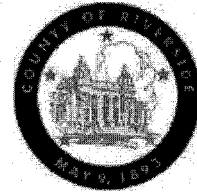


**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM  
3.10  
(ID # 6229)**

**MEETING DATE:**

Tuesday, March 27, 2018

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

**SUBJECT:** ECONOMIC DEVELOPMENT AGENCY (EDA): Jacqueline Cochran Regional Airport, Hemet-Ryan Airport and French Valley Airport - Wildlife Hazard Management Plan - Planning Services, District 3 and District 4 [\$60,082] Federal Aviation Administration Airport Improvement Project Grant Funds 90%, Special Aviation 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 agreements between the County of Riverside and Mead & Hunt, Inc. for the Wildlife Hazard Management – Planning Services at Jacqueline Cochran Regional Airport, Hemet-Ryan Airport and French Valley Airport, utilizing a portion of the remaining funds after the completion of the Wildlife Hazard Assessments for same, each completed in 2017; and
2. Delegate change order authority to the Assistant County Executive Officer/EDA or designee in accordance with Board Policy B-11.

**ACTION:** Policy

A handwritten signature in black ink, appearing to read "Robert Field".

Robert Field, Assistant County Executive Officer/EDA 3/14/2018

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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:** March 27, 2018  
**xc:** EDA

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>	\$ 60,082	\$ 0	60,082	\$ 0
<b>NET COUNTY COST</b>	\$ 0	\$ 0	\$ 0	\$ 0
<b>SOURCE OF FUNDS:</b> Federal Aviation Administration Airport Improvement Project Grant Funds 90%, Special Aviation Budget Fund (22350) 10%			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2017/2018</b>	

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

**BACKGROUND:**

**Summary**

A Wildlife Hazard Assessment (WHA) per the Federal Aviation Administration's (FAA) wildlife strike database was conducted at Jacqueline Cochran Regional Airport, Hemet-Ryan Airport and French Valley Airport. Pursuant to Federal Aviation Regulation (FA) Part 139.337, the primary goal of the WHA was to identify the features, habitats and species that were most likely to cause hazards to aircraft operations and to provide recommendations for reducing such hazards.

The purpose of the project is to complete a Wildlife Hazard Management Plan (WHMP) for Jacqueline Cochran Regional Airport, Hemet-Ryan Airport and French Valley Airport. The WHMP will be based on the Wildlife Hazard Assessment (WHA) that was prepared by Mead & Hunt and accepted by the Federal Aviation Administration (FAA) in 2017. Based on the WHA, the FAA concluded that "there was enough wildlife activity in the area to warrant the development of a WHMP. The management techniques contained in Chapter 5 and 6 of the WHA can be used in development of the WHMP." Chapters 5 and 6 of the 2017 WHA identify the most abundant and frequently observed wildlife on and near the airport, including those which pose the greatest hazard to airport operations, and available measures to reduce potential hazards. No additional fieldwork is anticipated as part of the WHMP preparation. One on-site meeting with County Staff is proposed to provide training on wildlife hazard control and management techniques at each of the three airports.

The funding for these projects will be taken from the remaining balance of \$86,914.71 from FAA Airport Improvement Program (AIP) Grant #3-06-0104-015-2014 after all claims and salaries were reimbursed with regard to the WHA.

Staff proposes to have Mead & Hunt, Inc. provide the WHMP's and recommend that the Board of Supervisors approve the necessary work order agreements for the project. County Counsel has reviewed and approved the attached documents as to legal form.

Previous Agenda Reference: April 7, 2015, #3-12

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

**Impact on Residents and Businesses**

The WHMP's will improve airport operations and enhance capacity and safety.

**SUPPLEMENTAL:**

**Additional Fiscal Information**

The FAA Airport Improvement Program (AIP) Grant has a mandatory 10% local match requirement. This match will 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 Agreements:
- Jacqueline Cochran Regional Airport
- Hemet-Ryan Airport
- French Valley Airport

RF:HM:VY:VP

  
Nehini Basika, Principal Management Analyst 3/19/2018

  
Gregory V. Priamos, Director County Counsel 3/15/2018

**WORK ORDER AGREEMENT**  
**FOR**  
**HEMET RYAN AIRPORT**  
**WILDLIFE HAZARD MANAGEMENT PLAN**  
**PLANNING SERVICES**  
**BY AND BETWEEN**  
**RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY**  
**AND**  
**MEAD & HUNT, INC.**

This Agreement is made and entered into this 27<sup>th</sup> day of March, 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 AND HUNT, INC., (hereinafter "CONSULTANT").

**RECITALS**

**WHEREAS**, the proposed services provided in this Agreement are necessary to prepare a Wildlife Hazard Management Plan for the Hemet Ryan Airport.

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

**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; and

**WHEREAS**, CONSULTANT is uniquely qualified based on their prior knowledge by completing Wildlife Hazard Assessment for Hemet Ryan Regional Airport and by preparing Wildlife Hazard Management Plans for several airports; and

MAR 27 2018 3.10

**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 the Wildlife Hazard Management Plan for Hemet Ryan Regional Airport, as outlined and specified in Exhibit "A", which is attached hereto 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 eight (8) months of receiving the Notice to Proceed / Authorization from the COUNTY. 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 Exhibit A, Scope of Services.

3.1 CONSULTANT shall be paid a LUMP SUM amount not-to-exceed Twenty Thousand Two Hundred One Dollars (\$20,201) for preparation of Wildlife Hazard Management Plan described in Exhibit "A". 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 AGENCY and CONSULTANT respectively to act as liaison between the parties:

**AGENCY**

Tim Miller  
Aviation Director  
Economic Development Agency for the  
County of Riverside  
3403 10<sup>th</sup> St., Suite 400  
Riverside, CA 92501  
Phone: (951) 955-4838  
Fax: (951) 955-6686  
Email: [TLMiller@rivco.org](mailto:TLMiller@rivco.org)

**CONSULTANT**

Lisa Harmon  
Aviation Planner  
Mead and Hunt, Inc.  
180 Promenade Circle, Suite 240  
Sacramento, CA 95834  
Phone: 916-971-3961  
Fax: 608-273-6391  
Email: [lisa.harmon@meadhunt.com](mailto:lisa.harmon@meadhunt.com)

Any change in designated representatives shall be promptly reported to the other party in order to ensure proper coordination.

