

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



**FROM :** ECONOMIC DEVELOPMENT AGENCY (EDA)

**SUBMITTAL DATE:**

September 28, 2016

**SUBJECT:** Hemet Ryan Airport – Updated Airport Layout Plan with AGIS Survey District 3  
[\$228,450] 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 Airport Layout Plan update with AGIS Survey work order agreement at Hemet-Ryan Airport; and
2. Approve and authorize the Auditor Controller to make the budget adjustments increasing appropriations and estimated revenues as shown on Schedule A.
3. Delegate Change Order authority to the Assistant County Executive Officer/EDA or designee in accordance with Board Policy B-11.

**Policy, 4/5 Vote**

**BACKGROUND:**

**Summary**


The purpose of the project is to update the Airport Layout Plan (ALP) set with Airports Geographic Information System (AGIS), for the Hemet-Ryan Airport (Airport). The most recent update to the ALP was approved in 2006; the current set contains only the ALP and airspace sheets. The update will define modifications needed to comply with FAA design standards, and reflect an extension to Runway 5-23 to the east. Additionally, an AGIS survey will be conducted to support an aeronautical obstruction survey for the airport airspace drawings and obstruction analysis.

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Benoit, seconded by Supervisor Washington and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Tavaglione, Washington, Benoit and Ashley  
Nays: None  
Absent: None  
Date: October 25, 2016  
xc: EDA

Kecia Harper-Ihem  
Clerk of the Board  
By   
Deputy

3-9

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

The following additional sheets will be prepared to complete the ALP set:

- Title Sheet
- Airport Data Sheet
- Airport Airspace Plan and Profile
- Inner Portion of the Approach Surface Plan and Profile
- Runway Departure Surface Plan and profile
- Terminal Area Plan
- Exhibit A Property Map
- Land Use Drawing

At the direction of the Federal Aviation Administration (FAA) Los Angeles Airport District Office, the current ALP needs to be updated to meet FAA guidance on ALP standards. The Aviation division has several high-priority projects to be included on the updated ALP. The ALP update 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 planning services and recommend that the Board of Supervisors approve the necessary ALP work order agreement for the project. County Counsel has reviewed and approved the attached documents as to legal form.

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
<b>COST</b>	\$ 228,450	\$ 0	\$ 228,450	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Federal Aviation Administration Airport Improvement Grant Funds 90%, Airport Budget Fund (22350) 10%			<b>Budget Adjustment: Yes</b>	
			<b>For Fiscal Year: 2016/17</b>	

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

**Impact on Residents and Businesses**

The Airport Layout Plan update 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 Agreements

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

**Schedule A**

RF:JWW:TM:DS:mm 13366 MT-2426

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**SCHEDULE A**

**Increase Estimate Revenues:**

22350 – 1910300000 – 767060-Fed-Airports Improvements - \$228,450

**Increase Appropriations:**

22350 – 1910300000 – 525440 – Professional Services - \$228,450

**WORK ORDER AGREEMENT**  
**FOR**  
**HEMET-RYAN AIRPORT**  
**UPDATED AIRPORT LAYOUT PLAN WITH AGIS SURVEY**  
**BY AND BETWEEN**  
**RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY**  
**AND**  
**MEAD & HUNT, INC.**

This Agreement is made and entered into this 25<sup>th</sup> day of October, 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 for continued airport development, and to comply with current FAA regulations, which is critical to the airport's future;

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

**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;

**WHEREAS**, CONSULTANT is uniquely qualified based on their prior knowledge by completing an update of the Airport Layout Plan for the Hemet-Ryan 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 update the Airport Layout Plan for the Hemet-Ryan Airport, 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 twenty-four (24) 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 Four Hundred Fifty Dollars (\$228,450) for Aviation Planning 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**  
David Dietz  
Project Manager  
Mead & Hunt, Inc.  
133 Aviation Boulevard, Suite 100  
Santa Rosa, CA 95403  
Phone: (707) 284-8687  
Email: [david.dietz@meadhunt.com](mailto:david.dietz@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**

