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

ITEM: 3.38
(ID # 28948)
MEETING DATE:
Tuesday, October 28, 2025

FROM : TLMA - AVIATION

SUBJECT: TRANSPORTATION AND LAND MANAGEMENT AGENCY/AVIATION: Installation of Primary Apron Lighting and Control Access Gate, Phase 1 Design Services at Blythe Airport (BLH); District 4 [$236,656 Total Cost - Federal Aviation Administration Airport Improvement Grant Funds 90%, State Division of Aeronautics Fund 4.5%, and Special Aviation Budget Fund 5.5%].

RECOMMENDED MOTION: That the Board of Supervisors:

1. **Approve** and authorize the Chair of the Board to execute the attached Task Order 3 agreement for $236,656 between the County of Riverside and Mead & Hunt for Installation of Primary Apron Lighting and Control Access Gate at Blythe Airport;

2. **Delegate** Change Order authority to the Assistant County Executive Officer/TLMA or Designee in accordance with Board Policy B-11; and

3. **Authorize** the Purchasing Agent to issue Purchase Orders to Mead & Hunt, Inc., in an amount not to exceed $236,656 for invoices received for the Installation of Primary Apron Lighting and Control Access Gate, Phase 1 Design Services at Blythe Airport (BLH).

ACTION:Policy

MINUTES OF THE BOARD OF SUPERVISORS

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

Ayes:	Medina, Spiegel, Washington, Perez, and Gutierrez
Nays:	None
Absent:	None
Date:	October 28, 2025
xc:	Aviation

Kimberly A. Rector
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	$236,656	$0	$236,656	$0
NET COUNTY COST	$0	$0	$0	$0

SOURCE OF FUNDS: Federal Aviation Administration Airport Improvement Grant Funds 90%, State Division of Aeronautics Fund 4.5%, and Special Aviation Budget Fund 5.5% for the remaining balance	**Budget Adjustment: No**
	For Fiscal Year: 25/26

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On February 25, 2025, the Board of Supervisors approved the five-year design and engineering services agreement with Mead and Hunt for airport engineering, architectural, planning and environmental services which includes the design, construction administration, construction inspection of projects, planning and environmental services for the County's five airports. The attached work order is for design services for the Blythe Airport's Installation of Primary Apron Lighting and Control Access Gate Project ("Project").

Blythe Airport is a General Aviation (GA) Airport near the California/Arizona Border. The Blythe Airport has Runway 8-26 and 17-35, with partially parallel taxiways serving each runway. On the southeast corner of the Runway intersection is the Airport's only apron, so all transient or parked Aircraft must come to this location. There is no Airport perimeter road with public street access, so vehicles entering or using the Airport must pass through the apron as well. Currently, to access the airport is through two pad-locked swinging gates along the southwest and southeast edges of the apron.

The purpose of this project is to replace both gates with a digital keypad, add low-mast lighting at select locations along the perimeter of the apron, and at the fueling facility to approve visibility issues during transient nighttime operations.

The Installation of Primary Apron Lighting and the Control Access Gate Project is consistent with the Airport's Capital Improvement Program. Mead and Hunt was selected by Request for Qualification as the County's Airport Project Consultant, per the Federal Aviation Administration's (FAA) five-year consultant selection criteria.

Staff proposes to have Mead and Hunt provide design engineering services and recommend that the Board of Supervisors approve the necessary design Task Order agreement for the project. County Counsel has reviewed and approved the attached documents as to legal form.

Impact on Residents and Businesses

The Installation of Primary Apron Lighting and Control Access Gate Project will enhance safety.

ATTACHMENTS:
Mead and Hunt Task Order 3

Melissa Curtis
Melissa Curtis, Deputy Director of Purchasing and Fleet 9/29/2025

Aaron Gettis
Aaron Gettis, Chief of Deputy County Counsel 10/7/2025

BLYTHE AIRPORT (BLH) Task Order 3

Riverside County TLMA - Aviation Division

Installation of Primary Apron Lighting and Control Access Gate, Phase I Design

Engineering Design Scope of Services

September 2025

PROJECT DESCRIPTION

This Scope of Services details the preliminary design, final design, bid administration, and construction administration services to be provided by Mead & Hunt, Inc. (Consultant) to Installation of Primary Apron Lighting and Control Access Gate, Phase I Design (Project) at Blythe Airport (Airport). Blythe Airport is owned by the County of Riverside (County), with the County of Riverside Transportation and Land Management Agency – Aviation Division serving as the Sponsor and Administrator.

Blythe Airport is a General Aviation (GA) Airport along Interstate 10 near the California / Arizona Border. It has two crossing runways, Runway 8-26 and 17-35, with partially parallel taxiways serving each runway. On the southeast corner of the Runway intersection is the Airport's only apron, so all transient or parked Aircraft must come to this location. There is no Airport perimeter road with public street access, so all ground vehicles entering or using the Airport must traverse the apron as well.

Currently, site access to the Airport is through two pad-locked, swinging gates along the southwest and southeast edges of the apron. This project proposes to replace both gates with digital keypad, automated gates. Also, there is no lighting of any type on the apron, creating visibility issues during transient nighttime operations. Project also includes adding low-mast lighting at select locations along the perimeter of the apron and at the fueling facility to improve nighttime safety / visibility. Preliminary locations are shown in *Attachment 1* included in this Scope of Services. Project previously received a Categorical-Exclusion.

Design is expected to be funded under a 2024 Federal Aviation Administration (FAA) entitlement grant, with construction under a 2026 discretionary grant.

PROJECT TEAM

The Consultant will assign a Project Manager (PM) to this Project to monitor continuity through the tasks of work, as described in this Scope. The PM will be responsible for work performed by the Consultant Team. Specific project management duties are detailed within each task of work.

The Consultant Team will also consist of civil engineers, electrical engineers, designers, surveyors, and administrative staff as needed to perform the tasks in this scope of work.

SUMMARY OF PROJECT STAFFING ROLES AND RESPONSIBILITIES

This Scope of Services will be completed with the following staff members. Their roles and responsibilities are as follows:

- Senior Associate – Contracting, general coordination for staffing, assist with FAA coordination.
- Senior Project Engineer – Contract setup, perform quality assurance of deliverables, general Project coordination, staffing / resource allocation, and invoicing.

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- Senior Engineer (Project Manager) – Project management, general project coordination, quality control, attend all design and lead all coordination meetings, specification and report writing, and lead all design efforts.
- Senior Engineer (Electrical) – Electrical engineer is responsible of all lighting, signage, and various electrical work.
- Engineer III – Assist Project Manager, quality control, specification and report writing, plan and detail development, attend all design and coordination meetings.
- Engineer I – Support with AutoCAD Civil 3D drafting of plans and details for general, civil, and electrical design, support with quantity calculations and cost estimation.
- Resident Project Representative (RPR) – Consultant's lead point of contact through the Project construction, quality control, attend and lead weekly construction coordination meetings, coordination with material QA testing subconsultant, RFIs, daily construction observation and reporting, monitor conformance with Project Plans and Specifications.
- Administrative Assistant – Document editing, proofing, formatting, production, filing, and printing, attend internal coordination meetings.
- CL Surveying – Land surveying consultant, functioning as a sub-consultant to Mead & Hunt for the Project.

SCOPE OF SERVICES

The following details the Scope of Services to be provided by the Consultant upon receiving a ***Design Notice to Proceed (NTP)*** from the Sponsor.

Task 1: Preliminary Design

Task 2: Final Design

Task 3: Bid Administration

The following details the Scope of Services to be provided by the Consultant upon receiving a ***Construction Administration NTP*** from the Sponsor.

Task 4: Pre-Construction Administration (Estimate Only)

Task 5: Construction Administration Services (Estimate Only)

Task 6: Construction Observation (Estimate Only)

Task 7: Post-Construction Services (Estimate Only)

TASK 1: PRELIMINARY DESIGN

Task 1 work will include the work as described under this section.

1.1 TASK 1 PROJECT MANAGEMENT AND COORDINATION

Project management duties during Task 1 scope work will consist of the following:

1.1.1 Prepare Contract and Project Setup

The PM and administrative staff will prepare the contract between the Consultant and the Sponsor. Administrative staff will also setup the internal Project database for finance tracking, and internal Project directory for saving design files.

1.1.2 Prepare Project Management Plan (PMP)

The PM will prepare a Project Management Plan (PMP) that will address the following Project elements: Vision and Objectives, Project Team Roles and Responsibilities, Document Distribution Plan, Communications Plan, Quality Control (QC) Plan, and Change Management Plan. The PM will use the PMP as a tracking tool for the various project elements throughout the Project. This will benefit the Sponsor by keeping the Project on track and providing transparency with the Consultant's internal process.

1.1.3 Prepare Schedule

The PM will prepare a design and bidding schedule upon receiving the NTP from the Sponsor. This schedule will be updated throughout design, as necessary based on review times by the Sponsor and FAA.

1.1.4 Coordinate Internal Design Team

The PM will assign the Design Team to the Project. Once a Design Team is established, the PM will implement a task coordination program to assign specific responsibilities to team members. Throughout the design, the PM will coordinate and monitor internal work progress.

1.1.5 Coordinate Subconsultants

The PM will prepare subcontracts / work orders for the subconsultants employed by Consultant for the Project upon receiving the NTP from the Sponsor. Once subcontracts / work orders are executed, the PM will coordinate subconsultant work efforts. Throughout design, the PM will coordinate and monitor subconsultant work progress.

1.1.6 Quality Control Program

The PM will implement a QC program. As part of this program, the PM will assign both quality control and quality assurance (QA) team members to the Project. The PM will prepare a detailed QC checklist that will be shared with the internal design team and reviewed by the PM at each design task. The design team will also maintain a design log to track design decisions throughout the Project that can be reviewed internally.

The PM and assigned QC team members will regularly review work performed by the design team. Prior to finalizing the preliminary design submittal, the assigned QA team members will review draft versions of the documents to be submitted.

1.1.7 Prepare Invoices

The PM will maintain a Project budget table to track costs on a monthly basis. At the beginning of each month, the PM will review accrued costs from the previous month and work with accounting staff to prepare invoices for the Sponsor. The invoices will be submitted in accordance with the Sponsor's standard invoice requirements. The invoices will include detailed cost breakdowns referencing the items in this scope of work and indicate percent complete for each item. The PM will also review subconsultant invoices. It is anticipated that two invoices will be prepared during Task 1.