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 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501

**CONSULTANT**

Jon J. Faucher  
Vice President  
Mead & Hunt, Inc.  
1360 19<sup>th</sup> 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**



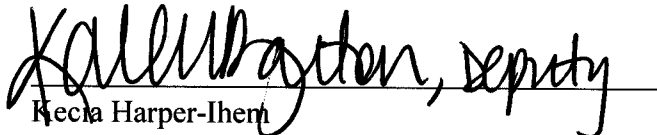
Chuck Washington, Chairman  
Board of Supervisors

**MEAD AND HUNT, INC.**



Jon J. Faucher  
Vice President

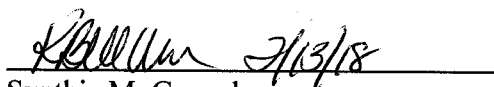
**ATTEST:**



Recla Harper-Ihert  
Clerk of the Board

**APPROVED AS TO FORM:**

Gregory P. Priamos  
County Counsel



Synthia M. Gunzel  
Deputy County Counsel

**EXHIBIT A**  
**SCOPE OF WORK FOR WILDLIFE HAZARD MANAGEMENT PLAN (WHMP)**  
**FOR**  
**HEMET RYAN AIRPORT (HMT)**  
**December 20, 2017**

**Project Background and Understanding**

The WHMP will be based on the Wildlife Hazard Assessment (WHA) that was prepared by Mead & Hunt and accepted by the Federal Aviation Administration (FAA) in 2017. Based on the WHA, the FAA concluded that "there was enough wildlife activity in the area to warrant the development of a WHMP. The management techniques contained in Chapter 5 and 6 of the WHA can be used in developing the WHMP."

No additional fieldwork is anticipated as part of WHMP preparation. One on-site meeting with HMT / Riverside County staff is proposed to provide training on wildlife hazard control and management techniques.

HMT is a federally obligated airport that receives FAA funds for capital improvements. As a condition of its FAA grant assurances, the operator of a federally obligated airport is required to prepare a WHMP if the FAA concludes that one is necessary based on the results of a WHA.

Chapters 5 and 6 of the 2017 WHA identify the most abundant and frequently observed wildlife on and near the airport, including those which pose the greatest hazard to airport operations, and available measures to reduce potential hazards. Mead & Hunt will prepare the WHMP using the FAA criteria set forth in 14 CFR Part 139.3379(e) and (f). Although HMT is not a certificated airport pursuant to FAR Part 139, FAA's requirements for the development of a WHMP are set forth in FAR Part 139 and the County will use these criteria. Working with airport and EDA staff, Mead & Hunt will build upon the existing data and provide a plan that includes reasonable and feasible wildlife hazard management measures and identify items that the County could consider for inclusion in future FAA grant requests.

**Scope of Services**

Mead and Hunt will prepare a WHMP for HMT in accordance with the following tasks:

**Task 1: Project Management**

Project management will be ongoing for the approximate eight-month project duration. Monthly project briefings will take place by telephone or email communication between the EDA's Project Manager and Mead & Hunt's Project Manager. Project briefings will address the project status, schedule, and budget.



<u>Primarily Client Point of Contact</u>	<u>Consultant Team Point of Contact</u>
Vicki Powszok Development Specialist III/Grants EDA Aviation Division 3403 10th St., Suite 400 Riverside, CA 92501 Phone: (951) 600-6380 Email: <a href="mailto:vpowszok@rivco.org">vpowszok@rivco.org</a>	Lisa Harmon, Project Manager Mead & Hunt, Inc. 180 Promenade Circle Sacramento, CA 95834 Phone: 916-971-3961 Email: <a href="mailto:Lisa.Harmon@meadhunt.com">Lisa.Harmon@meadhunt.com</a>

Standard project management activities will include monthly invoices and quality control for all deliverables to make sure that they meet / comply with regulatory requirements.

***Deliverables:***

- Ongoing coordination / communication with Airport.
- Monthly invoices and progress reports.

**Task 2: Project Initiation and Kickoff**

To initiate the project, Mead & Hunt team members will facilitate a teleconference with EDA/HMT representatives, during which the project schedule and scope will be discussed. Mead & Hunt will prepare and present a draft outline and a detailed project schedule at the kick-off meeting. Following the teleconference, Mead & Hunt will amend the outline based on input received and use the revised outline to develop the Draft WHMP report. We assume that a single kick-off meeting will be sufficient to initiate the WHMP.

***Deliverables:***

- Participation in a teleconference / kick-off meeting.
- WHMP outline.
- Project schedule.

**Task 3: Prepare Wildlife Hazard Management Plan**

Mead & Hunt will prepare a WHMP in accordance with the FAA regulations set forth in 14 CFR 139.337 (e) and (f) (1-7). The plan will be built upon the results of the FAA-approved WHA with input from Airport staff. The following summarizes the specific guidance set forth in CFR 139.337 and its relationship to the contents of the WHMP. The WHMP will include tables and figures to identify such information as:

- (a) Individuals having authority and responsibility for implementing each aspect of the WHMP.
- (b) Prioritized actions identified in the WHA and target dates for their initiation and completion.
- (c) Recommendations for species-specific population management plans, habitat modification, and land use changes.
- (d) Requirements for and, where applicable, copies of local, state, and federal wildlife control permits. If requested by the client, Mead & Hunt will assist with the preparation of permit applications, such as the application for a federal depredation permit.
- (e) Resources necessary for the certificate holder to provide to implement the plan.