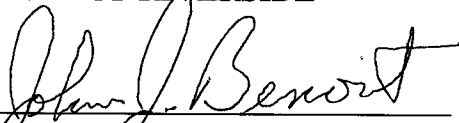
Daryl Shippy  
Airports Manager  
County of Riverside, EDA Aviation  
P.O. Box 1180  
Riverside, CA 92502

**CONSULTANT**

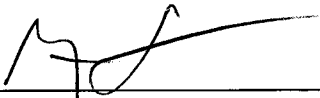
Jon J. Faucher  
Vice President  
Mead & Hunt, Inc.  
133 Aviation Boulevard, Suite 100  
Santa Rosa, CA 95403

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

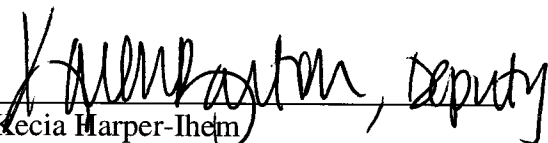
**COUNTY OF RIVERSIDE**

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


**MEAD & HUNT, INC.**

  
\_\_\_\_\_  
Mitchell Hooper  
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

**HEMET-RYAN AIRPORT  
COUNTY OF RIVERSIDE, CALIFORNIA  
AIRPORT LAYOUT PLAN UPDATE**

**AIP No. 3-06-0255-xx**

**SCOPE OF SERVICES**

**September 6, 2016**

This Scope of Services describes the tasks that will be undertaken to update the Airport Layout Plan (ALP) set for the Hemet-Ryan Airport (Airport) located on the western edge of Hemet, California and owned and operated by the County of Riverside (County). This Scope of Services is organized into two sections: Project Understanding and Scope of Services. The Project Understanding section documents the Airport owner's goals for this process, the circumstances surrounding the need for the project, and the required areas of emphasis. The Scope of Services section details the work tasks to be completed by Mead & Hunt, Inc. (Consultant) in pursuit of the goals outlined in the Project Understanding section.

**PROJECT UNDERSTANDING**

The most recent update to the ALP was approved in 2006. The ALP set contains only the ALP and airspace sheets.

At the direction of the Federal Aviation Administration (FAA) Los Angeles Airport District Office, the current ALP needs to be updated to meet FAA guidance on ALP standards. Additionally, the County has several high-priority projects to be included on the updated ALP. The Scope of Services covers the following tasks.

- Update the ALP to meet requirements of FAA Advisory Circulars (AC) 150/5300-13A, Change 1, *Airport Design*, 150/5070-6B, Change 2, *Airport Master Plans*, and checklists associated with the 2013 *ALP Review Checklist* (ARP SOP No. 2.00) and *Exhibit 'A' Review Checklist* (ARP SOP No. 3.00). Consultant will update the existing ALP sheets to meet current standards. The current format in which existing and future development is depicted on one ALP sheet will be retained. The following additional sheets will be prepared to complete the ALP set:
  - Title Sheet
  - Airport Data Sheet
  - Airport Airspace Plan and Profile
  - Inner Portion of the Approach Surface Plan and Profile
  - Runway Departure Surface Plan and Profile
  - Terminal Area Plan
  - Exhibit "A" Property Map
  - Land Use Drawing
- Define any modifications needed to comply with FAA design standards. The midfield exit taxiways which directly connects the primary runway to taxiways leading to parking aprons will specifically be evaluated.



- Reflect an extension to Runway 5-23 to the east. This 500-foot extension would include a displaced threshold at the Runway 23 end to ensure compatibility with existing and planned land uses located east of the Airport.
- Prepare an Airports Geographic Information System (AGIS) Airport Airspace Analysis. In order to support evaluation of the proposed runway extension, survey-quality data is needed to evaluate potential obstructions in the Airport's vicinity. The FAA has begun an initiative to streamline the Airport airspace analysis and survey process and centralize airport data storage into one integrated web-based AGIS. AGIS surveys capture survey data of the Airport property and the surrounding area. The obstruction data for the Airport is more than 10 years old. As such, the obstruction data for the Airport is outdated. An AGIS survey will provide high quality obstruction data for the Airport Airspace Drawings and obstruction analysis.
- Update the ALP to reflect relocation of the CalFire air attack base to the north side of the Airport. This move would free up valuable property for other aviation uses on the south side of the Airport.