1.2 TASK 1 PROJECT MEETINGS AND COMMUNICATION

The Consultant will participate in several meetings and phone calls during Taks 1. Meetings and communication items will be as follows:

1.2.1 Internal Project Kickoff Meeting

The PM will prepare for and conduct a meeting with the internal design team to present the Project including but not limited to team member assignments, Project budget, design schedule, major Project elements, and internal protocols. Up to five members (anticipated to consist of PM, Senior Electrical Engineer, Engineer III, Engineer I) from Consultant Team will attend.

1.2.2 Project Kickoff Meeting with Sponsor

The Consultant will prepare for and conduct a meeting with the Sponsor to present the Project including but not limited to introductions, PMP, design schedule, and major Project elements. Up to two members from the Consultant Team will attend in-person (anticipated to consist of PM, and Engineer III), and up to one additional member will attend virtually (Senior Electrical Engineer). The meeting is anticipated to be held at the County offices. The Consultant will prepare an agenda to support the meeting, as well as exhibits, as necessary. The Consultant Team will collaborate to create meeting minutes and distribute via email to all that attended the meeting.

1.2.3 Existing Electrical Investigation and Apron Investigation

Two members from Consultant Team (Senior Electrical Engineer and Engineer III) will travel to the Airport and conduct an existing electrical investigation of the regulator room, the access gate locations, and the proposed mast-lighting locations. The Consultant will coordinate with the Sponsor maintenance staff in advance of the site visit so that the Sponsor maintenance staff can attend the meeting with Consultant Team members. The investigation will consist of documenting the existing conditions of electrical systems. The Sponsor's maintenance staff will open light cans and junction structures and provide access to the regulator room for the Consultant staff. Investigation will be visual only; no meggering or similar testing will be conducted.

1.2.4 Monthly Internal Progress Meetings

The PM will conduct monthly meetings with the internal design team to discuss the Project schedule and work progress. Up to four members from the Consultant Team will attend each meeting (anticipated to consist of PM, Senior Electrical Engineer, Engineer I, and Engineer III). Up to one meeting is anticipated during Task 1.

1.2.5 Monthly Progress Meetings with Sponsor

The Consultant will conduct monthly meetings with the Sponsor to discuss the Project schedule, work progress, and coordination items. Up to two members from the Consultant Team will attend each meeting (anticipated to consist of PM and Senior Electrical Engineer). Up to one meeting is anticipated during Task 1. The meetings are anticipated to be held virtually.

1.2.6 Present Preliminary Submittal to Sponsor

The Consultant will prepare for and conduct a meeting with the Sponsor to present the preliminary design submittal. The meeting is anticipated to be held at the County office. Up to two members from the Consultant Team will attend in person (anticipated to consist of PM and Engineer III), and up to two members will attend virtually (Senior Electrical Engineer and Engineer I). The Consultant will prepare an agenda and minutes to support the meeting, as well as exhibits, as necessary.

1.2.7 General Communication with Sponsor

The Consultant will communicate with the Sponsor throughout Task 1 as needed via phone call or email in addition to the meetings listed herein.

1.3 GRANT APPLICATION PREPARATION

Consultant will prepare the Pre-Grant Application (Application) for the Project before design has been completed. After bids are opened and a Recommendation of Award is made, Consultant will update the Grant Application for a one-time resubmittal. The Application will include preparation of the following:

a. Federal forms SF-424 and 5100, current forms.
b. Program narrative, discussing the purpose and need of the work and the method of accomplishment.
c. An exhibit of proposed project area to be submitted with application.
d. Project scope of work.
e. Project funding summary.
f. Preliminary cost estimate and FAA funding request.
g. Schedule of work.
h. Current Grant Assurances.
i. Title VI Assurances.
j. Sponsor's Certifications (Up to seven certifications).

The Consultant will prepare an electronic PDF "application package" and submit to the Sponsor for approval and signatures. Sponsor shall send the signed application package to the FAA for further processing.

1.4 TOPOGRAPHIC SURVEYING

The Consultant will subcontract with Subconsultant (CL Surveying and Mapping, Inc.) to conduct a topographic survey of the potential Project limits.

1.4.1 Coordination and File Preparation for Subconsultant

The Consultant will coordinate the work efforts of the Subconsultant and prepare files to facilitate the topographic survey. The work will include the following sub-tasks:

a. Consultant will prepare an exhibit for Subconsultant showing the approximate survey limits and specific features to be surveyed.
b. Consultant will review prior survey drawings and available record drawings. Based on this data, the Consultant will update the Airport master base map CAD file and provide to Subconsultant for reference. The base map will include survey control points that were established in previous projects.
c. Consultant will coordinate with the Sponsor and Subconsultant to determine a schedule for survey field work and logistics of Airport access.

1.4.2 Field Work and Drawing Preparation

a. All work should be performed at prevailing wage rates (due to FAA funding).

b. This work will be partially performed within an active Air Operations Area (AOA); therefore, staff will be escorted by Sponsor staff in the airfield during any work inside the AOA.

c. The work can be performed during the day, with the apron partially closed while the field crew works within the apron. Coordination with Airport Staff and their issuance of a Notice to Air Missions (NOTAMs) will be required for the work to be performed.

d. Work shall be stamped and sealed by a professional surveyor licensed in the State of California.

Topographic Survey: Subconsultant will conduct a topographic survey consisting of the following elements:

a. Locate and tie to existing United States Geological Survey (USGS) and / or Primary Airport Control Station (PACS) / Secondary Airport Control Stations (SACS) monuments or tie to client-provided control monuments.

b. Provide ties to NAD 83 State Plane Coordinates.

c. Bench survey to NAVD 88.

d. Provide primary vertical and horizontal control locations for use in design plan sets, including at least four control points for use during construction.

e. Tie topographic survey to California State Plan Coordinate System and Airport Master Control Network and provide survey control points for the plan for contractor layout.

f. Provide 3D digital terrain model and line work for all surveyed features compatible with AutoCAD Civil3D 2024.

g. Upon Consultant's and Sponsor's review, provide electronic copies of topographic survey and a PDF file(s) of the final topographic survey stamped and sealed by a Professional Land Surveyor licensed in the State of California.

h. Survey will be taken in a ten-foot by ten-foot square grid in the project areas identified in *Attachment 1*.

1.4.3 Convert Survey Data for CAD Software

The Consultant will analyze the topographical surveying data and prepare the data for use with computer modeling. Included are the following sub-tasks:

a. The Consultant will update the master base map drawing to replace existing line work with surveyed features. The master base map will then be converted into the Project base map to be depicted as existing features in the plans.

b. The Consultant will review the Digital Terrain Model (DTM) provided by Subconsultant and check that the contours reflect the expected ground surface conditions based on visual inspections. Upon review, the Consultant will create a data reference for the existing ground surface to be used for elevation analysis of new utility infrastructure and site grading on the project site.

1.5 PRELIMINARY CONSTRUCTION SAFETY AND PHASING PLAN (CSPP)

The Consultant will prepare a Preliminary Construction Safety and Phasing Plan (CSPP) in conformance with FAA Standards and FAA AC 150/5370-2G, *Operational Safety on Airports During Construction*. The draft version will generally include the following information:

a. Overview and Purpose

b. Construction Safety Responsibility of Each Party

c. Construction Phasing, including but not limited to:

- Phasing and time limitations: To establish a reasonable construction duration, the Consultant will prepare an estimated critical-path construction schedule for each phase or work area. The schedule will be based on productivity rates observed in similar projects. This schedule is an estimate only and will not relieve the contractor of their responsibility to prepare a detailed schedule of work.
- Areas and operations affected by construction.
- Wildlife management.
- Hazardous materials management.
- Inspection requirements.
- Marking and signs for access routes.
- Protection of runway and taxiway critical areas.
- Safety plan compliance document.

d. Construction Safety and Phasing Plan Sheet(s)

1.6 PRELIMINARY PAVEMENT DESIGN

This task will consist of paving and grading design for the asphalt and concrete pavement required near the access gates.

The following effort will be completed under this task:

a. Develop pavement design based on Greenbook or other local standards.

b. Prepare pavement design narrative to describe the design procedure, historic design, and justification for the FAA and Sponsor.

1.7 PRELIMINARY ELECTRICAL DESIGN

Access Control Gate Design

The Consultant will prepare a design of two 24-foot wide automatic, rolling gates, at the locations identified on *Attachment 1*. Power and control shall be in accordance with the latest version of the National Electric Code (NEC). For each gate, the following design sub-tasks are included:

a. The Consultant will design the electrical power, controls and interfaces for the new gate and connections to the existing local power supply. The design assumption is that no upgrade to the existing local power supply will be necessary for the added load.

b. The Consultant will design a preliminary conduit and circuit layout, with junction structure locations, for the purpose of illustrating the extent of the proposed improvements and preparing a preliminary cost estimate.

c. The Consultant will locate a new gooseneck access card reader for access to the apron. A new access control panel will be installed near the gate to control the gate operation.

d. A vehicle detection loop will be incorporated into the design for each gate.

Mast Lighting

The Consultant will prepare a design for approximately five low-mast lights (approximately 10-15 feet high) along the apron edge, at the approximate locations identified on *Attachment 1*. Power

and infrastructure shall be done in accordance with the latest version of the NEC. For each light, the following sub-tasks are included:

a. The Consultant will design the electrical power, controls and interfaces for the new lights and evaluate the electrical load and connection to the existing local power supply.

b. The Consultant will design a preliminary conduit and circuit layout, with junction structure locations, for the purpose of illustrating the extent of the proposed improvements and preparing a preliminary cost estimate.

c. The Consultant will also evaluate a solar, battery powered LED option for cost comparison purposes.

d. The Consultant will perform a Part 77 height analysis related to lighting location for inclusion in the Engineer's Design Report (EDR).

e. A light spread study / candela illuminance analysis will be performed for the mast-light locations around the apron.

f. The Consultant will provide standard foundation details for the proposed mast-lighting. No structural design is to be provided.

1.8 PREPARE PRELIMINARY PLANS

The Consultant will prepare preliminary plan sheets depicting the proposed improvements for the entire Project. The following is a general list of drawings that will be used as a guideline. Actual number and title of drawings may be modified during the design task, as required.