- (f) Procedures to be followed during aircraft operations that include: designation of personnel responsible for implementing the procedures; provisions to conduct physical inspections of the aircraft movement areas and other areas critical to successfully manage known wildlife hazards; wildlife hazard control measures; and ways to communicate effectively between personnel conducting wildlife control or observing wildlife hazards and the air traffic control tower.
- (g) Procedures to review and evaluate the WHMP annually or as necessary and to identify the plan's effectiveness in dealing with known wildlife hazards on and in the Airport's vicinity.

#### **Task 3.1. Prepare Administrative-Draft WHMP**

Mead & Hunt will prepare an Administrative-Draft WHMP for review by EDA and airport staff. The administrative-draft WHMP will be prepared within eight weeks of the project kick-off meeting. To facilitate review by Airport staff, Mead & Hunt will facilitate one teleconference with EDA staff members to discuss the Administrative-Draft WHMP. Mead & Hunt will provide a revised Administrative-Draft WHMP that addresses County comments within 10 days of the teleconference.

#### **Task 3.2. Prepare Draft WHMP for FAA Submission**

Immediately following the County's review and approval of the revised Administrative-Draft WHMP, Mead & Hunt will make necessary revisions and prepare a Draft WHMP for submission to the FAA. Mead & Hunt anticipates submitting the Draft WHMP to FAA within four weeks of submission of each administrative-draft WHMP. A 30-day FAA review period is anticipated.

#### **Task 3.3. Prepare Final WHMP**

Following FAA review, Mead & Hunt will incorporate any proposed changes, in coordination with the Airport, to create a Final WHMP. The Final WHMP will be created within 10 business days of receipt of FAA comments and acceptance.

#### **Deliverables:**

- Administrative-Draft WHMP (electronic submission).
- Teleconference/meeting with EDA staff to Administrative-Draft WHMP
- Preparation and submission of a revised Administrative-Draft WHMP within 10 days of the teleconference/meeting.
- Draft WHMP for FAA submission following the receipt of comments of the administrative-draft WHMP. The Draft WHMP will incorporate up to one set of comments received on the Administrative-Draft WHMP, as appropriate. Up to three hard copies will be provided (one copies for FAA submission and two copies for Airport staff). Mead & Hunt will submit the Draft WHMP to FAA at the direction of EDA staff.
- Facilitation of one teleconference with EDA staff and, if necessary, the FAA Certification Inspector, following the submission of each Draft WHMP.
- Final WHMP within 10 days of FAA comment. The Final WHMP will incorporate any comments received from FAA on the Draft WHMP. Up to four hard copies will be provided, so that the County can furnish the FAA Safety Inspector and the Airports District Office (ADO) with report copies as necessary and retain two copies for County use.

#### **Task 4. Provide Wildlife Hazard Management Training**

Mead & Hunt will provide an 8-hour wildlife hazard management training class for Airport staff to address wildlife hazards at both HMT and the French Valley Airport (F70), and the class will be held at either HMT or (F70). Mead & Hunt's Qualified Airport Wildlife Biologist will conduct the training. The training will equip personnel actively involved in wildlife hazard control and management with sufficient resources needed to comply with the requirements in the WHMP. The curriculum will address the following items:

- Species identification and management;
- Current/ongoing wildlife hazard management activities;
- Management measures identified in the WHMP, including species-specific concerns associated with the potentially hazardous wildlife known to frequent the Airport;
- Staff responsibilities for reporting and responding to wildlife hazards;
- Use of available technology; and
- Regulatory framework and authorizations/permits required to perform direct control measures.

Mead & Hunt will furnish supplies required for the training, which will include both classroom instruction and field training.

**Deliverables:**

- One-day Wildlife Hazard Management Training class conducted at HMT or F70
- Training materials

**Task 5 Direct Costs**

The proposed project includes travel and lodging for Mead & Hunt's FAA-qualified Airport Wildlife Biologist. Direct/reimbursable expenses included with this training are anticipated to include project-related travel (airfare and rental car), meals, lodging, and training materials. Other direct costs are associated with document printing and delivery.

**Responsibilities of the Airport**

The scope of services as described herein and compensation are based on the ability of the Airport to provide the following:

- (a) A designated Airport representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- (b) Available data and supplemental information related to the project in a usable electronic format.
- (c) Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, or misuse.
- (d) A location at HMT or F70 in which to perform classroom training and field training at the airport.

**Project Schedule**

Mead & Hunt is prepared to initiate this project upon NTP. Based on our previous experience preparing WHMPs, Mead & Hunt anticipates that it can complete the WHMP for HMT within eight months of NTP (see Attachment A). Mead & Hunt cannot be responsible for delays associated with agency review schedules.

**Compensation**

Mead & Hunt has estimated the costs associated with WHMP preparation (see Attachment B). The work described in this Scope of Services will be performed on a lump sum basis for a not-to-exceed amount of Twenty Thousand Two Hundred One Dollars (\$20,201) as fees for the work performed under this contract, including direct and reimbursable costs:



**Phase 2: Wildlife Hazard Management Plan for the Hemet-Ryan Airport (HMT)**

Task/Rate	Prin. (Faucher) \$281	PM/Avn. Plnr (Harmon) \$182	Scientist II (Armstrong) \$137	Sr. Bio (Jones) \$161	GIS (Hartzell) \$137	Admin. (Sortman) \$80	Subtotal
1. HMT Project Management	1	8					\$1,737
2: HMT Project Initiation/Kickoff		2	2	2			\$960
3. Prepare HMT Wildlife Hazard Management Plan (WHMP)							
3.1 HMT Administrative-Draft WHMP and Meeting		12	24	12	4	4	\$8,272
3.2 HMT Draft WHMP for FAA Submission		6	6		1	2	\$2,211
3.3 HMT Final WHMP		2	2			2	\$798
4: Provide Wildlife Hazard Management Training				24		1	\$4,308
5: HMT Direct Costs							\$1,915
<i>Subtotal - Hours and Labor</i>	1	32	34	38	5	9	\$18,286
<i>Subtotal - Direct Costs</i>							\$1,915
<b>Subtotal HMT</b>							<b>\$20,201</b>

