fee of Forty-five Thousand Eight Hundred Five Dollars (\$45,805). This fee shall include labor, materials, expenses, and incidentals necessary to complete the work as described herein. An Engineering Services Cost Estimate is included as *Attachment 1* to this Scope of Services. Payments will be made monthly based on the percentage of work complete.

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. Western Standard Billing Rate Schedule (2015) included as *Attachment 2* to this Scope of Services. 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.

Attachments:

- 1 – Engineering Services Cost Estimate*
- 2 – Mead & Hunt, Inc. Western Standard Billing Rate Schedule (2015)*

**CHIRIACO SUMMIT AIRPORT
Engineering Services Cost Estimate
CAAP # RIV-4-14-1**

BASIC ENGINEERING DESIGN SERVICES

Contracts and Project Scoping

Senior Associate	3	Hours	@	\$	263.00	\$	789.00
Senior Project Engineer	10	Hours	@	\$	216.00	\$	2,160.00
Project Engineer	12	Hours	@	\$	177.00	\$	2,124.00
Administrative Assistant	10	Hours	@	\$	95.00	\$	950.00
Accounting	3	Hours	@	\$	95.00	\$	285.00

Subtotal \$ 6,308.00

Preliminary Design

Senior Project Engineer	10	Hours	@	\$	216.00	\$	2,160.00
Project Engineer	30	Hours	@	\$	177.00	\$	5,310.00
Planner III	8	Hours	@	\$	144.00	\$	1,152.00
Engineer II	40	Hours	@	\$	133.00	\$	5,320.00
Engineering Technician III	40	Hours	@	\$	111.00	\$	4,440.00
Administrative Assistant	8	Hours	@	\$	95.00	\$	760.00
Clerical	1	Hours	@	\$	77.00	\$	77.00
Expenses	1	[cost +15%]	@	\$	300.00	\$	300.00

Subtotal \$ 19,519.00

Final Design

Senior Project Engineer	10	Hours	@	\$	216.00	\$	2,160.00
Project Engineer	20	Hours	@	\$	177.00	\$	3,540.00
Engineer III	40	Hours	@	\$	144.00	\$	5,760.00
Engineering Technician III	20	Hours	@	\$	111.00	\$	2,220.00
Administrative Assistant	16	Hours	@	\$	95.00	\$	1,520.00
Clerical	3	Hours	@	\$	77.00	\$	231.00

Subtotal \$ 15,431.00

Bidding Services

Project Engineer	10	Hours	@	\$	177.00	\$	1,770.00
Engineer III	8	Hours	@	\$	144.00	\$	1,152.00
Engineering Technician III	4	Hours	@	\$	111.00	\$	444.00
Administrative Assistant	10	Hours	@	\$	95.00	\$	950.00
Clerical	3	Hours	@	\$	77.00	\$	231.00

Subtotal \$ 4,547.00

TOTAL BASIC ENGINEERING	\$ 45,805.00
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MEAD & HUNT, Inc.
Western Standard Billing Rate Schedule
Effective January 1, 2015

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	\$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.

This schedule of billing rates is effective January 1, 2015, and will remain in effect until December 31, 2015, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.