Sheet Number	Sheet Description	No. of Sheets
G-001	Cover Sheet	1
G-002	Sheet Index, Legend, and Abbreviations	1
G-003	General Notes	1
G-041	Survey Control Plan	1
G-081	Construction Safety and Phasing Plan	1
C-021	Erosion Control Plan	1
E-051	Demolition Plan	2
E-101	Lighting and Gate Civil Site Plan	2
E-401	Electrical Vault Layout	1
E-402	Electrical One-Line Diagram	1
	Total Number of Sheets	**12**

1.9 PREPARE PRELIMINARY ENGINEER'S DESIGN REPORT (PDR)

The Consultant will prepare a Preliminary Engineer's Design Report (PDR) to document the basis and findings of the preliminary design. The PDR will be updated during the design and the final EDR will be prepared and submitted with final deliverables. Elements of the PDR will include but are not limited to the following:

a. Introduction / Scope

b. History of the Existing System

c. Existing Electrical Investigation (Including Photographs)

d. Topographic Survey

e. Design Standards
f. Gate Pavement Design
g. Electrical Design
h. Navigational Aid (NAVAID) Impacts
i. Environmental Considerations
j. Utility Information
k. Disadvantaged Business Enterprise (DBE) Participation
l. Considerations for Airport Operational Safety
m. Project Schedule
n. Estimated Project Cost
o. Design Review Meeting Minutes

1.10 PREPARE PRELIMINARY COST ESTIMATE

1.10.1 Calculate Estimated Preliminary Quantities

The Consultant will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices. Key work items to be quantified include but are not limited to asphalt / concrete pavement; pavement markings; removal and installation of mast lights, gate signage, and junction structures; cable; and duct banks.

1.10.2 Prepare Preliminary Cost Estimate

The Consultant will provide a construction cost estimate based on record cost data and similar work. The cost estimate will include several bid items that in subsequent design submittals will correlate with items in the specifications. In addition to construction cost, the Consultant will also estimate total Project costs including but not limited to Sponsor administration, design, construction administration, resident engineering, and materials testing.

1.11 PREPARE PRELIMINARY SUBMITTAL

1.11.1 Internal QA Review

The QA staff assigned by the PM as part of the quality control program will perform an internal review of the preliminary deliverables listed below. The review will be performed using Bluebeam software, and the QA staff will provide markups if modifications to the deliverables are required. The PM will then review the completed markups and coordinate the design team to modify the deliverables, as necessary.

1.11.2 Submit Preliminary Deliverables to Sponsor

The Consultant will finalize assembly of the preliminary deliverables listed below and submit to the Sponsor for review. The deliverables will be submitted electronically using Newforma file transfer software. The Consultant will also print, assemble, and ship hard copies of the deliverables if requested by the Sponsor.

TASK 1 DELIVERABLES

1) Kickoff Meeting Agenda and Minutes – Electronic submittal

2) Design Review Meeting Agenda and Minutes – Electronic submittal

3) Preliminary Plans (22x34) – Electronic submittal and three hard copies

4) Preliminary CSPP – Electronic submittal and three hard copies

5) PDR – Electronic submittal and three hard copies

TASK 2: FINAL DESIGN

2.1 TASK 2 PROJECT MANAGEMENT AND COORDINATION

Project management duties during Task 2 scope work will consist of the following:

2.1.1 Update Schedule

The schedule created during Task 1 will be updated throughout design, as necessary, based on review times by the Sponsor and FAA.

2.1.2 Coordinate PMP Updates

The PM will continue to coordinate and monitor PMP during Task 2.

2.1.3 Coordinate Internal Design Team

The PM will continue to coordinate and monitor internal work progress during Task 2.

2.1.4 Coordinate Subconsultants

The PM will continue to coordinate and monitor subconsultant work progress during Task 2.

2.1.5 Quality Control Program

The PM will continue to review the QC checklist, and the design team will continue to update the design log during Task 2.

The PM and assigned QC team members will regularly review work performed by the design team. Prior to finalizing the submittal, the assigned QA team members will review draft versions of the documents to be submitted.

2.1.6 Prepare Invoices

The PM will continue to maintain the Project budget table and prepare invoices as defined in Task 1. It is anticipated that one invoice will be prepared during Task 2.

2.2 TASK 2 PROJECT MEETINGS AND COMMUNICATION

The Consultant will participate in several meetings and calls during Task 2. Meetings and communication items will be as follows:

2.2.1 Monthly Internal Progress Meetings

The PM will conduct monthly meetings with the internal design team to discuss the Project schedule and work progress. Up to four members (PM, Senior Electrical Engineer, Engineer III and Engineer I) from the Consultant Team will attend each meeting. Up to one meeting is anticipated during Task 2.

2.2.2 Monthly Progress Meetings with Sponsor

The Consultant will conduct monthly meetings with the Sponsor to discuss the Project schedule, work progress, and coordination items. Up to four members from Consultant Team will attend each meeting (anticipated to consist of PM, Electrical Engineer, Engineer I and Engineer III). Up to one meeting is anticipated during Task 2. The meetings are anticipated to be held virtually.

2.2.3 Present Final Submittal to Sponsor

The Consultant will prepare for and conduct a meeting with the Sponsor to present the design submittal. The meeting is anticipated to be held at the Sponsor office. Up to two members from the Consultant Team will attend in-person (anticipated to consist of PM and Engineer III). The Consultant will prepare an agenda and minutes to support the meeting, as well as exhibits, as necessary.

2.2.4 General Communication with Sponsor

The Consultant will communicate with the Sponsor throughout Task 2 as needed via phone call or email in addition to the meetings listed herein.

2.3 FINAL PAVEMENT DESIGN

Based on Sponsor review of the Preliminary Submittal, the Consultant will finalize the gate pavement design, in accordance with standard engineering practices and local Greenbook requirements.

2.4 FINAL ELECTRICAL DESIGN

Based on review of the Preliminary submittal, the Consultant will update the design of the Preliminary Electrical Design, in accordance with standard engineering practices, local requirements, and the NEC.

Access Control Gate Design

Based on the review of the Preliminary Submittal, the Consultant will finalize the design for each gate.

a. The Consultant will finalize the electrical power, controls and interfaces for the new gate and connections to the existing local power supply, and Consultant will finalize the conduit and circuit layout. Locations of equipment and accompanying details will be included in the final design.

Mast Lighting

Based on the review of the Preliminary Submittal, the Consultant will finalize the design for each mast light.

a. The Consultant will finalize the electrical power, controls and interfaces for the lighting and connections to the existing local power supply, and Consultant will finalize the conduit and circuit layout. Locations of equipment and accompanying details will be included in the final design. The Consultant will refine the conduit and circuit layout, including junction structure locations. This updated design will include specific removal and connection requirements, trench details, number and size of conduit in each trench, number and size of cable in each conduit, type of junction structure, and counterpoise and grounding details.

2.5 PREPARE FINAL PLANS

The Consultant will prepare plan sheets depicting the proposed improvements. The following is a general list of drawings that will be used as a guideline. Actual number and title of drawings may be modified during the design task, as required.

Sheet Number	Sheet Description	No. of Sheets
G-001	Cover Sheet	1
G-002	Sheet Index, Legend, and Abbreviations	1
G-003	General Notes	1
G-041	Survey Control Plan	1
G-081	Construction Safety and Phasing Plan	3
G-091	Construction Safety and Phasing Details	1
C-021	Erosion Control Plan	1
E-051	Demolition Plan	2
E-101	Lighting and Gate Civil Site Plan	2
E-201	Mast Lighting Details	2
E-301	Access Gate Details	2
E-401	Electrical Vault Layout	1
E-402	Electrical One-Line Diagram	1
	Total Number of Sheets	**19**

2.6 PREPARE SPECIFICATIONS

The Consultant will assemble the specifications as stated below for the Sponsor to use in obtaining competitive bids for the work. The documents will meet current FAA Standards for Airport Improvement Program (AIP) funded projects and incorporate Sponsor specifications / provisions as necessary to support FAA specifications.

2.6.1 Bidding and Contract Documents

The Consultant will prepare FAA-standard Bidding and Contract Documents for the Project. The Consultant will provide the Word files of these documents to the Sponsor for the Sponsor's internal legal review and edits. The Sponsor will be responsible for completing and compiling the Bidding and Contract Documents. The documents will include but not be limited to the following:

a. Notice to Bidders
b. FAA Instructions to Bidders
c. Proposal Forms
d. Bid Schedule
e. Sample Agreement
f. Insurance Requirements
g. Bonds and Guarantees

2.6.2 Sponsor Special Provisions

The Consultant will coordinate with the Sponsor to include the Sponsor Special Provisions in the specifications package. The Consultant will specify the order of preference such that the Federal Contract Provisions and FAA General Contract Provisions will govern.

2.6.3 Required Federal Contract Provisions

Federal laws and regulations require that specific contract provisions be included in federally funded contracts as established within the grant assurances. The Consultant will prepare the Required Federal Contract Provisions. These requirements cover items such as:

a. Affirmative Action Requirement
b. Buy American Preference
c. Civil Rights
d. Davis-Bacon Act Requirements
e. Disadvantaged Business Enterprise
f. Equal Employment Opportunity
g. Federal Fair Labor Standards Act (Minimum Wage)
h. Lobbying and Influencing Federal Employees
i. Prohibition of Segregated Facilities
j. Occupational Safety and Health Act

2.6.4 Project-Specific Special Provisions for Airport Construction

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

a. General Safety Requirements, Airfield Safety and Traffic Control
b. Construction Schedule Requirements
c. Time Limitations
d. Work Hour Limitations
e. Liquidated Damages
f. Project Sequencing and Potential Delays
g. Barricades
h. Radio Communication
i. Access and Security
j. Required Training
k. General Site Information and Requirements
l. Construction Staking and Survey Layout
m. Submittal Procedures
n. Schedule of Values
o. Miscellaneous Material Specifications
p. Record Drawings
q. Certified Payroll Requirements

r. Project Pay Request Requirements

2.6.5 FAA and State Standard Specifications for Construction of Airports

The Consultant will prepare General Contract Provisions, General Construction Items, and Technical Specifications in accordance with FAA AC 150/5370-10H, *Standard Specifications for Construction of Airports* OR the CalTrans Standard Specifications (2023 Edition). FAA and State Standard Specifications may include but are not limited to the following items:

a. Part 1 – General Contract Provisions
b. Part 2 – General Construction Items
    i. Item C-100, Contractor Quality Control Program (CQCP)
    ii. Item C-102, Temporary Air and Water Pollution, Soil Erosion, and Siltation Control
    iii. Item C-105, Mobilization
c. Part 3 – Sitework
    i. CalTrans Division III Section 19 – Earthwork
d. Part 4 – Base Courses
    i. CalTrans Division IV Section 26 – Aggregate Subbases
e. Part 6 – Flexible Pavements
    i. CalTrans Division V Section 39 – Asphalt Concrete
f. Part 9 – Miscellaneous
    i. CalTrans Division V Section 37 – Seal Coats
    ii. CalTrans Division VI Section 51 – Concrete Structures
g. Part 13 – Airfield Electrical
    i. L-108 – Underground Power Cable for Airports
    ii. L-109 – Airport Transformer Vault and Vault Equipment
    iii. L-110 – Airport Underground Electrical Duct Banks and Conduits
    iv. L-115 – Electrical Manholes and Junction Structures

2.6.6 Access Gate and Lighting Specifications

The Consultant will prepare specifications for access gates and mast lighting. Specifications may include but are not limited to the following items:

a. Access Gate Installation
    i. High-Security, Rolling Security Gates
    ii. Electronic Keypads
    iii. Vehicular Detector Check Loops
    iv. Powered Gate Operator Control Units
b. Mast-Lighting Installation
    i. Electrical Service
    ii. Steel Mast Lighting
    iii. Concrete Light Bases
    iv. Lighting Control Cabinets

2.7 PREPARE FINAL ENGINEER'S DESIGN REPORT

Based on Sponsor review of the preliminary submittal, as well as final design updates, the Consultant will update the Preliminary EDR. The Final EDR will expand on the previously submitted Report based on more detailed design efforts that have been completed.