HMT Direct Costs - Meeting Attendance	Unit	Cost
Airfare - one staff member	1	\$ 750
Mileage - one staff member (1 trip)	150 mi@0.565/mi	\$ 85
Lodging - 2 nights/1 staff member		\$ 350
Per Diem (\$60/day)	3 days @60/day	\$ 180
Vehicle Rental	2	\$ 150
Report Printing/Courier	1	\$ 250
Training Supplies (Pyrotechnics, etc.)	1	\$ 150
<b>Total Direct Costs</b>		<b>\$ 1,915</b>

**WORK ORDER AGREEMENT**  
**FOR**  
**JACQUELINE COCHRAN REGIONAL AIRPORT**  
**WILDLIFE HAZARD MANAGEMENT PLAN**  
**PLANNING SERVICES**  
**BY AND BETWEEN**  
**RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY**  
**AND**  
**MEAD & HUNT, INC.**

This Agreement is made and entered into this 27<sup>th</sup> day of March, 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 AND HUNT, INC., (hereinafter "CONSULTANT").

**RECITALS**

**WHEREAS**, the proposed services provided in this Agreement are necessary to prepare a Wildlife Hazard Management Plan for the Jacqueline Cochran Airport.

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

**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; and

**WHEREAS**, CONSULTANT is uniquely qualified based on their prior knowledge by completing Wildlife Hazard Assessment for Jacqueline Cochran Regional Airport and by preparing Wildlife Hazard Management Plans for several airports; and

MAR 27 2018 3.10

**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 the Wildlife Hazard Management Plan for Jacqueline Cochran Regional Airport, as outlined and specified in Exhibit "A", which is attached hereto 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 eight (8) months of receiving the Notice to Proceed / Authorization from the COUNTY. 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 Exhibit A, Scope of Services.

3.1 CONSULTANT shall be paid a LUMP SUM amount not-to-exceed Twenty-Two Thousand Eight Hundred Forty-Seven Dollars (\$22,847) for preparation of Wildlife Hazard Management Plan described in Exhibit "A". 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 AGENCY and CONSULTANT respectively to act as liaison between the parties:

**AGENCY**

Tim Miller  
Aviation Director  
Economic Development Agency for the  
County of Riverside  
3403 10<sup>th</sup> St., Suite 400  
Riverside, CA 92501  
Phone: (951) 955-4838  
Fax: (951) 955-6686  
Email: [TLMiller@rivco.org](mailto:TLMiller@rivco.org)

**CONSULTANT**

Lisa Harmon  
Aviation Planner  
Mead and Hunt, Inc.  
180 Promenade Circle, Suite 240  
Sacramento, CA 95834  
Phone: 916-971-3961  
Fax: 608-273-6391  
Email: [lisa.harmon@meadhunt.com](mailto:lisa.harmon@meadhunt.com)

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**AGENCY**

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

**CONSULTANT**

Jon J. Faucher  
Vice President  
Mead & Hunt, Inc.  
1360 19<sup>th</sup> 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.**

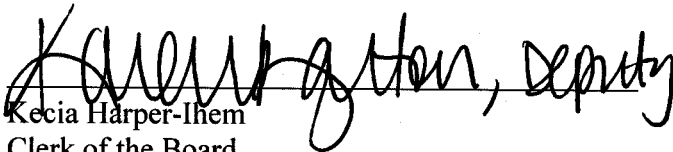


Chuck Washington, Chairman  
Board of Supervisors



Jon J. Faucher  
Vice President

**ATTEST:**



Kecia Harper-Ihem  
Clerk of the Board

**APPROVED AS TO FORM:**

Gregory P. Priamos  
County Counsel



Synthia M. Gunzel  
Deputy County Counsel

**EXHIBIT A**  
**SCOPE OF WORK FOR WILDLIFE HAZARD MANAGEMENT PLAN (WHMP)**  
**FOR**  
**JACQUELINE COCHRAN REGIONAL AIRPORT**  
**December 20, 2017**

**Project Background and Understanding**

The WHMP will be based on the Wildlife Hazard Assessment (WHA) that was prepared by Mead & Hunt and accepted by the Federal Aviation Administration (FAA) in 2017. Based on the WHA, the FAA concluded that "there was enough wildlife activity in the area to warrant the development of a WHMP. The management techniques contained in Chapter 5 and 6 of the WHA can be used in developing the WHMP."

No additional fieldwork is anticipated as part of WHMP preparation. One on-site meeting with TRM/Riverside County staff is proposed to provide training on wildlife hazard control and management techniques.

TRM is a federally obligated airport that receives FAA funds for capital improvements. As a condition of its FAA grant assurances, the operator of a federally obligated airport is required to prepare a WHMP if the FAA concludes that one is necessary based on the results of a WHA.

Chapters 5 and 6 of the 2017 WHA identify the most abundant and frequently observed wildlife on and near the airport, including those which pose the greatest hazard to airport operations, and available measures to reduce potential hazards. Mead & Hunt will prepare the WHMP using the FAA criteria set forth in 14 CFR Part 139.3379(e) and (f). Although TRM is not a certificated airport pursuant to FAR Part 139, FAA's requirements for the development of a WHMP are set forth in FAR Part 139 and the County will use these criteria. Working with airport and EDA staff, Mead & Hunt will build upon the existing data and provide a plan that includes reasonable and feasible wildlife hazard management measures and identify items that the County could consider for inclusion in future FAA grant requests.

**Scope of Services**

Mead and Hunt will prepare a separate WHMP for TRM in accordance with the following tasks:

**Task 1: Project Management**

Project management will be ongoing for the approximate eight-month project duration. Monthly project briefings will take place by telephone or email communication between the EDA's Project Manager and Mead & Hunt's Project Manager. Project briefings will address the project status, schedule, and budget.

