

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



ITEM  
3.11  
(ID # 5043)

**MEETING DATE:**

Tuesday, October 31, 2017

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

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA): Notice of Completion - California Aid to Airports Program (CAAP) Project # RIV-4-14-1 for the Chiriaco Summit Airport Runway Pavement and Grading Rehabilitation Project, District 4, [\$20,263]; Special Aviation Fund (22350) 34%, California Aid to Airports Program State Funds 66%; (Clerk to Record Notice of Completion)

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

1. Approve and authorize the Chairman to execute the attached Notice of Completion – California Aid to Airports Program (CAAP) Project # RIV-4-14-1 for the Chiriaco Summit Airport Runway Pavement and Grading Rehabilitation Project.
2. Authorize the Clerk of the Board to record the Notice of Completion with the County Recorder.
3. Ratify the Attached Amendment No. 1 to the Work Order Agreement for Construction Administration between Riverside County Economic Development Agency (County) and Mead & Hunt, Inc., (Consultant) in the amount of \$31,804 for the California Aid to Airports Program (CAAP) Project # RIV-4-14-1, Chiriaco Summit Airport Runway Pavement and Grading Rehabilitation Project and authorize the Chairman of the Board of Supervisors to execute the amendment on behalf of the County; and
4. Approve the release of the undisputed retained funds in the amount of \$20,263 to Hal Hays Construction, Inc. in accordance with the contract terms.

**ACTION:** Policy

Robert Field, Assistant County Executive Officer/EDA 10/18/2017

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**MINUTES OF THE BOARD OF SUPERVISORS**

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

Ayes: Jeffries, Tavaglione, Washington, Perez and Ashley  
Nays: None  
Absent: None  
Date: October 31, 2017  
xc: EDA, Recorder

Kecia Harper-Ihem  
Clerk of the Board  
By   
Deputy

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

<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>	\$ 20,263	\$ 0	\$ 20,263	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Special Aviation Fund (22350) 34% - California Aid to Airports Program State 66%			<b>Budget Adjustment:</b> No	
			<b>For Fiscal Year:</b> 2017/18	

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

**BACKGROUND:**

**Summary**

On May 3, 2016, Item 3-12, was approved by the Board of Supervisors, for the Chiriaco Summit Airport-Runway Pavement Rehabilitation Project. On June 23, 2016, The County of Riverside entered into a contract with Hal Hays Construction, Inc. for the Chiriaco Summit Airport Runway Pavement and Grading Rehabilitation Project. The project consisted of a 2" overlay (50' x 4,000') of the asphalt concrete runway at the Chiriaco Summit Airport. The pavement was constructed prior to 1950, and displayed severe cracking, raveling, rutting and distortion. Alligator cracking and potholes were evident in approximately 30% of the runway pavement. Specific improvements included surface preparation, crack repairs, pavement overlay, pavement marking removal and re-application of pavement marking. Notice to Proceed was granted on August 25, 2016, with a start date of August 30, 2016. After unforeseen delays due to weather and pavement edge repair, the construction was completed on May 26, 2017 and the airport has been returned to its full operational capacity.

During this project, the Consultant was contracted to provide construction engineering services including on-site observation, consultant construction administration and Caltrans Division of Aviation coordination. Due to the delays mentioned above, Consultant supplied additional construction observation services outside of the scope of services for the project in the amount of \$31,804, increasing their compensation to \$77,610. The overall contract time for this project was increased by 23 additional days due to review, negotiation and construction observation time that was not covered in the original contract.

**Impact on Residents and Businesses**

The rehabilitation of the Runway Pavement improves the airport operations and enhances capacity and safety.

**SUPPLEMENTAL**

**Additional Fiscal Information**

The California Aid to Airports Program (CAAP) funded 66% and 34% will be taken from the Restricted Fund Balance held for airport improvements in Special Aviation Fund 22350. The

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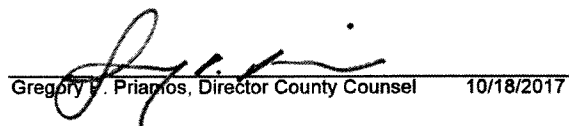
total project cost for this project was \$533,851. There is no impact to the County's general fund.

**ATTACHMENTS:**

- Notice of Completion
- Amendment No. 1 to Work Order Agreement

RF:TM:MV:VP:mm 13657

  
Rohini Dasika, Principal Management Analyst 10/23/2017

  
Gregory P. Priamos, Director County Counsel 10/18/2017

PLEASE COMPLETE THIS INFORMATION  
RECORDING REQUESTED BY:

KECIA HARPER-IHEM, CLERK OF THE BOARD  
4080 LEMON STREET, 1<sup>ST</sup> FLOOR CAC  
P O BOX 1147 – RIVERSIDE, CA 92502

**MAIL STOP # 1010**

AND WHEN RECORDED MAIL TO:

**RETURN TO: STOP #1010**  
**RIVERSIDE COUNTY CLERK OF THE BOARD**  
**P. O. BOX 1147 – RIVERSIDE, CA 92502**

**2017-0456825**

11/02/2017 10:49 AM Fee: \$ 0.00

Page 1 of 2

Recorded in Official Records  
County of Riverside  
Peter Aldana  
Assessor-County Clerk-Recorder



**THIS SPACE FOR RECORDERS USE ONLY**

**NOTICE OF COMPLETION**

(California Civil Code §§ 8180-8190, 8100-8118)

To be recorded with County Recorder within 15 days after completion.