2.8 PREPARE FINAL COST ESTIMATE

The Consultant will update the quantities based on the Final Design. The Consultant will update the cost estimate based on the Final Design. The bid items in this iteration of the cost estimate will be refined to match the specification items, and the table will include a column referencing the corresponding specification sections.

2.9 PREPARE FINAL CONSTRUCTION SAFETY AND PHASING PLAN

The Consultant will finalize the CSPP in conformance with FAA Standards and FAA AC 150/5370-2G, *Operational Safety on Airports During Construction*. After Sponsor review and approval, the CSPP will be uploaded to the FAA online portal for review and approval. The final CSPP will be included in the Bid Documents package.

2.10 PREPARE FAA FORM 7460-1

The Consultant will complete a notice of proposed construction or alteration as per FAA guidelines and will submit Form 7460-1 via the FAA portal. A total of three 7460s are anticipated for the Project: one for the critical construction equipment height, one for the light poles, and one for the Construction Safety and Phasing Plan. The 7460 for construction equipment will include detailed graphics containing latitude and longitude coordinates, existing ground surface, height of equipment, and distance from runways.

2.11 PREPARE FINAL SUBMITTAL

2.11.1 Internal QA Review

The QA staff assigned by the PM as part of the quality control program will perform an internal review of the deliverables listed below. The review will be performed using Bluebeam software, and the QA staff will provide markups if modifications to the deliverables are required. The PM will then review the completed markups and coordinate the design team to modify the deliverables, as necessary.

2.11.2 Submit Deliverable to Sponsor

The Consultant will finalize assembly of the final deliverables listed below and submit to the Sponsor for review. The deliverables will be submitted electronically using Newforma file transfer software. The Consultant will also print, assemble, and ship hard copies of the deliverables if requested by the Sponsor.

TASK 2 DELIVERABLES

1) Design Review Meeting Agenda and Minutes – Electronic submittal
2) Final Plans – Electronic submittal and 22 X 34 Set
3) Final Specifications – Electronic submittal and 8.5 X 11 Set
4) Final EDR – Electronic submittal and 8.5 X 11 Set
5) Final CSPP – Electronic submittal and 8.5 X 11 Set

TASK 3: BID ADMINISTRATION

3.1 TASK 3 PROJECT MANAGEMENT AND COORDINATION

Project management duties during Task 3 will consist of the following:

3.1.1 Update Schedule

The schedule created during Task 1 will be updated to show bid administration milestones.

3.1.2 Prepare Invoices

The PM will continue to maintain the Project budget table and prepare invoices as defined in Task 1. It is anticipated that two invoices will be prepared during Task 3.

3.2 TASK 3 PROJECT MEETINGS AND COMMUNICATION

The Consultant will participate in meetings and calls during Task 3. Meetings and communication items will be as follows:

3.2.1 Pre-Bid Conference

Consultant will arrange for and conduct a Pre-Bid Conference. The PM and Senior Electrical Engineer will attend and conduct the Pre-Bid Conference with potential contractors and County to review the Project and answer questions. The Senior Electrical Engineer will attend virtually. The conference will be conducted at the Airport and will include a job walk. Meeting agenda will be prepared and distributed.

3.2.2 General Communication with Sponsor

The Consultant will communicate with the Sponsor throughout Task 3 as needed via phone call or email in addition to the meetings listed herein.

3.3 PREPARE ADVERTISEMENT FOR BIDS

Required advertisement dates and bidding dates will be established by Consultant and approved by the County. Consultant will prepare the Advertisement in conformance with FAA and local standards and submit a copy of the advertisement to the County. The County shall arrange for the legal advertising in conformance with local standards and shall pay for the associated cost of advertising.

3.4 BID DOCUMENTS DISTRIBUTION

Consultant will prepare and upload Contract Documents to Quest Construction Data Network (QuestCDN.com). Contractors interested in bidding on the Project can register and pay a fee (approximately $22) to download the Contract Documents. Bidders will be responsible for submitting their physical bids to the County; no online bid submittal features from Quest will be used.

3.5 RESPOND TO BIDDERS' QUESTIONS

During the bidding process, the Consultant will be available to clarify bidding issues with contractor and suppliers, and for consultation with the various entities associated with the Project.

3.6 BID ADDENDA

During the bidding process, the Consultant will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the Project. This item also includes contacting bidders to generate interest in the Project. Consultant will issue up to two bid addenda as appropriate to interpret, clarify, or change the bidding documents as required by the Airport or the FAA. Addenda will be made available to the plan holders electronically via QuestCDN.

3.7 BID OPENING

Consultant will attend the bid opening at the Riverside County Office, as identified in the Bid Advertisement.

3.8 BID REVIEW AND BID TIBULATION

The Consultant will advise the Sponsor as to the acceptability of any subcontractors, suppliers, and other persons and organizations proposed by the bidders and as to the acceptability of substitute materials and equipment proposed by bidders. The Consultant will prepare a spreadsheet that includes all bid items for the purpose of evaluating the lowest bidder. The Consultant will input the as-bid unit prices into the spreadsheet and verify mathematical computations of the bids. The Consultant will then provide recommendations to the Sponsor as to the name of the Apparent Low Bidder.

3.9 PREPARE RECOMMENDATION FOR AWARD

The Consultant will prepare a Recommendation of Award for the Sponsor to accept or reject the submitted bids. If rejection is recommended, the Consultant will supply an explanation for their recommendation and possible alternative actions that the Sponsor can pursue to complete the Project. The Consultant will also prepare a draft letter on Sponsor letterhead for Sponsor to send to FAA requesting FAA concurrence with award.

3.10 FINAL COORDINATION PRIOR TO CONSTRUCTION GRANT EXECUTION

After Recommendation of Award, Consultant will coordinate with the County on contractual issues required prior to execution of the construction grant. These include and are limited to:

a. Preparation of the Construction contract between County and Contractor.
b. Two virtual two-hour coordination meetings with County and FAA by phone (PM to attend).
c. One virtual one-hour coordination meeting with County and Contractor by phone (PM to attend).

3.11 PREPARE ISSUED FOR CONSTRUCTION PLANS AND SPECIFICATIONS

Based on the addenda issued during the bidding process and in-line with the Recommendation to Award, the Consultant will prepare the Issued for Construction (IFC) set of plans and specifications.

TASK 3 DELIVERABLES

1) Recommendation of Award – Electronic submittal.
2) Bid Tabulation – Electronic submittal.
3) IFC Plans and Specifications – Electronic submittal and three hard copies.

TASK 4: PRE-CONSTRUCTION SERVICES (ESTIMATE ONLY)

4.1 TASK 4 PROJECT MANAGEMENT AND COORDINATION

Project management tasks during Task 4 will consist of the following:

4.1.1 Prepare Contract and Project Setup

The PM and administrative staff will process the contract between the Consultant and the Sponsor. Administrative staff will also setup the internal Project database for finance tracking.

4.1.2 Prepare Schedule

The PM will prepare a coordination schedule upon receiving the NTP from the Sponsor. This schedule will only show major milestones to facilitate overall coordination of the Project. The Contractor will be responsible for submitting a detailed construction schedule with work activities.

4.1.3 Prepare Project Management Plan (PMP)

The PM will prepare a PMP that will address the following Project elements: Vision and Objectives, Project Team Roles and Responsibilities, Document Distribution Plan, Communications Plan, Quality Control Plan, and Change Management Plan. The PM will use the PMP as a tracking tool for the various elements throughout the Project.

4.1.4 Coordinate Consultant Team

The PM will assign team members to the Project for office CA activities and assign an RPR to the Project for day-to-day field observation activities. The PM will coordinate with the RPR to plan for construction activities and identify additional team members if needed to support the RPR.

4.1.5 Coordinate Subconsultant(s) – **NIC**

Subconsultants will not be required for construction services. All materials and electrical QC testing to be performed by the Construction Contractor.

4.1.6 Prepare Invoices

The PM will maintain a Project budget spreadsheet to track costs on a monthly basis. At the beginning of each month, the PM will review accrued costs from the previous month and work with accounting staff to prepare invoices for the Sponsor. The invoices will be submitted in accordance with the Sponsor's standard invoice requirements. The invoices will include detailed cost breakdowns referencing the items in this scope of work and indicate percent complete for each item. The PM will also review subconsultant invoices. It is anticipated that one invoice will be prepared during Task 4.

4.2 TASK 4 PROJECT MEETINGS AND COMMUNICATION

The Consultant will participate in various meetings and calls during Task 4. Meetings and communication items will be as follows:

4.2.1 Pre-Mobilization Coordination Meeting

The Consultant will arrange for and conduct a pre-mobilization coordination meeting. The purpose of this meeting will be to establish initial communication with the Consultant,

Sponsor, and Contractor Team, and discuss expectations for the Mobilization Element. The meeting is anticipated to be conducted virtually and will be attended by the Consultant, Sponsor, Contractor, and subcontractors. Up to two members from the Consultant team will attend (anticipated to consist of PM and the RPR already on site). The subsequent pre-construction conference will not be scheduled until a known construction start date is established.