## SCOPE OF SERVICES

This section describes the work elements that will be completed as part of the ALP Update.

### Element 1 – Study Design

The study design will include the preparation of a comprehensive Scope of Services, along with a schedule for completing work elements. The parties, including the County, Consultant, and FAA, will agree to any changes required and the documents will be submitted to the County for final review and approval. These documents will form the basis of a contract.

Element 1 will terminate upon Consultant receipt of a Notice to Proceed by the County. The remaining elements included in this Scope of Services will then proceed in accordance with the work plan maintained by the Consultant project manager.

#### Assumptions:

- No in-person meetings will be required to complete this element. Coordination will be conducted via telephone and electronic mail.

#### Deliverables:

- Draft scope, schedule, and budget.
- Final scope, schedule, budget, grant application, and executed contract documents.

### Element 2 – Project Management

Project management includes administrative tasks, project coordination, and communication efforts needed to complete this project. The approach combines routine and timely coordination with Airport management, FAA, members of the project team, and others who become involved through the course of the study. The project management and coordination process includes the following tasks:

**Project Initiation** — Consultant will hold a project kickoff meeting with County staff via conference call. During this call, the project work plan will be reviewed and refined, communication protocols will be

established, and a brainstorming session will be conducted using the 2006 ALP and the most recent draft ALP.

**Project Management** — includes communications among the project team for purposes of tracking the progress of the various study elements. Project management duties include: developing and documenting the project work plan; organizing the project team; launching and monitoring project activities; managing/mitigating risks; overseeing quality control efforts; and closing out the project once completed.

**Sponsor Project Briefings** — regular monthly status briefings will take place through the duration of the project, which is anticipated to take 18 months from the date of contract acceptance by the County and FAA. It is expected that these briefings will take place in accordance with a communication protocol to be established at the project kickoff. Written project status reports will be filed on a monthly basis with the County's designated point of contact and the FAA program manager.

**FAA Coordination** — the primary purpose of this task is to keep the FAA informed of project progress, and to help establish a consensus between the County and the FAA when FAA input is necessary. The method and frequency of such coordination efforts will be established at project kickoff.

**Assumptions:**

- Active work period of eighteen (18) months by Consultant team.
- Consultant will send monthly email to County and FAA during inactive periods (if any) to identify the delay and anticipated restart. Inactive project time may include ALP review and approval processing by FAA and/or County.

**Deliverables:**

- Eighteen (18) monthly project status reports delivered via email and/or in hard copy with invoices.
- As-needed email correspondence and telephone discussions throughout active project duration.

**Element 3 – Project Travel**

This Scope of Services provides three (3) project-related trips to meet with the County and FAA. In-person meetings are anticipated to consist of the following:

**Meeting #1, Review of Alternatives** — Consultant will meet with County staff to review this scope and schedule. During this work session, the project work plan will be reviewed and refined, communication protocols will be established, and a brainstorming session regarding the projects listed in the Project Understanding will be conducted. At the County's option this review can be a private meeting with County staff, a public-meeting with Airport users or both, if they are held on the same day.

**Meeting #2, Administrative Draft ALP** — upon completion of the administrative draft ALP set and Narrative Report, the Consultant will meet with County staff to present the proposed plan and recommended revisions. This meeting also will be used to review the results of the new airspace analysis. The Consultant will work with County staff to formulate a feasible implementation plan for removal of obstructions (if any).

**Meeting #3, FAA Draft ALP** — Consultant will accompany County staff to a meeting with the FAA to present the draft ALP set.

**Assumptions:**

- Up to two (2) Mead & Hunt staff members at the meetings.

- No meetings will require an overnight stay.
- Consultant will prepare meeting materials and will forward meeting notes and action items for initial review by County before being finalized.

**Deliverables:**

- Consultant participation at three (3) in-person meetings.
- Preparation and distribution of meeting materials to County.
- Meeting notes and action items reports to County.

