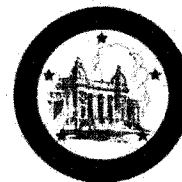


**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM
3.15
(ID # 5903)

MEETING DATE:

Tuesday, February 27, 2018

FROM : ECONOMIC DEVELOPMENT AGENCY (EDA):

SUBJECT: ECONOMIC DEVELOPMENT AGENCY (EDA): Jacqueline Cochran Regional Airport - Airport Layout Plan Update with AGIS Survey District 4 [\$250,000], 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 Jacqueline Cochran Regional Airport; and
2. Delegate Change Order authority to the Assistant County Executive Officer/EDA or designee in accordance with Board Police B-11.

ACTION: Policy

Robert Field, Assistant County Executive Officer/EDA 1/8/2018

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Jeffries, seconded by Supervisor Ashley 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: February 27, 2018
xc: EDA

Kecja Harper-Ihem
Clerk of the Board
By:
Deputy

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

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$250,000	\$0	\$250,000	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: Federal Aviation Administration Airport Improvement Grant Funds 90%, Airport Budget Fund (22350) 10%			Budget Adjustment:	No
			For Fiscal Year: 2017/2018	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The purpose of the project is to update the Airport Layout Plan (ALP) set with Airports Geographic Information System (AGIS), for the Jacqueline Cochran Regional Airport (Airport). The most recent update to the ALP was approved in 2008; the current set contains the full range of ALP sheets, including the airport layout plan and its associated data sheet, several terminal area sheets, airspace sheets and a property map. The update will define modifications needed to comply with FAA design standards. Additionally, the County has two high-priority tasks to be undertaken as part of the ALP update. They include:

- Update the ALP to meet requirements of FAA Advisory Circulars (AC) 150/5300-13A, Change 1, *Airport Design*, AC 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
 - Inner Portion of Approach Surface Plan and Profile
 - Runway Departure Surface Plan and Profile
 - Land Use Drawing
- Define any modifications to comply with FAA design standards. The apron taxilane, which directly connects Taxiway F near runway exit Taxiway F4, will specifically be evaluated.
- The first high-priority task is to evaluate the optimum ways to utilize remaining land in the terminal area. Extensive development of aprons and large hangars has occurred and it is essential to efficiently use the remaining land.
- The second high-priority task is to determine what changes would need to be made to the airfield to meet FAR Part 139 standards. The County has received a credible

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

proposal to begin scheduled passenger service and wishes to identify the changes that would need to be made to meet Part 139 standards.

At the direction of the FAA's Los Angeles Airport District Office, the current ALP needs to be updated to meet FAA guidance on ALP standards. The ALP update 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 Airport Project Consultant, per the 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.

Impact on Residents and Businesses

The Airport Layout Plan update will improve the airport operations and enhance capacity and safety.

Additional Fiscal Information

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

ATTACHMENTS:

- Work Order Agreement

RF:HM:TM:VP:mm


Rohini Dasika, Principal Management Analyst 2/20/2018


Gregory V. Priamos, Director County Counsel 2/14/2018

WORK ORDER AGREEMENT
FOR
JACQUELINE COCHRAN REGIONAL AIRPORT
AIRPORT LAYOUT PLAN UPDATE WITH AGIS SURVEY
BY AND BETWEEN
RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY
AND
MEAD & HUNT, INC.

This Agreement is made and entered into this 27th day of February, 2018, 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 update existing plans for airport facilities.

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 9th 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 planning projects for the Jacqueline Cochran Regional 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 prepare an Airport Layout Plan Update, the Scope of Services for 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 eighteen (18) 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 not-to-exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) 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
Tim Miller
Aviation Director
County of Riverside, EDA Aviation
3403 10th Street Suite 400
Riverside, CA 92501
Phone: (951) 955-4838
Fax: (951) 955-6686
Email: TLMiller@rivco.org

CONSULTANT
David Dietz
Project Manager
Mead & Hunt, Inc.
1360 19th Hole Dr., Suite 200
Windsor, CA 95492
Phone: (707) 284-8687
Email: 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

Tim Miller
Aviation Director
Riverside County, EDA
3403 10th Street, Suite 400
Riverside, CA 92501

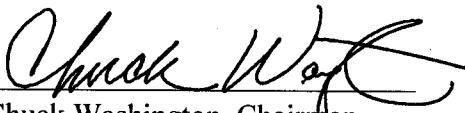
CONSULTANT

Jon J. Faucher
Vice President
Mead & Hunt, Inc.
1360 19th Hole Drive, Suite 200
Windsor, CA 95492


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

COUNTY OF RIVERSIDE

MEAD AND HUNT, INC.