<u>Primarily Client Point of Contact</u>	<u>Consultant Team Point of Contact</u>
Vicki Powszok Development Specialist III/Grants EDA Aviation Division 3403 10th St., Suite 400 Riverside, CA 92501 Phone: (951) 600-6380 Email: <a href="mailto:vpowszok@rivco.org">vpowszok@rivco.org</a>	Lisa Harmon, Project Manager Mead & Hunt, Inc. 180 Promenade Circle Sacramento, CA 95834 Phone: 916-971-3961 Email: <a href="mailto:Lisa.Harmon@meadhunt.com">Lisa.Harmon@meadhunt.com</a>

Standard project management activities will include monthly invoices and quality control for all deliverables to make sure that they meet / comply with regulatory requirements.

**Deliverables:**

- Ongoing coordination / communication with Airport.
- Monthly invoices and progress reports.

**Task 2: Project Initiation and Kickoff**

To initiate the project, Mead & Hunt team members will facilitate a teleconference with EDA/TRM representatives, during which the project schedule and scope will be discussed. Mead & Hunt will prepare and present a draft outline and a detailed project schedule at the kick-off meeting. Following the teleconference, Mead & Hunt will amend the outline based on input received and use the revised outline to develop the Draft WHMP report. We assume that a single kick-off meeting will be sufficient to initiate the WHMP.

**Deliverables:**

- Participation in a teleconference / kick-off meeting.
- WHMP outline.
- Project schedule.

**Task 3: Prepare Wildlife Hazard Management Plan**

Mead & Hunt will prepare a WHMP in accordance with the FAA regulations set forth in 14 CFR 139.337 (e) and (f) (1-7). The plan will be built upon the results of the FAA-approved WHA with input from Airport staff. The following summarizes the specific guidance set forth in CFR 139.337 and its relationship to the contents of the WHMP. The WHMP will include tables and figures to identify such information as:

- (a) Individuals having authority and responsibility for implementing each aspect of the WHMP.
- (b) Prioritized actions identified in the WHA and target dates for their initiation and completion.
- (c) Recommendations for species-specific population management plans, habitat modification, and land use changes.
- (d) Requirements for and, where applicable, copies of local, state, and federal wildlife control permits. If requested by the client, Mead & Hunt will assist with the preparation of permit applications, such as the application for a federal depredation permit.
- (e) Resources necessary for the certificate holder to provide to implement the plan.

other areas critical to successfully manage known wildlife hazards; wildlife hazard control measures; and ways to communicate effectively between personnel conducting wildlife control or observing wildlife hazards and the air traffic control tower.

- (g) Procedures to review and evaluate the WHMP annually or as necessary and to identify the plan's effectiveness in dealing with known wildlife hazards on and in the Airport's vicinity.

#### **Task 3.1. Prepare Administrative-Draft WHMP**

Mead & Hunt will prepare an Administrative-Draft WHMP for review by EDA and airport staff. The administrative-draft WHMP for TRM will be prepared within eight weeks of the project kick-off meeting. To facilitate review by Airport staff, Mead & Hunt will facilitate one teleconference with EDA staff members to discuss the Administrative-Draft WHMP. Mead & Hunt will provide a revised Administrative-Draft WHMP that addresses County comments within 10 days of the teleconference.

#### **Task 3.2. Prepare Draft WHMP for FAA Submission**

Immediately following the County's review and approval of the revised Administrative-Draft WHMP, Mead & Hunt will make necessary revisions and prepare a Draft WHMP for submission to the FAA. Mead & Hunt anticipates submitting the Draft WHMP to FAA within four weeks of submission of each administrative-draft WHMP. A 30-day FAA review period is anticipated.

#### **Task 3.3. Prepare Final WHMP**

Following FAA review, Mead & Hunt will incorporate any proposed changes, in coordination with the Airport, to create a Final WHMP. The Final WHMP will be created within 10 business days of receipt of FAA comments and acceptance.

#### **Deliverables:**

- Administrative-Draft WHMP (electronic submission).
- Teleconference/meeting with EDA staff to Administrative-Draft WHMP
- Preparation and submission of a revised Administrative-Draft WHMP within 10 days of the teleconference/meeting.
- Draft WHMP for FAA submission following the receipt of comments of the administrative-draft WHMP. The Draft WHMP will incorporate up to one set of comments received on the Administrative-Draft WHMP, as appropriate. Up to three hard copies will be provided (one copies for FAA submission and two copies for Airport staff). Mead & Hunt will submit the Draft WHMP to FAA at the direction of EDA staff.
- Facilitation of one teleconference with EDA staff and, if necessary, the FAA Certification Inspector, following the submission of each Draft WHMP.
- Final WHMP within 10 days of FAA comment. The Final WHMP will incorporate any comments received from FAA on the Draft WHMP. Up to four hard copies will be provided, so that the County can furnish the FAA Safety Inspector and the San Francisco Airports District Office (ADO) with report copies as necessary and retrain two copies for County use.

#### **Task.4. Provide Wildlife Hazard Management Training**

Mead & Hunt will provide an 8-hour wildlife hazard management training class at TRM for Airport staff. Mead & Hunt's Qualified Airport Wildlife Biologist will conduct the training. The training will equip

personnel actively involved in wildlife hazard control and management with sufficient resources needed to comply with the requirements in the WHMP. The curriculum will address the following items:

- Species identification and management;
- Current/ongoing wildlife hazard management activities;
- Management measures identified in the WHMP, including species-specific concerns associated with the potentially hazardous wildlife known to frequent the Airport;
- Staff responsibilities for reporting and responding to wildlife hazards;
- Use of available technology; and
- Regulatory framework and authorizations/permits required to perform direct control measures.

Mead & Hunt will furnish supplies required for the training, which will include both classroom instruction and field training.