**Element 4 – AGIS**

An AGIS survey will be conducted to support an aeronautical obstruction survey for the Airport. The project will be done in compliance with AGIS policies and will include an airport airspace analysis for vertically-guided operations for existing and future Runway 5-23 and non-vertically for existing Runway 4-22. The ACs identified below detail the data collection requirements and accuracies for the project and the verification process by the FAA and the National Geodetic Survey (NGS).

- AC 150/5300-16A, *General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey*
- AC 150/5300-17C, *Standards for Using Remote Sensing Technologies in Airport Surveys*
- AC 150/5300-18C, *Survey and Data Standards for Submission of Aeronautical Data Using Airports GIS*

**Assumptions:**

- Data will be provided in the formats specified.

**Deliverables:**

All data will be collected and associated required deliverables will be provided in the formats specified in the appropriate ACs to the FAA Office of Airports, Airports Surveying-GIS Program. All data submissions to the FAA will be through the program's website at <http://airports-gis.faa.gov>.

The AC 150/5300-17C project data deliveries that will not be submitted through the website will be delivered on external hard drives or CD-ROMs/DVDs.

The AC 150/5300-18C deliverables that will be uploaded to the AGIS website include:

- Statement of Work, Imagery Plan and Survey and Quality Control Plan.
- Image Delivery.
- Digital limited landmark detail outside the Airport.
- Color digital orthophotos with a 1.0' pixel resolution (GeoTIFF format).
- Obstruction survey data (that covers NVG, VG and Part 77 surfaces).
- Surveyed centerline profile on VG runways.
- NAVAID data.
- Planimetric data and two foot contours to AC 150/5300-18C specifications (Shapefile format).

- Photogrammetrically derived and surveyed attributes in defined format.
- FGDC compliant metadata.
- Final Report.

Other deliverables include:

- Planimetric data and two foot contours in AutoCAD format. Data will be topologically structured.
- Color digital orthophotos with a 1.0' pixel resolution in GeoTIFF (project area).
- Color digital orthophotos with a 0.5' pixel resolution in GeoTIFF (airport property).
- 2 color enlargements (30 inch by 40 inch) covering the Airport and surrounding area (mounted/laminated/framed).
- Part 77 Non Precision obstruction survey data for Runways 5/23 in Microstation/Excel/CSV file format.

All digital files will be delivered on external hard drive or CD/DVD.

### **Element 5 – Alternatives/Proposed Development**

Consultant will evaluate the near- and intermediate-term needs of the Airport. The evaluation will focus on the specific projects identified in the Project Understanding. Alternatives will be provided as appropriate for each topic. The results of this planning effort will be reflected in the appropriate ALP sheet and described in the ALP Narrative Report.

#### **Assumptions:**

- A total of four (4) alternatives will be generated.
- Update does not include a runway length analysis.

#### **Deliverables:**

- Deliverables to be provided in PDF format for County's review and comment.

### **Element 6 – Airport Layout Plan**

Consultant will update its electronic ALP files of the Airport to include the photogrammetry developed in the AGIS survey. Existing proposed airfield facilities will be evaluated based upon the new design guidelines in FAA AC 150/5300-13A, Change 1, *Airport Design*. Data tables will be updated and expanded to reflect FAA design nomenclature. ALP drawings will be formatted to conform to the FAA's guidance in the 2013 *ALP Review Checklist* (ARP SOP No. 2.00). Consultant will update the ALP to reflect the future projects analyzed in Element 4 at the County's direction.

#### **Assumptions:**

- Building elevations and runway end elevations and coordinates will be provided by the AGIS survey.
- The utility of the currently proposed 500-foot extension to the east will be evaluated and documented.
- FAA will provide comments after initial review and the ALP will be updated for subsequent FAA review.

**Deliverables:**

- Administrative Draft ALP set to client (printed and digital PDF) – one (1) set of 24 inch by 36 inch sheets. Sheets included in the full ALP set:
  - Title (Index) Sheet
  - Airport Layout Drawing
  - Airport Data Sheet
  - Part 77 Airspace Plan
  - Inner Approach Plan (x2)
  - Departure Surface
  - Terminal Area Plan
  - Exhibit “A” Property Map
  - Land Use Drawing
- Draft ALP (same sheets as above) to FAA for initial review – one (1) set of 24 inch by 36 inch sheets plus digital files in PDF format.
- Draft ALP (same sheets as above) to FAA for internal ADO review – one (1) set of 24 inch by 36 inch sheets plus digital files in PDF format.
- Draft FAA ALP checklist.