4.2.2 Pre-Construction Conference

The Consultant will arrange for and conduct the pre-construction conference. The purpose of this conference is to review FAA and Project-specific requirements prior to commencing construction. The conference is anticipated to be conducted at the Airport and will be attended by the Consultant, Sponsor, Contractor, and subcontractors. The conference will include the following sub-tasks:

a. The Consultant will schedule the conference and prepare an agenda to support the meeting, as well as presentation materials to illustrate the Project work areas (as necessary).
b. The Consultant will obtain and review the Project construction schedules from the Contractor prior to presentation at the pre-construction conference. The Sponsor will be provided with copies of the construction schedules.
c. The Consultant will preside at the pre-construction conference, prepare a record of the conference, submit meeting minutes to the Sponsor for review and comment, and distribute the final meeting minutes to attendees. Up to one member from Consultant team will attend (anticipated to consist of PM).

4.2.3 Quality Control / Quality Assurance Workshop - **NIC**

This project is anticipated to be under the $500,000 threshold required by the FAA and paving is not the principal item of work.

4.2.4 General Communication with Sponsor and Contractor

The Consultant will communicate with the Sponsor and Contractor throughout Task 4 as needed via phone calls or email in addition to the meetings listed herein.

4.3 PREPARE PROJECT DOCUMENTATION

The Consultant will review / prepare the following Project documentation:

a. The Consultant will review the construction contract, which will include checking that the Contractor has met the DBE goal or made a good-faith effort towards meeting the goal, and that the Contractor has provided proof of insurance and the required bonds.
b. The Consultant will assist the Sponsor in preparing NTP letters for both the Mobilization and Construction elements.
c. The Consultant will setup templates for Project documentation on Consultant standard forms or Sponsor-provided forms as applicable. Documentation will include, but is not limited to, submittal review forms, weekly FAA reports, weekly charged working day reports, RFIs, RFCPs, field directives, contract change orders, non-compliance notices, and applications for payment.
d. The Consultant will assemble and provide the Contractor with CAD files if requested (upon receipt of Consultant-provided disclaimer form signed by Contractor).

4.4 PREPARE CONSTRUCTION MANAGEMENT PLAN (CMP) - **NIC**

A Construction Management Plan is not required for this project.

TASK 4 DELIVERABLES

1) Pre-Construction Conference Meeting Minutes – electronic files to Sponsor and attendees
2) QC / QA Workshop Meeting Minutes – electronic files to Sponsor and attendees
3) Construction Set – electronic files to Sponsor and Contractor
4) CMP – electronic files to Sponsor, FAA, and Contractor

TASK 5: CONSTRUCTION ADMINISTRATION (CA) SERVICES (ESTIMATE ONLY)

5.1 TASK 5 PROJECT MANAGEMENT AND COORDINATION

Project management tasks during Task 5 will consist of the following:

5.1.1 Schedule Coordination

Throughout construction, the Consultant will review the weekly progress schedules submitted by the Contractor, and coordinate with the Sponsor and Contractor on tracking overall timeline of the Project. The Consultant will also coordinate with the Sponsor, Contractor, and subconsultants on daily work hours and site access logistics. Up to 12 weekly progress schedules are anticipated for the Project.

5.1.2 Coordinate PMP Updates

The PM will continue to coordinate and monitor PMP during Task 5.

5.1.3 Coordinate Consultant Team

The PM will assign responsibilities to office staff to complete the documentation efforts described herein. The PM will also communicate with the RPR on a regular basis to monitor progress in the field. As part of this effort, the PM will create and maintain a detailed construction checklist for the RPR to keep track of action items, quantities, production rates, and contractor compliance with Plans and Specifications. The PM will also review daily reports prepared by the RPR.

5.1.4 Coordinate Subconsultants – **NIC**

Subconsultants will not be required for construction services. All materials and electrical QC testing to be performed by the Construction Contractor.

5.1.5 Prepare Invoices

The PM will continue to maintain the Project budget spreadsheet and prepare invoices as defined in Task 4. It is anticipated that two invoices will be prepared during Task 5.

5.2 REVIEW MATERIAL SUBMITTALS FOR COMPLIANCE

The Consultant will review Contractor-submitted material cut sheets, mix designs, shop drawings, and certificates for compliance with Plans and Specifications. It is expected that up to 10 submittals will be provided by the Contractor for review. The scope assumes each submittal will require up to one resubmittal due to incomplete or incorrect information by the Contractor. If more than one resubmittal is required due to incomplete or incorrect information by the Contractor, the cost for the Consultant to review the resubmittal will be the responsibility of the Contractor as stated in

Specification Item SP-100. The Consultant will also maintain a submittal checklist, and track dates of submission and review.

5.3 TASK 5 PROJECT MEETINGS AND COMMUNICATION

The Consultant will participate in various meetings and calls during Task 5. Meetings and communication items will be as follows:

5.3.1 Weekly Construction Progress Meetings

The Consultant will conduct weekly meetings with the Sponsor and Contractor to discuss safety, schedule, work progress, action items, documentation, and other items as needed to keep construction on track. Subcontractors, subconsultant firms, and FAA representatives may also attend some of the meetings if appropriate. Up to four meetings are anticipated during Task 5. The meetings are anticipated to be held in-person at a location near the job site. The RPR will attend each meeting in-person (as stated in Task 6). The PM will also attend each meeting, either in-person or virtually as appropriate for the work being performed that week. The Consultant will prepare an agenda and minutes to support each meeting.

5.3.2 Site Visits During Construction

The Consultant will conduct up to two site visits to review Project progress and monitor construction activities through substantial completion of the Construction Element. Up to four site visits are anticipated during Task 5. Up to two members from the Consultant team will attend each site visit (anticipated to consist of PM and Engineer III).

5.3.3 General Communication with Sponsor and Contractor

The Consultant will communicate with the Sponsor and Contractor throughout Task 5 as needed via phone calls or email in addition to the meetings listed herein.

5.4 WEEKLY CALENDAR-DAY REPORTS

The Consultant will prepare weekly calendar-day reports tracking contract time and submit to the Contractor for review. The reports will include days charged and documented weather, as well as identification of days not charged due to inclement weather or other justified delays. Up to four weekly calendar-day reports are anticipated for the Project.

5.5 WEEKLY FAA PROGRESS REPORTS

The Consultant will prepare weekly FAA reports documenting the progress of the Project. The reports will be based on FAA form 5370-1, *Construction Progress and Inspection Report*, and include days charged, weather summary, percent completion, work in progress for current week and following week, summary of material testing, and problem areas if applicable. The Consultant will also attach photographs documenting work completed. The Consultant will sign each report and send to FAA. Up to four weekly FAA progress reports are anticipated for the Project.

5.6 REQUESTS FOR INFORMATION (RFIs)

The Consultant will prepare written responses, as necessary, to Contractor RFIs to clarify design intent. Depending on the RFI, the response may require review of documentation not included in

the Contract Documents, as well as coordination with and review by additional Consultant staff, Sponsor, or FAA. Up to three RFIs are anticipated for the Project.

5.7 GENERAL FIELD COORDINATION

In addition to formal RFIs, the Consultant will respond to various questions and concerns that arise in the field. Depending on the issue, the response may require review of documentation not included in the Contract Documents, as well as coordination with and review by additional Consultant staff, Sponsor, or FAA.

5.8 REQUESTS FOR COST PROPOSALS (RFCPs)

The Consultant will prepare RFCPs if additional work is anticipated or desired, either due to unforeseen site conditions, Sponsor request for additional work, or other reasons as applicable. The RFCP(s) will include a description of change, quantity estimates, and exhibits as needed to illustrate the change. The Consultant will send the RFCP to the Contractor to provide a cost proposal. The Consultant and the Sponsor will then review the cost proposal to determine if it is reasonable and follow up with negotiations, as necessary. The Consultant will communicate the proposed change and cost to the FAA for their concurrence prior to authorizing the work. Depending on the determination, the Consultant will prepare a field directive or change order as described below. Up to one RFCP is anticipated for this Project.

5.9 FIELD DIRECTIVES

The Consultant will prepare field directives as necessary to formalize direction that is not otherwise stated in the Project Plans or Specifications, or in a response to an RFI. Following the RFCP process above, the Consultant will prepare a field directive authorizing the Contractor to proceed with work as described. The field directive will include a description of change, quantity estimates, and the related RFCP as applicable. If the field directive results in a change of quantities or cost, it will be followed with a change order as described below. Up to two field directives are anticipated for the Project.

5.10 CONTRACT CHANGE ORDERS (CCOs)

Following the RFCP and field directive processes, the Consultant will prepare CCOs to formalize the change to the Contract cost. The CCO will consist of both a County-standard form, and a Consultant-prepared form that follows the guidance of FAA Standard Operating Procedure (SOP) 7.00, *Airport Improvement Program Construction Project Change Orders*. The County and FAA forms will include a table of the bid items that changed in quantity, or new bid items that were created to capture the CCO cost. The FAA form will also include additional pages containing the FAA-required justification items in accordance with SOP 7.00. Documentation to support the CCO will be attached to the forms, including but not limited to RFCPs, field directives, Contractor time-and-expense reports, emails, and exhibits. CCOs will be submitted to the Sponsor and Contractor for review and signature and then the FAA forms will be submitted to the FAA by the Consultant or the Sponsor. CCOs that require new design elements are not included in this scope of services. Up to one County CCO and one FAA CCO is anticipated for the Project.

5.11 REVIEW OF QC / QA TEST RESULTS

The Consultant will review test results provided by the Contractor to determine conformance with the Project Plans and Specifications. If test results are failing, the Consultant will coordinate with

the Sponsor and Contractor to establish corrective actions. Depending on the nature of the testing, the Consultant may need to coordinate with the FAA to determine appropriate actions.

5.12 MONTHLY APPLICATIONS FOR PAYMENT

The Consultant will track quantities on a weekly basis, based on RPR daily reports, and share with the Contractor for concurrence. At the beginning of each month, the Consultant will review progress billings submitted by the Contractor, prepare applications for payment using Consultant standard forms, and submit to the Sponsor for processing. The Consultant will maintain a tracking spreadsheet with the bid items, showing work complete for previous periods, current period, and total to date. This spreadsheet will be attached to the application for payment each month. An explanation of variation between the contract and pay quantities (if any) will be provided. A subcontractor and tracking of DBE payments form will also be assembled and tracked as part of the pay application. FAA eligibility and delineation between FAA eligible portions and Sponsor portions will be delineated on the pay application cover sheet. Up to three applications for payment are anticipated for the Project.