**Deliverables:**

- One-day Wildlife Hazard Management Training class at TRM.
- Training materials

**Task 5 Direct Costs**

The proposed project includes travel and lodging for Mead & Hunt's FAA-qualified Airport Wildlife Biologist. Direct/reimbursable expenses included with this training are anticipated to include project-related travel (airfare and rental car), meals, lodging, and training materials. Other direct costs are associated with document printing and delivery.

**Responsibilities of the Airport**

The scope of services as described herein and compensation are based on the ability of the Airport to provide the following:

- (a) A designated Airport representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- (b) Available data and supplemental information related to the project in a usable electronic format.
- (c) Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, or misuse.
- (d) A location in which to perform classroom training and field training at the airport.

**Project Schedule**

Mead & Hunt is prepared to initiate this project upon NTP. Based on our previous experience preparing WHMPs, Mead & Hunt anticipates that it can complete the WHMP for TRM within eight months of NTP (see **Attachment A**). Mead & Hunt cannot be responsible for delays associated with agency review schedules.

**Compensation**

Mead & Hunt has estimated the costs associated with WHMP preparation (see Attachment B). The work described in this Scope of Services will be performed on a lump sum basis for a not-to-exceed amount of Twenty-Two Thousand Eight Hundred Forty-Seven Dollars (\$22,847) as fees for the work performed under this contract, including direct and reimbursable costs.



**Phase 1: Wildlife Hazard Management Plan for the Jacqueline Cochran Regional Airport (TRM)**

Task/Rate	Prin. (Faucher) \$281	PM/Avn. Plnr (Harron) \$182	Scientist II (Armstrong) \$137	Sr. Bio (Jones/Bridges) \$161	GIS (Hartzell) \$137	Admin. (Sortman) \$80	Subtotal
1. TRM Project Management	1	8					\$1,737
2. TRM Project Initiation/Kickoff		3	2	2			\$1,142
3. Prepare TRM Wildlife Hazard Management Plan (WHMP)							
3.1 TRM Administrative-Draft WHMP and Meeting		16	28	16	6	4	\$10,466
3.2 TRM Draft WHMP for FAA Submission		6	6		1	2	\$2,211
3.3 TRM Final WHMP		2	2			2	\$798
4: Provide TRM Wildlife Hazard Management Training		2		24		1	\$4,308
5: TRM Direct Costs							\$2,185
Subtotal - Hours and Labor	1	37	38	42	7	9	\$20,662
Subtotal - Direct Costs							\$2,185
<b>Subtotal TRM</b>							<b>\$22,847</b>

TRM Direct Costs - Meeting Attendance	Unit	Cost
Airfare - one staff members	1 \$	750
Mileage - one staff member	150 mi@0.565/mi \$	85
Lodging - 2 nights/1 staff member	\$	300
Per Diem (\$60/day)	5 days @60/day \$	300
Vehicle Rental	2 \$	200
Training Supplies (Pyrotechnics, etc.)	1 \$	300
Report Printing/Courier	1 \$	250
<b>Total Direct Costs</b>	<b>\$</b>	<b>2,185</b>



**WORK ORDER AGREEMENT  
FOR  
FRENCH VALLEY AIRPORT  
WILDLIFE HAZARD MANAGEMENT PLAN  
PLANNING SERVICES  
BY AND BETWEEN  
RIVERSIDE COUNTY ECONOMIC DEVELOPMENT AGENCY  
AND  
MEAD & HUNT, INC.**

This Agreement is made and entered into this 27<sup>th</sup> day of March, 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 AND HUNT, INC., (hereinafter "CONSULTANT").

**RECITALS**

**WHEREAS**, the proposed services provided in this Agreement are necessary to prepare a Wildlife Hazard Management Plan for the French Valley Airport.

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

**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; and

**WHEREAS**, CONSULTANT is uniquely qualified based on their prior knowledge by completing Wildlife Hazard Assessment for French Valley Regional Airport and by preparing Wildlife Hazard Management Plans for several airports; 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 the Wildlife Hazard Management Plan for French Valley Regional Airport, as outlined and specified in Exhibit "A", which is attached hereto 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 eight (8) months of receiving the Notice to Proceed / Authorization from the COUNTY. 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 Exhibit A, Scope of Services.

3.1 CONSULTANT shall be paid a LUMP SUM amount not-to-exceed Seventeen Thousand Thirty-Four Dollars (\$17,034) for preparation of Wildlife Hazard Management Plan described in Exhibit "A". 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 AGENCY and CONSULTANT respectively to act as liaison between the parties:

**AGENCY**

Tim Miller  
Aviation Director  
Economic Development Agency for the  
County of Riverside  
3403 10<sup>th</sup> St., Suite 400  
Riverside, CA 92501  
Phone: (951) 955-4838  
Fax: (951) 955-6686  
Email: [TLMiller@rivco.org](mailto:TLMiller@rivco.org)

**CONSULTANT**

Lisa Harmon  
Aviation Planner  
Mead and Hunt, Inc.  
180 Promenade Circle, Suite 240  
Sacramento, CA 95834  
Phone: 916-971-3961  
Fax: 608-273-6391  
Email: [lisa.harmon@meadhunt.com](mailto:lisa.harmon@meadhunt.com)

Any change in designated representatives shall be promptly reported to the other party in order to ensure proper coordination.