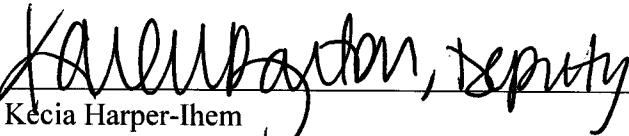


Chuck Washington, Chairman
Board of Supervisors



Jon J. Faucher
Vice President

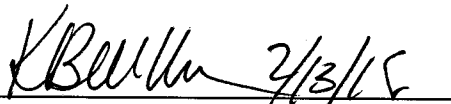
ATTEST:



Kécia Harper-Ihem
Clerk of the Board

APPROVED AS TO FORM:

Gregory P. Priamos
County Counsel



Synthia M. Gunzel
Deputy County Counsel

JACQUELINE COCHRAN REGIONAL AIRPORT
COUNTY OF RIVERSIDE, CALIFORNIA
AIRPORT LAYOUT PLAN UPDATE SCOPE OF SERVICES

FAA AIP No. 3-06-0255-024-2017

September 19, 2017

This Scope of Services describes the tasks that will be undertaken to update the Airport Layout Plan (ALP) set for the Jacqueline Cochran Airport (Airport) located southeast of Palm Springs, 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 2008 to reflect construction activities. The last planning analysis occurred as part of an airport master plan update in 2004. The ALP set contains the full range of ALP sheets, including the airport layout plan and its associated data sheet, several terminal area sheets, airspace sheets and a property map.

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 two high-priority tasks to be undertaken as part of the ALP update. 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
 - Inner Portion of the Approach Surface Plan and Profile
 - Runway Departure Surface Plan and Profile
 - Land Use Drawing
- Define any modifications needed to comply with FAA design standards. The apron taxilane, which directly connects to Taxiway F near runway exit Taxiway F4, will specifically be evaluated.
- The first high-priority task is to evaluate the optimum ways to utilize remaining land in the terminal area. Extensive development of aprons and large hangars has occurred and it is essential to efficiently use the remaining land.
- The second high-priority task is to determine what changes would need to be made to the airfield to meet FAR Part 139 standards. The County has received a credible proposal to begin scheduled

passenger service and wishes to identify the changes that would need to be made to meet Part 139 standards.

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 2008 Airport Master Plan.

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 four (4) 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 alternative ways to develop the remaining open parcels within the terminal area. At the County's option this trip could also include a meeting with major tenants to review the alternatives and explore additional ways to develop the terminal area. This trip will also be used to validate/update the fencing and gates shown on the ALP to support the evaluation of changes needed to meet Part 139 standards.

Meeting #2, Review of Refined Alternatives and Part 139 Assessment — This trip will be used to review refined terminal area development alternatives with County staff and, if desired, others identified by County staff. This visit will also be used to present the results of the Part 139 analysis and discuss its implications.

Meeting #3, 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.

Meeting #4, 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.
- Meetings will likely require an overnight stays.
- 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 four (4) in-person meetings.
- Preparation and distribution of meeting materials to County.
- Meeting notes and action items reports to County.

Element 4 – AGIS Survey

An AGIS survey will be conducted to support an aeronautical obstruction survey for the Airport. The survey will follow FAA guidance for a Vertically Guided Airport Airspace Analysis (AAA) Survey, as defined in FAA Advisory Circular 150/5300 - 18B: Section 2.7.1.1. *Runways with Vertical Guidance* (inclusive of paragraphs 2.7.1.1. through 2.7.1.1.7.). The project will include vertically guided AAA Survey for Runway 14-32 and Runway 5-23. New aerial photography will be collected as part of this effort, and used to provide data on objects on the Airport property and underlying the vertically guided AAA surfaces, as defined in AC 150/5300-18B.

Assumptions:

- AGIS survey data will be submitted to the FAA through the program's website at <http://airports-gis.faa.gov>.
- Applicable AGIS survey data, including objects, structures, elevation data, will be integrated into the Airport Layout Plan and Airspace Plan.

Deliverables:

- Items required per Table 2.1 (Survey Requirements Matrix) of FAA AC 150/5300-18B, Column 'Airport Layout Plan.'
- AGIS website deliverables include:
 - Statement of Work, Imagery Plan and Survey and Quality Control Plan
 - Imagery Delivery
 - Digital limited landmark detail outside the airport
 - Color digital orthophotos with a 1.0' pixel resolution (GeoTIFF format)
 - Obstruction survey data (that covers VG surfaces)
 - Surveyed centerline profile on VG runways
 - NAVAID data
 - Photogrammetrically derived points, lines and polygons with attribution per the standards defined in AC 150/5300-18B
 - Federal Geographic Data Committee compliant metadata
 - Final Report

Element 5 – Alternatives/Proposed Development

Consultant will evaluate the near- and intermediate-term needs of the Airport. The evaluation will focus on the specific elements identified in the Project Understanding. Alternatives will be provided as appropriate for each topic. A high level of detail will be provided in terminal area alternatives to ensure that constructability issues are addressed. Alternatives will be reviewed by the Consultant's civil engineers so that collateral issues, such as drainage, are addressed in the alternatives. The results of this planning effort will be reflected in the ALP and described in the ALP Narrative Report.