**Element 7 – Airspace Plan**

A new Airspace Plan will be created using the new data from the AGIS Survey. The Airspace Plan will reflect the existing and future airfield configuration in plan and profile view. The drawing will depict the FAR Part 77 airspace surfaces, threshold siting surfaces, departure surface(s), and inner approach surfaces for each runway end. The Airspace Plan sheets will reflect objects obtained from the anticipated AGIS survey (Element 4). Only the most critical objects at each runway end will be identified and called out on each inner-approach sheet (no greater than 30 objects per runway end). Objects close to each other will be ‘grouped’ to create ‘one’ object (e.g., cluster of trees). The Airspace Plan is anticipated to require at least four (4) sheets to effectively present the data.

**Assumptions:**

- Obstruction data will be taken from the AGIS survey conducted as part of Element 4.
- Although it is ultimately planned to be closed, airspace surfaces for Runway 4-22 will be included in the Airspace Plan.

**Deliverables:**

- The Airspace Plan will be included with ALP set (see Element 6, Deliverables above).

**Element 8 – Terminal Area Plan**

A new Terminal Area Plan will be prepared in accordance with the FAA’s guidance in the 2013 *ALP Review Checklist* (ARP SOP No. 2.00). The plan will build upon the work conducted as part of the 2008 Master

Plan reflecting build-out of the Airport's core building area. Projects described in Project Understanding and analyzed under Element 5 will be reflected in this drawing.

**Assumptions:**

- County will provide guidance on desired future development.

**Deliverables:**

- Draft Terminal Area Plan will be included with ALP set (see Element 6, Deliverables above).

**Element 9 – Exhibit “A” Property Map**

An Exhibit “A” map will be prepared that conforms to the FAA’s guidance in the 2013 *Exhibit “A” Review Checklist* (ARP SOP No. 3.00). The map will be updated to reflect any property or aviation easements acquired by the County since the 2008 ALP was last approved.

A Record of Survey will be made of the Airport property line. This task will begin with a reconnaissance of property corners, section lines, track corners, parcel maps corners, and centerline monuments of record to establish boundary lines. A record of survey will be prepared and processed through the County of Riverside Surveyor. Survey monuments (1” IP, flush, tagged LS 7083) will be set in property corners. The survey will be sent to the County Surveyor’s office for review within 25 working days of receipt of a notice to proceed, current title report and associated back-up documents. Resolution of any gaps, overlaps or other unforeseen issue may necessitate an extension of this delivery date. The County will be informed if any such circumstances arise.

**Assumptions:**

- County will provide property acquisition and grant data.
- Draft and final property map submissions anticipated to be concurrent with ALP set.
- County will provide a current title report and associated back-up documents.
- County will be responsible for payment of any County filing or processing fees.
- Costs to resolve any gaps, overlaps or other title problems that may become apparent as a result of the survey are not included in this scope of services.

**Deliverables:**

- Draft Exhibit “A” Property Map will be included with ALP set (see Element 6, Deliverables above).

**Element 10 – Land Use Drawing**

A Land Use Drawing will be prepared depicting on- and off-airport land use and zoning in the Airport’s vicinity. The drawing will contain land within the 65 CNEL noise contour as well as other areas adjacent to the Airport. Aviation-related zoning restrictions will be mapped and documented.

**Assumptions:**

- Noise contours used in this drawing will be the most recently developed for this Airport. New noise contours will not be developed.

**Deliverables:**

- Draft Land Use Drawing will be included with ALP set (see Element 6, Deliverables above).

**Element 11 – Airport Layout Plan Narrative Report**

A Narrative Report will accompany the ALP submission to identify the major changes since the 2006 ALP. The Narrative Report will include all standard elements identified in ARP SOP No. 2.00. The focus will be on proposed changes to the airfield and any obstruction removal needs identified by the AGIS survey.