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**

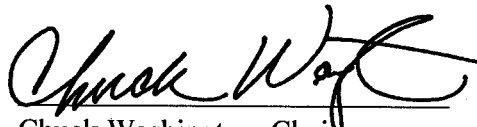
Tim Miller  
Aviation Director  
Riverside County, EDA  
3403 10<sup>th</sup> Street, Suite 400  
Riverside, CA 92501

**CONSULTANT**

Jon J. Faucher  
Vice President  
Mead & Hunt, Inc.  
1360 19<sup>th</sup> 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**



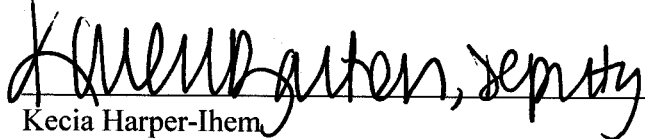
Chuck Washington, Chairman  
Board of Supervisors

**MEAD AND HUNT, INC.**



Jon J. Faucher  
Vice President

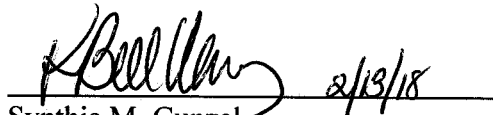
**ATTEST:**



Kecia Harper-Ihem  
Clerk of the Board

**APPROVED AS TO FORM:**

Gregory P. Priamos  
County Counsel



Synthia M. Gunzel  
Deputy County Counsel

**EXHIBIT A**  
**SCOPE OF WORK FOR WILDLIFE HAZARD MANAGEMENT PLAN (WHMP)**  
**FOR**  
**FRENCH VALLEY AIRPORT (F70)**  
**December 20, 2017**

**Project Background and Understanding**

The WHMP will be based on the Wildlife Hazard Assessment (WHA) that was prepared by Mead & Hunt and accepted by the Federal Aviation Administration (FAA) in 2017. Based on the WHA, the FAA concluded that "there was enough wildlife activity in the area to warrant the development of a WHMP. The management techniques contained in Chapter 5 and 6 of the WHA can be used in developing the WHMP."

No additional fieldwork is anticipated as part of WHMP preparation. One on-site meeting with F70/Riverside County staff is proposed to provide training on wildlife hazard control and management techniques.

F70 is a federally obligated airport that receives FAA funds for capital improvements. As a condition of its FAA grant assurances, the operator of a federally obligated airport is required to prepare a WHMP if the FAA concludes that one is necessary based on the results of a WHA.

Chapters 5 and 6 of the 2017 WHA identify the most abundant and frequently observed wildlife on and near the airport, including those which pose the greatest hazard to airport operations, and available measures to reduce potential hazards. Mead & Hunt will prepare the WHMP using the FAA criteria set forth in 14 CFR Part 139.3379(e) and (f). Although F70 is not a certificated airport pursuant to FAR Part 139, FAA's requirements for the development of a WHMP are set forth in FAR Part 139 and the County will use these criteria. Working with airport and EDA staff, Mead & Hunt will build upon the existing data and provide a plan that includes reasonable and feasible wildlife hazard management measures and identify items that the County could consider for inclusion in future FAA grant requests.

**Scope of Services**

Mead and Hunt will prepare a WHMP for F70 in accordance with the following tasks:

**Task 1: Project Management**

Project management will be ongoing for the approximate eight-month project duration. Monthly project briefings will take place by telephone or email communication between the EDA's Project Manager and Mead & Hunt's Project Manager. Project briefings will address the project status, schedule, and budget.

<u>Primarily Client Point of Contact</u>	<u>Consultant Team Point of Contact</u>
Vicki Powszok Development Specialist III/Grants EDA Aviation Division 3403 10th St., Suite 400 Riverside, CA 92501 Phone: (951) 600-6380 Email: <a href="mailto:vpowszok@rivco.org">vpowszok@rivco.org</a>	Lisa Harmon, Project Manager Mead & Hunt, Inc. 180 Promenade Circle Sacramento, CA 95834 Phone: 916-971-3961 Email: <a href="mailto:Lisa.Harmon@meadhunt.com">Lisa.Harmon@meadhunt.com</a>

Standard project management activities will include monthly invoices and quality control for all deliverables to make sure that they meet / comply with regulatory requirements.

**Deliverables:**

- Ongoing coordination / communication with Airport.
- Monthly invoices and progress reports.

**Task 2: Project Initiation and Kickoff**

To initiate the project, Mead & Hunt team members will facilitate a teleconference with EDA/F70 representatives, during which the project schedule and scope will be discussed. Mead & Hunt will prepare and present a draft outline and a detailed project schedule at the kick-off meeting. Following the teleconference, Mead & Hunt will amend the outline based on input received and use the revised outline to develop the Draft WHMP report. We assume that a single kick-off meeting will be sufficient to initiate the WHMP.

**Deliverables:**

- Participation in a teleconference / kick-off meeting.
- WHMP outline.
- Project schedule.

**Task 3: Prepare Wildlife Hazard Management Plan**

Mead & Hunt will prepare a WHMP in accordance with the FAA regulations set forth in 14 CFR 139.337 (e) and (f) (1-7). The plan will be built upon the results of the FAA-approved WHA with input from Airport staff. The following summarizes the specific guidance set forth in CFR 139.337 and its relationship to the contents of the WHMP. The WHMP will include tables and figures to identify such information as:

- (a) Individuals having authority and responsibility for implementing each aspect of the WHMP.
- (b) Prioritized actions identified in the WHA and target dates for their initiation and completion.
- (c) Recommendations for species-specific population management plans, habitat modification, and land use changes.
- (d) Requirements for and, where applicable, copies of local, state, and federal wildlife control permits. If requested by the client, Mead & Hunt will assist with the preparation of permit applications, such as the application for a federal depredation permit.
- (e) Resources necessary for the certificate holder to provide to implement the plan.
- (f) Procedures to be followed during aircraft operations that include: designation of personnel responsible for implementing the procedures; provisions to conduct physical inspections of the aircraft movement areas and other areas critical to successfully manage known wildlife hazards; wildlife hazard control measures; and ways to communicate effectively between personnel conducting wildlife control or observing wildlife hazards and the air traffic control tower.
- (g) Procedures to review and evaluate the WHMP annually or as necessary and to identify the plan's effectiveness in dealing with known wildlife hazards on and in the Airport's vicinity.