5.13 SUBSTANTIAL COMPLETION WALK-THROUGH AND DOCUMENTATION

5.13.1 Substantial Completion Walk-Through

The Consultant will schedule and conduct a walk-through with the Sponsor and the Contractor to determine whether the Project has reached substantial completion and verify that the work is in accordance with the Plans and Specifications. The Consultant will document items found to be deficient and will provide the Contractor with a list of those items, as stated in section 5.13.2 below. The walk-through will be scheduled to occur at the end of construction when the Contractor is still on-site and can easily mobilize to complete punch list items. The PM and the RPR will attend the walk-through (RPR attendance as described in Task 6).

5.13.2 Punch List and Substantial Completion Letter

Prior to the substantial completion walk-through, the PM will coordinate with the RPR to identify punch list items. The Consultant will prepare a punch list to define the deficient items and will continue to add and update items as they are identified and subsequently completed. The Consultant will send each punch list update to the Sponsor and Contractor. Upon completion of the walk-through, the Consultant will prepare a substantial completion letter summarizing the findings of the walk-through and outstanding items remaining for Project closeout; the letter will include the current version of the punch list items. The Consultant will submit this letter to the Sponsor and Contractor.

TASK 5 DELIVERABLES

1) Review of Contractor Submittals – electronic files to Sponsor and Contractor
2) Weekly Construction Progress Meeting Minutes – electronic files to attendees
3) Weekly Working-Day Reports – electronic files to the Sponsor and Contractor
4) Weekly FAA Progress Reports – electronic files to the Sponsor and FAA
5) RFI Responses – electronic files to the Sponsor and Contractor
6) RFCPs – electronic files to the Sponsor and Contractor
7) Field Directives – electronic files to the Sponsor and Contractor

8) CCOs – electronic files to the Sponsor, Contractor, and FAA

9) Monthly Applications for Payment – electronic files to the Sponsor

10) Punch List and Substantial Completion Letter – electronic files to Sponsor and Contractor

TASK 6: CONSTRUCTION OBSERVATION (ESTIMATE ONLY)

6.1 DAILY CONSTRUCTION OBSERVATION

This task will include construction observation, coordination of material testing during construction, and on-site construction administration for the duration of the Project. A RPR will be assigned to this Project. The RPR will have experience with civil improvement projects as required for the Project. The RPR will work with the PM to oversee the construction progress throughout the Project. The duration for the Construction Element is anticipated to be 30 contractual calendar days. The budget for construction observation has been developed based upon the Contractor working 20 weekday shifts, with no weekend work. 30 days of mobilization not requiring observation has also been assumed. The average length of shift is assumed to be eight hours. Additional time for travel will be necessary weekly due to the remoteness of the job site.

The RPR will perform construction observation services including (as applicable), but not limited to, the following:

a. Prepare daily reports to record the construction history of the Project. The reports will be made available to the Sponsor upon request for review during inspections or visits. The daily reports will include, but not be limited to, the following information: weather conditions, number of Contractor / subcontractor personnel and major equipment onsite, general location of work, description of work items, estimated quantities, safety items, materials delivered, delays / issues (if applicable), QC / QA tests performed, failed tests (if any) and action taken, instructions to Contractors, record of visitors to Project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and detailed log of work completed throughout the day.

b. Review and check layout and surveys conducted by the Contractor in accordance with the Plans and Specifications.

c. Review construction activities for compliance with Plans and Specifications.

d. Respond to Contractor questions that arise in the field and communicate with PM to coordinate direction.

e. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor.

f. Assist office staff with RFI review as applicable based on communication with Contractor regarding site conditions.

g. Review field measurements.

h. Monitor the Contractor's compliance with the CSPP and immediately bring any non-compliance issues to the attention of the Contractor and the Sponsor.

i. Attend weekly construction progress meetings as stated in Task 5.

j. Provide field information for office staff to prepare weekly FAA progress reports as stated in Task 5.

k. Conduct labor interviews to monitor Contractor's compliance with paying employees, in accordance with the Davis-Bacon Act requirements, and provide to Sponsor for certified payroll review.

l. Provide field information for office staff to prepare RFCPs, field directives, and CCOs as stated in Task 5.

m. Assist in preparing applications for payment as described in Task 5. Throughout construction, the RPR will check quantities as work is performed and communicate with the Contractor to establish quantities that will be included in monthly progress billings.

n. Work with Contractor to markup construction Plans with field changes if applicable and provide to office staff to prepare Record Drawings as described in Task 7.

o. Receive from Contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, and other relevant documents.

p. Identify punch list items in advance of the substantial completion walk-through to support preparation of punch list as stated in Task 5.

q. Attend the substantial completion walk-through as stated in Task 5.

TASK 7: POST-CONSTRUCTION SERVICES (ESTIMATE ONLY)

7.1 TASK 7 PROJECT MANAGEMENT

Project management tasks during Task 7 will consist of the following:

7.1.1 Update Schedule

The schedule created during Task 4 will be updated to show Project closeout milestones.

7.1.2 Coordinate PMP Updates

The PM will continue to coordinate and monitor PMP during Task 7.

7.1.3 Coordinate Consultant Team

The PM will assign responsibilities to office staff to complete the documentation efforts described herein. The PM will also coordinate with the RPR for providing field data to complete the documentation efforts described herein.

7.1.4 Coordinate with Subconsultants - **NIC**

7.1.5 Prepare Invoices

The PM will continue to maintain the Project budget spreadsheet and prepare invoices as defined in Task 4. It is anticipated that two invoices will be prepared during Task 7.

7.2 TASK 7 COMMUNICATION

The Consultant will communicate with the Sponsor and Contractor throughout Task 7 as needed via phone call or email.

7.3 RECORD DRAWINGS

The RPR and Contractor will coordinate throughout construction to document field constructed conditions, encountered existing utilities, and markup the construction Plans as stated in Task 6. Upon completion of construction, the Consultant will prepare the Record Drawings using AutoCAD

Civil 3D 2020, by updating the drawing files created during design. The Drawings will become record information. The Consultant will provide the Sponsor with a set of reproducible Record Drawings in digital format.

7.4 FINAL CONSTRUCTION REPORT (FCR)

Upon completion of construction, the Consultant will prepare and assemble the FCR in conformance with FAA standards and requirements. The contents of the report will include, but are not limited to, the following:

a. Project Description and Overview
b. Project Personnel
c. Contract Award and NTP (Including Bid Tabulation, Contract, and NTP Letters as Appendices)
d. Project Timeline
e. Summary of Work Accomplished (Including Table of Work Activities and Weeks Performed, as well as weekly FAA progress reports as Appendix)
f. Contract Time
g. Labor Provisions
h. Sponsor Administrative Costs
i. Consultant Costs
j. Force Account (if applicable)
k. Construction Costs (including Final Application for Payment and CCOs as Appendices)
l. Summary of DBE Utilization (including Contractor's DBE Utilization Form as Appendix)
m. Buy American Provisions (including Submittal Checklist as Appendix)
n. Construction Material Testing and Acceptance (including QC and QA Test Results as Appendices)
o. Biological Monitoring Report (Included as Appendix)
p. Contactor's Statement of Completion (including Contractor's Letter of Completion and Warranty as Appendix)
q. Record of Completion (including Substantial Completion Letter and Sponsor Notice of Completion as Appendices)
r. FAA-Required Sponsor Certification of Final Construction Acceptance as Appendix. This certification will be signed by the Sponsor.
s. Recommendations for maintenance

The Consultant will coordinate with the Contractor, Sponsor, and FAA to complete Project closeout activities and assemble the documents to be included in the FCR. The Consultant will submit a draft version of the FCR for Sponsor review. Upon receipt of Sponsor review / comments, the Consultant will finalize the FCR and submit to the Sponsor and FAA.

7.5 AIRPORT LAYOUT PLAN (ALP) RECORD DRAWING UPDATE – **NIC**

The Sponsor will coordinate any updates to the ALP as part of a separate contract.

7.6 UPDATE AIRFIELD PAVEMENT MANAGEMENT SYSTEM – **NIC**

This project will not require an update to the APMS.

7.7 UPDATE AIRFIELD SIGNAGE AND MARKING PLAN – **NIC**

No updates to the signage and marking plans are anticipated.

7.8 AGIS AS-BUILT SURVEY – **NIC**

Due to the nature of Project improvements, an AGIS survey will not be performed as part of this Project.

TASK 7 DELIVERABLES

1) Record Drawings – reproducible hardcopy and electronic files to Sponsor
2) FCR – electronic file to Sponsor and FAA

SERVICES PROVIDED BY THE SPONSOR AND EXCLUDED SERVICES

The Sponsor and Consultant agree that the following items will be provided by the Sponsor or are excluded from this scope. If these or any additional items are added to the Consultant's scope of work, they will be considered extra services and require a negotiated fee and an Amendment to the contract.

1) Any fees, easements, or permit fees from Sponsor, State, County, or utility companies, and others.
2) Access to the site for Consultant and subconsultants outside of the Pre-Bid Meeting.
3) Data to the Consultant such as reports, "as-built" drawings, and other information related to the Project.
4) Review of draft documents from Consultant within a reasonable amount of time, including review comments provided in writing. All Sponsor review comments from various individuals and departments shall be provided in writing and shall be returned to the Consultant as a single package representing all Sponsor's review comments.
5) Protection of digital information or data supplied by Consultant, if any, from contamination, misuse, or changes.
6) A pen-and-ink update to the ALP; if needed, this will be performed under a separate contract.
7) Issuance of NOTAMS
8) Sponsor to submit grant reimbursement
9) Extension of Construction time beyond the awarded timelines
10) Contract change orders that require new design elements
11) Filing of Notice of Completion
12) If the Project is significantly delayed due to FAA approvals for a potential change to the approved layout, an amendment may be required.
13) Review of Certified Payroll submitted by the Contractor

SCHEDULE OF COMPLETION

The Schedule below assumes that the Sponsor will issue an NTP by December 1, 2024. Based on the current FAA grant schedule, the construction of this Project is programmed for a FY 2026 AIP grant. This means that the opening of bids is not anticipated to occur until early 2026 to align with the grant application timeline. Bid opening date will ultimately be coordinated with the FAA based on their 2026 grant requirements. The tentative schedule includes extended design and review periods based on the assumed amount of time available between NTP and bid opening. Actual durations may be reduced based on work progress or a change in milestones. Estimated durations for each applicable task are shown below:

Element	Duration
Task 1 – Preliminary Design	60 Calendar Days
Task 2 – Final Design	30 Calendar Days
Task 3 – Bid Administration	45 Calendar Days
Total Design Element	**135 Calendar Days**
Task 4 – Pre-Construction Services	30 Calendar Days – Pending Contract Update and NTP
Task 5 – Construction Administration Services	60 Calendar Days – Pending Contract Update and NTP
Task 6 – Construction Observation	30 Calendar Days (Concurrent with Task 5) – Pending Contract Update and NTP
Task 7 – Post Construction Services	30 Calendar Days – Pending Contract Update and NTP
Total Construction Administration	**150 Calendar Days (Estimated)**

TASK 1

1) Based on the assumed NTP and bid opening, the estimated duration to complete the preliminary submittal is within 60 calendar days after receipt of NTP from the Sponsor.