**Assumptions:**

- The Narrative Report is anticipated to have a printed length of no more than thirty (30) pages, including up to twelve (12) graphic depictions in addition to the ALP set.
- Schedule assumes draft report will be submitted with the draft ALP drawing set.

**Deliverables:**

- Administrative Draft Airport Layout Plan Narrative Report – PDF for County staff review.
- Draft Airport Layout Plan Narrative Report – two (2) printed copies for County and FAA review.
- Letter responding to FAA comments.
- Final Airport Layout Plan Narrative Report – two (2) printed copies for County and FAA and two (2) CD-ROMs with the Narrative Report and ALP set in PDF format.

**Element 12 – Final Plan Preparation**

Following receipt of FAA comments on the draft ALP set, the Consultant will review the comments with the County to define the specific changes that will be made. This meeting will be held via telephone.

Client retains responsibility for FAA coordination, CEQA compliance, and local adoption. Consultant will advise Client when to begin this process or may undertake these services under a separate contract.

**Assumptions:**

- This ALP Update is intended to resolve only those items included in the Project Understanding section.
- This element includes one (1) formal response to Client and FAA comments between draft and final plan submission.

**Deliverables:**

- Written response to FAA and Client comments.
- Plan set (as described in Element 6) submission to FAA for formal review – ten (10) sets of 24 inch by 36 inch sheets.
- Digital copies of ALP set for the Client and FAA.
- Completed final FAA ALP checklist to accompany final plan submission.

**RESPONSIBILITIES OF COUNTY OF RIVERSIDE**

Our Scope of Services and Compensation are based on the County performing or providing the following:

- A designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- Obtain and deliver Airport property information needed for completing the property map, if any property has been acquired since the ALP was approved.
- Obtain and deliver property information needed for completing the Exhibit "A" Property Map.
- Access to the project site.
- Available data, drawings, and information related to the project as specified in the scope elements.
- Review of draft and final plans, reports, etc. within forty-five (45) days of receipt.
- Protection of Mead & Hunt supplied digital information or data, if any, from contamination, misuse, or changes.

**FEE**

The fee associated with this ALP update will be Two Hundred Twenty-eight Thousand Four Hundred Fifty Dollars (\$228,450).

<b>ELEMENT</b>	<b>TOTAL</b>
Element 1: Study Design	\$2,972
Element 2: Project Management	\$4,838
Element 3: Project Travel (3 trips)	\$5,746
Element 4: AGIS	\$68,207
Element 5: Alternatives/Proposed Development	\$13,600
Element 6: Airport Layout Plan	\$15,024
Element 7: Airspace Plan	\$20,825
Element 8: Terminal Area Plan	\$5,472
Element 9: Exhibit "A" Property Map	\$58,337
Element 10: Land Use Drawing	\$5,500
Element 11: ALP Narrative Report	\$21,084
Element 12: Final Plan Preparation	\$6,845
<b>TOTAL</b>	<b>\$228,450</b>



**SCHEDULE**

The schedule shown below is proposed for the project. The schedule will need to be extended if County or FAA reviews take longer than specified.

May 2016	Completion of contractual matters and project initiation meeting with County via conference call
June – August 2016	AGIS Survey
June – September 2016	Alternatives analysis
September 2016	Meeting #1: Review of Alternatives
October 2016	Analyze AGIS obstruction data
October – December 2016	Prepare administrative draft ALP set
December 2016 or January 2017	Meeting #2: Present administrative draft ALP to client
January 2017	Client review of administrative draft ALP
February – March 2017	Revise ALP based on client comments and prepare draft Narrative Report
April 2017	Client review of draft ALP set and Narrative Report
May 2017	Meeting #3: Present draft ALP set and Narrative Report to FAA
May – June 2017	Initial review of ALP set by FAA
June 2017	Receipt of FAA comments
June – July 2017	Revise ALP set and Narrative Report based on FAA comments and prepare formal response to FAA comments
August – September 2017	Formal FAA review of revised ALP set and Narrative Report
October 2017	Submit final ALP set and Narrative Report to client for signature and FAA for final approval. Grant close-out.