Notice is hereby given by the undersigned owner, a public entity of the State of California, that a public work of improvement has been completed, as follows:

**Project title or description of work:** California Aid to Airports Program (CAAP) Project # RIV-4-14-1 for the Chiriaco Summit Airport Runway Pavement and Grading Rehabilitation Project

**Date of Completion:** The date of this document 10/31/17

**Nature of owner:** Government, County of Riverside

**Interest or estate of owner:** In Fee

**Address of owner:** Clerk of the Board of Supervisors, County Administration Center  
4080 Lemon Street, 5<sup>th</sup> Floor, Riverside, CA 92502

**Name/address of direct contractor:** Hal Hays Construction, Inc.

**Street or legal description of site:** One Chiriaco Rd., Chiriaco Summit, CA 92201

**Dated:** October 31, 2017

FORM APPROVED COUNTY COUNSEL

BY: Marsha L. Victor 10/12/17  
MARSHA L. VICTOR DATE

Owner: County of Riverside  
(Name of Public Entity)

By: John Tavaglione  
John Tavaglione, Chairman, Board of Supervisors

STATE OF CALIFORNIA )

COUNTY OF RIVERSIDE )

I am the Chairman of the governing board of the County of Riverside, the public entity which executed the foregoing notice and on whose behalf I make this verification; I have read this notice, know its contents, and the same is true. I certify under penalty of perjury that the foregoing is true and correct.

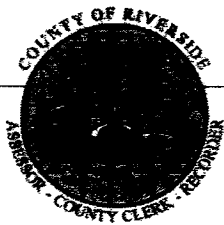
ATTEST: Kecia Harper-Ihem, Clerk

By: Kecia Harper-Ihem  
Deputy

Executed at Riverside, California on Oct. 31, 2017

John Tavaglione  
John Tavaglione, Chairman, Board of Supervisors

10.31.17 3.11



**PETER ALDANA**  
**COUNTY OF RIVERSIDE**  
**ASSESSOR-COUNTY CLERK-RECORDER**

**Recorder**  
P.O. Box 751  
Riverside, CA 92502-0751  
(951) 486-7000

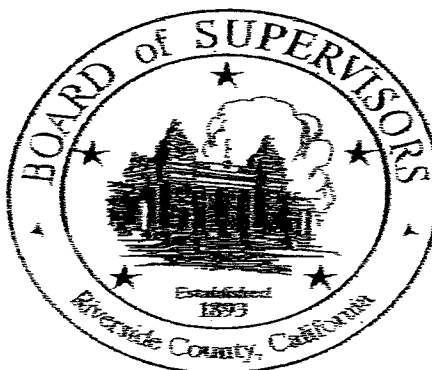
[www.riversideacr.com](http://www.riversideacr.com)

**CERTIFICATION**

Pursuant to the provisions of Government Code 27361.7, I certify under the penalty of perjury that the following is a true copy of illegible wording found in the attached document:

(Print or type the page number(s) and wording below):

CLARIFICATION OF THE SEAL for the Riverside County Board of Supervisors  
(embossed on document)



Date:

10-31-17

Signature:

*Karen Barton*

Print Name:

Karen Barton, Board Assistant, Riverside County Clerk of the Board

1 AMENDMENT NO. 1

2 To the

3 WORK ORDER AGREEMENT

4 Between

5 RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY

6 AND

7 MEAD & HUNT, INC.

8  
9  
10 The COUNTY OF RIVERSIDE by and through the Economic Development Agency (EDA), a  
11 public body corporate politic in the State of California (hereinafter "COUNTY") and MEAD &  
12 HUNT, INC., (hereinafter "CONSULTANT").

- 13  
14 • Article 2 PERIOD OF PERFORMANCE, sentence 1, shall be replaced as follows:

15 "CONSULTANT shall commence performance upon date of execution of this  
16 Agreement and complete performance within Fifty-eight (58) working days or upon  
17 completion of construction if authorized."

18 All other portions of this paragraph will remain unchanged.

- 19  
20 • Article 3 COMPENSATION, subsection 3.1, shall be modified by replacing sentence  
21 1 as follows:

22 "3.1 CONSULTANT shall be paid a LUMP SUM amount Seventy-Seven  
23 Thousand, Six Hundred Ten Dollars (\$77,610) for Construction Engineering  
24 Services as described in Exhibit "A", Scope of Services."

25 All other portions of this paragraph will remain unchanged.

- 26  
27 • All other terms and conditions of this Agreement shall remain in full force and effect.  
28

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1  
2 IN WITNESS WHEREOF, the parties hereto have caused their duly representatives to  
3 execute this Agreement.

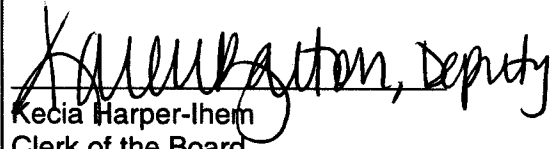
4  
5 COUNTY OF RIVERSIDE

MEAD AND HUNT, INC.

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7   
8 John F. Tavgliione, Chairman  
Board of Supervisors

9  
10   
11 Robert A. Casagrande  
12 Vice President

13  
14 ATTEST:

15  
16   
17 Kacia Harper-Ihem  
18 Clerk of the Board

19  
20 APPROVED AS TO FORM:

21  
22 Gregory P. Priamos  
23 County Counsel

24  
25   
26 Marsha L. Victor  
27 Chief Deputy

28  
S:\EDCOM\AIRPORTS\FAA\AIP - Open Grant Projects\RIV-4-14-1 CHR Runway Pavement Rehabilitation\Construction  
Documents\Amendment No. 1 - Mead & Hunt 9.29.17.doc

**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.

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>							\$	45,806.00