TASK 2

1) Based on the assumed NTP and bid opening, the estimated duration to complete the Final submittal is within 30 calendar days after receipt of Sponsor and FAA comments on the preliminary submittal.

TASK 3

1) The Consultant will coordinate bid administration milestones with the Sponsor and FAA based on Sponsor standard processes and FAA grant timelines, expected to be approximately 45 calendar days.
2) The Consultant will submit the Recommendation of Award within 14 calendar days after receipt of the bid proposal documents from the Sponsor.

TASK 4, 5, 6, AND 7

1) The Consultant will coordinate construction administration timelines with the Sponsor and FAA after Recommendation to Award. Construction duration will be developed during production of the CSPP. Duration is expected to be approximately 150 days. Total field work time is expected to be 30 calendar days. Contractor will be responsible for submitting a Construction Schedule for review and acceptance by the RPR prior to being issued an NTP.

Design durations do not include Sponsor and FAA review periods. Once the NTP is received from the Sponsor, the Consultant will prepare and maintain a Project schedule that estimates Sponsor and FAA review periods.

COMPENSATION FOR SERVICES

Payment for work outlined in this Scope of Services for **Tasks 1, 2, and 3** shall be a **lump sum** of **One Hundred Nineteen Thousand One Hundred Seventy-Six Dollars ($119,176.00)**. This fee shall include labor, materials, expenses, and incidentals necessary to complete the work as described herein. The Engineering Design Cost Estimate is included as *Attachment 2* to this Scope of Services. Payments will be made monthly based on the percentage of work completed.

Payment for work outlined in this Scope of Services for **Task 4, Task 5, Task 6, and Task 7** is estimated at a **time-and-expense** of **One Hundred Seventeen Thousand Four Hundred Eighty Dollars ($117,480.00)**. The Engineering Design Cost Estimate is included as *Attachment 2* to this Scope of Services. **This is a non-binding estimate only**, and will be reviewed, modified, and elaborated based on Sponsor, FAA, and Consultant coordination after the design phase is complete.

Payments for any additional services requested by the Sponsor will be performed on a time-and-expense basis in conformance with the current *Mead & Hunt, Inc. California Standard Billing Rate Schedule,* included as *Attachment 3* to this Scope of Services.

END OF SCOPE OF SERVICES

ATTACHMENTS:

Attachment 1 – Installation of Primary Apron Lighting and Control Access Gate, Phase I Design – Overall Layout

Attachment 2 – Engineering Design Cost Estimate

Attachment 3 – Mead & Hunt, Inc. Standard Billing Rate Schedule (2024)

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

COUNTY OF RIVERSIDE, a political Subdivision of the State of California

By: _____
V. Manuel Perez, Chair
Board of Supervisors

Date: OCT 2 8 2025

MEAD AND HUNT, INC., a Wisconsin Corporation

By: _____
Rafael Gonzalez
Vice President

Date: 9/19/2025

ATTEST:
Kimberly A. Rector
Clerk of the Board

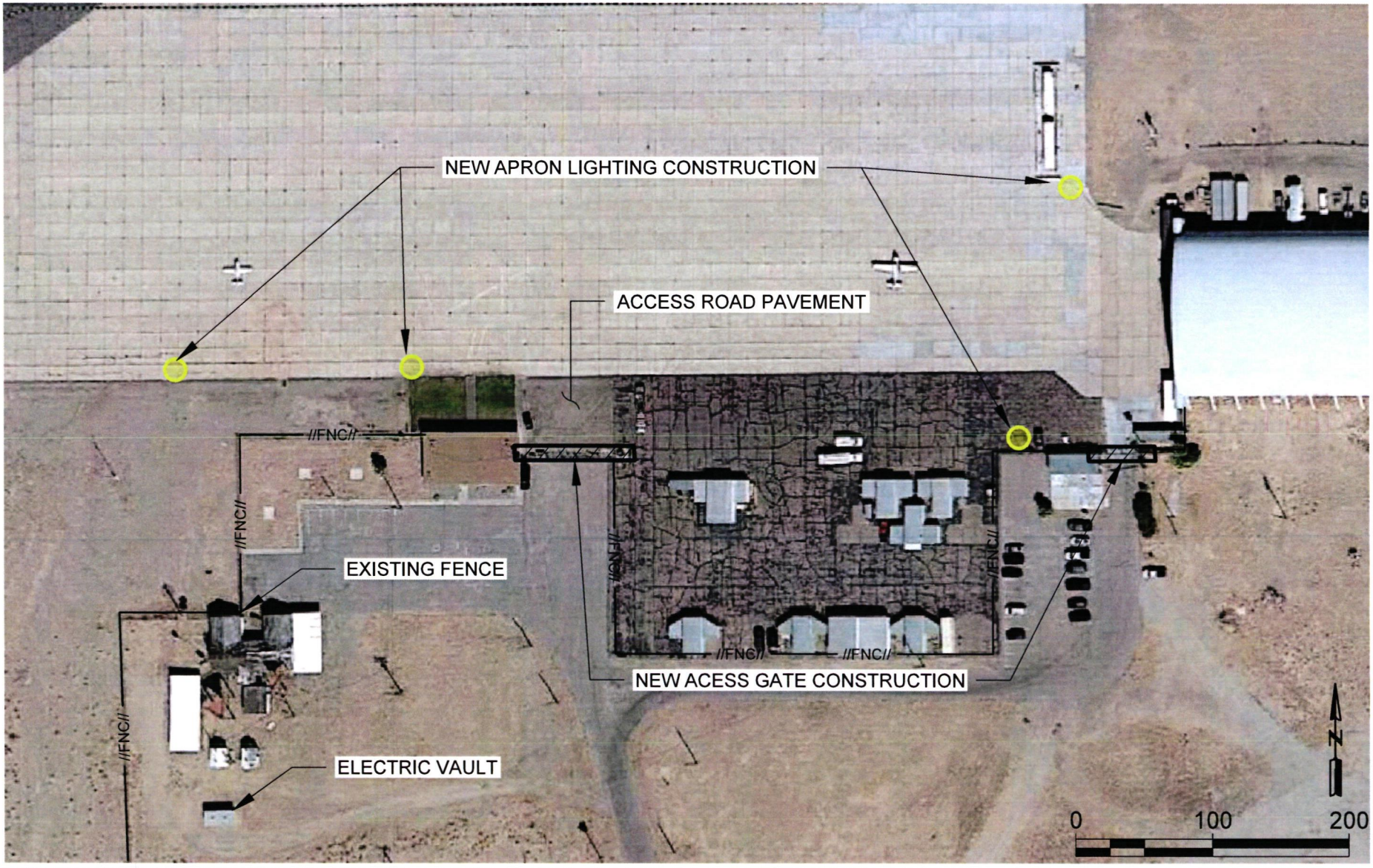
_____
DEPUTY

APPROVED AS TO FORM:

County Counsel

By: _____
Kristine Bell Valdez
Deputy County Counsel

OCT 2 8 2025 3.38



BLYTHE AIRPORT
BLYTHE, CA

ATTACHMENT 1 – OVERALL PROJECT LAYOUT

Mead & Hunt

X:\3184400\REF\ENVIRONMENTAL\2023 CATEX\5\PRIMARY APRON & CONTROL ACCESS GATE\CAD\BLH GATE EXHIBIT 1.DWG

Blythe Airport (BLH)
Installation of Primary Apron Lighting and Control Access Gate, Phase I
Design Engineering Design Cost Estimate