**Task 3.1. Prepare Administrative-Draft WHMP**

Mead & Hunt will prepare an Administrative-Draft WHMP for review by EDA and airport staff. The administrative-draft WHMP will be prepared within eight weeks of the project kick-off meeting. To facilitate review by Airport staff, Mead & Hunt will facilitate one teleconference with EDA staff members to discuss

the Administrative-Draft WHMP. Mead & Hunt will provide a revised Administrative-Draft WHMP that addresses County comments within 10 days of the teleconference.

**Task .3.2. Prepare Draft WHMP for FAA Submission**

Immediately following the County's review and approval of the revised Administrative-Draft WHMP, Mead & Hunt will make necessary revisions and prepare a Draft WHMP for submission to the FAA. Mead & Hunt anticipates submitting the Draft WHMP to FAA within four weeks of submission of each administrative-draft WHMP. A 30-day FAA review period is anticipated.

**Task 3.3. Prepare Final WHMP**

Following FAA review, Mead & Hunt will incorporate any proposed changes, in coordination with the Airport, to create a Final WHMP. The Final WHMP will be created within 10 business days of receipt of FAA comments and acceptance.

**Deliverables:**

- Administrative-Draft WHMP (electronic submission).
- Teleconference/meeting with EDA staff to Administrative-Draft WHMP
- Preparation and submission of a revised Administrative-Draft WHMP within 10 days of the teleconference/meeting.
- Draft WHMP for FAA submission following the receipt of comments of the administrative-draft WHMP. The Draft WHMP will incorporate up to one set of comments received on the Administrative-Draft WHMP, as appropriate. Up to three hard copies will be provided (one copies for FAA submission and two copies for Airport staff). Mead & Hunt will submit the Draft WHMP to FAA at the direction of EDA staff.
- Facilitation of one teleconference with EDA staff and, if necessary, the FAA Certification Inspector, following the submission of each Draft WHMP.
- Final WHMP within 10 days of FAA comment. The Final WHMP will incorporate any comments received from FAA on the Draft WHMP. Up to four hard copies will be provided, so that the County can furnish the FAA Safety Inspector and the Airports District Office (ADO) with report copies as necessary and retain two copies for County use.

**Task.4. Provide Wildlife Hazard Management Training**

Mead & Hunt will provide an 8-hour wildlife hazard management training class for Airport staff to address wildlife hazards at both Hemet-Ryan Airport (HMT) and the French Valley Airport (F70), and the class will be held at either HMT or F70. Mead & Hunt's Qualified Airport Wildlife Biologist will conduct the training. The training will equip personnel actively involved in wildlife hazard control and management with sufficient resources needed to comply with the requirements in the WHMP. The curriculum will address the following items:

- Species identification and management;
- Current/ongoing wildlife hazard management activities;
- Management measures identified in the WHMP, including species-specific concerns associated with the potentially hazardous wildlife known to frequent the Airport;
- Staff responsibilities for reporting and responding to wildlife hazards;
- Use of available technology; and

- Regulatory framework and authorizations/permits required to perform direct control measures.

Mead & Hunt will furnish supplies required for the training, which will include both classroom instruction and field training.

**Deliverables:**

- One-day Wildlife Hazard Management Training class conducted at F70 or F70
- Training materials

**Task 5 Direct Costs**

The proposed project includes travel and lodging for Mead & Hunt's FAA-qualified Airport Wildlife Biologist. However, direct/reimbursable expenses included with this training have been identified in association with the scope of services provided for WHMP preparation for the Hemet Ryan Airport and are not duplicated as part of this budget. Direct costs are associated with document printing and delivery.

**Responsibilities of the Airport**

The scope of services as described herein and compensation are based on the ability of the Airport to provide the following:

- (a) A designated Airport representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.
- (b) Available data and supplemental information related to the project in a usable electronic format.
- (c) Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, or misuse.
- (d) A location at HMT or F70 in which to perform classroom training and field training.

**Project Schedule**

Mead & Hunt is prepared to initiate this project upon NTP. Based on our previous experience preparing WHMPs, Mead & Hunt anticipates that it can complete the WHMP for F70 within eight months of NTP (see Attachment A). Mead & Hunt cannot be responsible for delays associated with agency review schedules.

**Compensation**

Mead & Hunt has estimated the costs associated with WHMP preparation (see Attachment B). The work described in this Scope of Services will be performed on a lump sum basis for a not-to-exceed amount of Seventeen Thousand Thirty-Four Dollars (\$17,034) as fees for the work performed under this contract, including direct and reimbursable costs:





**Attachment B**

**Phase 3: Wildlife Hazard Management Plan for the French Valley Airport (F70)**

Task/Rate	Prin. (Faucher) \$281	PM/Avn. Plnr (Harmon) \$182	Scientist II (Armstrong) \$137	Sr. Bio (Jones) \$161	GIS (Hartzell) \$137	Admin. (Sortman) \$80	Subtotal
1. F70 Project Management	1	8					\$1,737
2. F70 Project Initiation/Kickoff		2	2	2			\$960
3. F70 Prepare Wildlife Hazard Management Plan (WHMP)							
3.1 F70 Administrative-Draft WHMP and Meeting		12	24	12	4	4	\$8,272
3.2 F70 Draft WHMP for FAA Submission		4	6		1	2	\$1,847
3.3 F70 Final WHMP		2	2			2	\$798
4. Provide Wildlife Hazard Management Training		2		16		1	\$3,020
5. F70 Direct Costs							\$400
<i>Subtotal - Hours and Labor</i>	1	30	34	30	5	9	\$16,634
<i>Subtotal - Direct Costs</i>							\$400
<b>Subtotal F70</b>							<b>\$17,034</b>

F70 Direct Costs - Meeting Attendance	Unit	Cost
Training Supplies (Pyrotechnics, etc.)	\$	150
Report Printing/Courier	\$	250
Total Direct Costs	\$	400

**Total Estimated Cost for all three WHMPs \$ 60,082**