Assumptions:

- A total of eight (8) 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 – FAR Part 139 Assessment

Define anticipated passenger volumes and aircraft size based upon discussions with County staff and the potential air service provider. Inventory and analyze the current airside and landside facilities, infrastructure, services, and capabilities for consistency with Part 139 requirements. Prepare a summary of needs identified to meet 139 standards. Provide planning level implementation costs for items identified in the needs assessment. A site for an airport traffic control tower will be identified on the ALP. Inclusions, exclusions, and assumptions will be noted in the 139 assessment section of the Narrative Report. This section will include:

- A. Initial documentation/equipment/facilities/procedures/personnel/etc.
- B. On-going operational costs
- C. Potential impact on APCs liability exposure/insurance costs is not included in this Scope of Work
- D. Potential Infrastructure, personnel, and equipment costs
 - 1) Airside infrastructure
 - 2) Landside and terminal infrastructure
 - 3) Personnel and staffing
 - 4) Equipment

Assumptions:

- Analysis and costs will be at a preliminary planning level.
- Passenger facility needs will provided at a concept planning level of detail. Terminal programming will not be developed.
- Deliverables to be provided in PDF format for County's review and comment

Deliverables:

- Draft and final versions of the Part 139 Assessment. The initial draft will be a stand-alone document. The final version will be incorporated into the Narrative Report.

Element 7 – Airport Layout Plan

Consultant will update its electronic ALP files of the Airport to reflect any recent development. Existing and currently 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 and runway end elevations and runway end coordinates will be developed from the AGIS survey.
- 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 (2 sheets)
- Departure Surface
- Terminal Area Plan (4 sheets)
- 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 8 – 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.

Deliverables:

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

Element 9 – 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 2004 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. A high level of detail will be provided to ensure that constructability issues are addressed.

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 10 – 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 avigation easements acquired by the County since the 2008 ALP.

Assumptions:

- County will provide property acquisition and grant data.
- Draft and final property map submissions anticipated to be concurrent with ALP set.

Deliverables:

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

Element 11 – 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 12 – Airport Layout Plan Narrative Report

A Narrative Report will accompany the ALP submission to identify the major changes since the 2008 ALP. The Narrative Report will include all standard elements identified in ARP SOP No. 2.00 plus the results of the Part 139 assessment. 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 13 – 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.

SCHEDULE OF COMPLETION

Consultant shall commence performance upon date of execution of work order for this project. Work as described in this scope shall be completed within eighteen (18) months.

COMPENSATION FOR SERVICES

Consultant shall be paid a LUMP SUM amount not-to-exceed Two Hundred Fifty Thousand Dollars (\$250,000.00) for Aviation Planning Services as described in this 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.

Jacqueline Cochran Regional Airport
Airport Layout Plan Update
BUDGET

ELEMENT	TOTAL
Element 1: Study Design	\$3,500
Element 2: Project Management	\$9,500
Element 3: Project Travel (4 trips)	\$12,500
Element 4: AGIS Survey	\$75,000
Element 5: Alternatives/Proposed Development	\$22,000
Element 6: FAR Part 139 Assessment	\$20,000
Element 7: Airport Layout Plan	\$18,000
Element 8: Airspace Plan	\$24,000
Element 9: Terminal Area Plan	\$15,000
Element 10: Exhibit "A" Property Map	\$14,000
Element 11: Land Use Drawing	\$5,500
Element 12: ALP Narrative Report	\$23,000
Element 13: Final Plan Preparation	\$8,000
TOTAL	\$250,000

MEAD & HUNT, Inc.
California Billing Rate Schedule
Effective January 1, 2018

Standard Billing Rates

Clerical	\$73.00 / hour
Interior Designer, Technical Editor	\$106.00 / hour
Senior Editor	\$156.00 / hour
Registered Land Surveyor	\$120.00 / hour
Accounting, Administrative Assistant	\$100.00 / hour
Technician I, Technical Writer	\$92.00 / hour
Technician II, Surveyor - Instrument Person	\$106.00 / hour
Technician III	\$115.00 / hour
Technician IV	\$132.00 / hour
Senior Technician	\$160.00 / hour
Engineer I, Scientist I, Architect I, Planner I	\$120.00 / hour
Engineer II, Scientist II, Architect II, Planner II	\$130.00 / hour
Engineer III, Scientist III, Architect III, Planner III	\$140.00 / hour
Senior Engineer, Senior Scientist, Senior Architect, Senior Planner, Senior Economist	\$165.00 / hour
Project Engineer, Project Scientist, Project Architect, Project Planner	\$190.00 / hour
Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Planner	\$222.00 / hour
Senior Associate, Principal, Senior Client/Project Manager	\$300.00 / 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	\$ IRS rate / mile*
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* the current IRS rate as of Jan. 1, 2018 is: **54.5 cents per 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, 2018, and will remain in effect until December 31, 2018, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.