Date: 8/19/2024

	PHASES and TASKS	Mead & Hunt (labor hours and rates)											Expenses						
		Senior Associate	Senior Project Engineer	Senior Electrical Engineer	Senior Engineer / Project Manager	Resident Project Representative	Engineer III	Engineer I	Administrative Assistant	Total Mead & Hunt Labor Cost	CL Surveying		Total Subconsultant Cost	Lodging (Nights)	Airfare	Mileage	Meals (Per Meal)	Reproduction and Shipping	Total Expenses Cost	Total Combined Cost
	Mead & Hunt 2024 Billing Rates	**$355**	**$287**	**$232**	**$232**	**$189**	**$179**	**$150**	**$128**		1	1		$225	$550	$0.67	$20	1		
TASK 1 - PRELIMINARY DESIGN																				
1.1	Task 1 Project Management and Coordination																			
1.1.1	Prepare Contract and Project Setup	1	1		1				2	$ 1,130.00			$ -						$ -	$ 1,130.00
1.1.2	Prepare Project Management Plan (PMP)	1			4		4		2	$ 2,255.00			$ -						$ -	$ 2,255.00
1.1.3	Prepare Schedule				4					$ 928.00			$ -						$ -	$ 928.00
1.1.4	Coordinate Internal Design Team			2	4		2			$ 1,750.00			$ -						$ -	$ 1,750.00
1.1.5	Coordinate Subconsultants				4					$ 928.00			$ -						$ -	$ 928.00
1.1.6	Quality Control Program	1			8					$ 2,211.00			$ -						$ -	$ 2,211.00
1.1.7	Prepare Invoices - up to two (2) are anticipated	1			2				2	$ 1,075.00			$ -						$ -	$ 1,075.00
1.2	Task 1 Project Meetings and Communication																			
1.2.1	Internal Project Kickoff Meeting		1	1	2		1	1	1	$ 1,440.00			$ -						$ -	$ 1,440.00
1.2.2	Project Kickoff Meeting with Sponsor			1	3		1			$ 1,107.00			$ -			40	2	$ 50.00	$ 116.80	$ 1,223.80
1.2.3	Existing Electrical Investigation and Apron Investigation			8			8			$ 3,288.00			$ -			410	4		$ 354.70	$ 3,642.70
1.2.4	Monthly Internal Progress Meetings - up to one (1) is anticipated			1	2		1	1	1	$ 1,153.00			$ -						$ -	$ 1,153.00
1.2.5	Monthly Progress Meetings with Sponsor - up to one (1) is anticipated			1	2					$ 696.00			$ -						$ -	$ 696.00
1.2.6	Present Preliminary Submittal to Sponsor			2	4		4	2		$ 2,408.00			$ -			40			$ 26.80	$ 2,434.80
1.2.7	General Communication with Sponsor				4					$ 928.00			$ -						$ -	$ 928.00
1.3	Grant Application Preparation				2		2	6	4	$ 2,234.00			$ -						$ -	$ 2,234.00
1.4	Topographic Surveying									$ -			$ -						$ -	$ -
1.4.1	Coordination and File Preparation for Subconsultant (CONSULTANT)				1			4		$ 832.00			$ -						$ -	$ 832.00
1.4.2	Field Work and Drawing Preparation (SUB CONSULTANT)									$ -	$ 15,000.00		$ 15,000.00						$ -	$ 15,000.00
1.4.3	Convert Survey Data for CAD Software (CONSULTANT)				1			4		$ 832.00			$ -						$ -	$ 832.00
1.5	Preliminary Construction Safety and Phasing Plan (CSPP)				2		4		4	$ 1,692.00			$ -						$ -	$ 1,692.00
1.6	Preliminary Pavement Design				2			2		$ 764.00			$ -						$ -	$ 764.00
1.7	Preliminary Electrical Design			2	2			12		$ 2,728.00			$ -						$ -	$ 2,728.00
1.8	Prepare Preliminary Plans																			
	General (5 New Sheets)				2		2	8		$ 2,022.00			$ -						$ -	$ 2,022.00
	Erosion Control (1 New Sheet)				1			1		$ 382.00			$ -						$ -	$ 382.00
	Electrical Sheets (6 New Sheets)			2	4		10	16		$ 5,582.00			$ -						$ -	$ 5,582.00
1.9	Prepare Preliminary Engineer's Design Report (PDR)		1		2		2	16	4	$ 4,021.00									$ -	$ 4,021.00
1.10	Prepare Preliminary Cost Estimate																			
1.10.1	Calculate Estimated Preliminary Quantities				1		1	4		$ 1,011.00			$ -						$ -	$ 1,011.00
1.10.2	Prepare Preliminary Cost Estimate				1		1	4		$ 1,011.00			$ -						$ -	$ 1,011.00
1.11	Prepare Preliminary Submittal																			
1.11.1	Internal QA Review			8	8		8	8		$ 6,344.00			$ -						$ -	$ 6,344.00
1.11.2	Submit Preliminary Deliverables to Sponsor			1	2		2		2	$ 1,310.00			$ -					$ 250.00	$ 250.00	$ 1,560.00
	Task 1 Subtotal	**4**	**3**	**29**	**75**	**0**	**53**	**89**	**22**	**$ 52,062.00**	**$ 15,000.00**		**$ 15,000.00**	**0**	**0**	**490**	**6**	**$ 300.00**	**$ 748.30**	**$ 67,810.30**

Blythe Airport (BLH)
Installation of Primary Apron Lighting and Control Access Gate, Phase I
Design Engineering Design Scope of Services

Date: 8/19/2024

	PHASES and TASKS	Mead & Hunt (labor hours and rates)												Expenses						Total Combined Cost
		Senior Associate	Senior Project Engineer	Senior Electrical Engineer	Senior Engineer / Project Manager	Resident Project Representative	Engineer III	Engineer I	Administrative Assistant	Total Mead & Hunt Labor Cost	CL Surveying		Total Subconsultant Cost	Lodging (Nights)	Airfare	Mileage	Meals (Per Meal)	Reproduction and Shipping	Total Expenses Cost	
	Mead & Hunt 2024 Billing Rates	$355	$287	$232	$232	$189	$179	$150	$128		1	1		$225	$550	$0.67	$20	1		
TASK 2 - FINAL DESIGN																				
2.1	Task 2 Project Management and Coordination																			
2.1.1	Update Schedule				1					$ 232.00			$ -						$ -	$ 232.00
2.1.2	Coordinate PMP Updates				1					$ 232.00			$ -						$ -	$ 232.00
2.1.3	Coordinate Internal Design Team				1					$ 232.00			$ -						$ -	$ 232.00
2.1.4	Coordinate Subconsultants				2					$ 464.00			$ -						$ -	$ 464.00
2.1.5	Quality Control Program				4					$ 928.00			$ -						$ -	$ 928.00
2.1.6	Prepare Invoices - up to one (1) are anticipated	1			1				1	$ 715.00			$ -						$ -	$ 715.00
2.2	Task 2 Project Meetings and Communication																			
2.2.1	Monthly Internal Progress Meetings - up to one (1) is anticipated			1	2		1	1		$ 1,025.00			$ -						$ -	$ 1,025.00
2.2.2	Monthly Progress Meeting with Sponsor - up to one (1) is anticipated			1	2		1	1		$ 1,025.00			$ -						$ -	$ 1,025.00
2.2.3	Present Final Submittal to Sponsor				3		3			$ 1,233.00			$ -			40			$ 26.80	$ 1,259.80
2.2.4	General Communication with Sponsor				2					$ 464.00			$ -						$ -	$ 464.00
2.3	Final Pavement Design				1		1			$ 411.00			$ -						$ -	$ 411.00
2.4	Final Electrical Design			2	2		2			$ 1,286.00			$ -						$ -	$ 1,286.00
2.5	Prepare Final Plans (19 Sheets)			2	4		10	16		$ 5,582.00			$ -						$ -	$ 5,582.00
2.6	Prepare Specifications												$ -						$ -	$ -
2.6.1	Bidding and Contract Documents				8		4		2	$ 2,828.00			$ -						$ -	$ 2,828.00
2.6.2	Sponsor Special Provisions				2		2		2	$ 1,078.00			$ -						$ -	$ 1,078.00
2.6.3	Required Federal Contract Provisions				2		2		2	$ 1,078.00			$ -						$ -	$ 1,078.00
2.6.4	Project-Specific Special Provisions for Airport Construction				2		2		2	$ 1,078.00			$ -						$ -	$ 1,078.00
2.6.5	FAA and State Standard Specifications for Construction of Airports				2		2		2	$ 1,078.00			$ -						$ -	$ 1,078.00
2.6.6	Access Gate and Lighting Specifications			2	2		8		2	$ 2,616.00			$ -						$ -	$ 2,616.00
2.7	Prepare Final EDR		1		2		2	8	4	$ 2,821.00			$ -						$ -	$ 2,821.00
2.8	Prepare Final Cost Estimate				1		1	4		$ 1,011.00									$ -	$ 1,011.00
2.9	Prepare Final CSPP				2		4	4	4	$ 2,292.00			$ -						$ -	$ 2,292.00
2.10	Prepare FAA Form 7460-1 - up to three (3) are anticipated		2		3			3		$ 1,720.00			$ -						$ -	$ 1,720.00
2.11	Prepare Final Submittal																			
2.11.1	Internal QA Review		8		8					$ 4,152.00			$ -						$ -	$ 4,152.00
2.11.2	Submit Deliverables to Sponsor				2		2	4	2	$ 1,678.00			$ -					$ 250.00	$ 250.00	$ 1,928.00
	Task 2 Subtotal	**1**	**11**	**8**	**62**	**0**	**47**	**41**	**23**	**$ 37,259.00**	**$ -**		**$ -**	**0**	**0**	**40**	**0**	**$ 250.00**	**$ 276.80**	**$ 37,535.80**

Blythe Airport (BLH)
Installation of Primary Apron Lighting and Control Access Gate, Phase I
Design Engineering Design Scope of Services

Date: 8/19/2024

	PHASES and TASKS	Mead & Hunt (labor hours and rates)												Expenses						Total Combined Cost
		Senior Associate	Senior Project Engineer	Senior Electrical Engineer	Senior Engineer / Project Manager	Resident Project Representative	Engineer III	Engineer I	Administrative Assistant	Total Mead & Hunt Labor Cost	CL Surveying		Total Subconsultant Cost	Lodging (Nights)	Airfare	Mileage	Meals (Per Meal)	Reproduction and Shipping	Total Expenses Cost	
	Mead & Hunt 2024 Billing Rates	$355	$287	$232	$232	$189	$179	$150	$128		1	1		$225	$550	$0.67	$20	1		
TASK 3 - BID ADMINISTRATION																				
3.1	Task 3 Project Management and Coordination																			
3.1.1	Update Schedule				1					$ 232.00			$ -						$ -	$ 232.00
3.1.2	Prepare Invoices - up to two (2) are anticipated	1			2				2	$ 1,075.00			$ -						$ -	$ 1,075.00
3.2	Task 3 Project Meetings and Communication																			
3.2.1	Pre-Bid Conference			1	8				1	$ 2,216.00			$ -			400	1		$ 288.00	$ 2,504.00
3.2.2	General Communication with Sponsor				2					$ 464.00			$ -						$ -	$ 464.00
3.3	Prepare Advertisement for Bids				2			4	4	$ 1,576.00			$ -						$ -	$ 1,576.00
3.4	Bid Documents Distribution				2				2	$ 720.00			$ -						$ -	$ 720.00
3.5	Respond to Bidders' Questions				2			2		$ 764.00			$ -						$ -	$ 764.00
3.6	Bid Addenda				1			2	2	$ 788.00			$ -						$ -	$ 788.00
3.7	Bid Opening				3					$ 696.00			$ -			40			$ 26.80	$ 722.80
3.8	Bid Review and Bid Tabulation		1		1			4		$ 1,119.00			$ -						$ -	$ 1,119.00
3.9	Prepare Recommendation for Award				1			2	2	$ 788.00			$ -						$ -	$ 788.00
3.10	Final Coordination Prior to Construction Grant Execution				4			3	1	$ 1,506.00			$ -						$ -	$ 1,506.00
3.11	Prepare Issued For Construction Plans and Specifications			1	1		1	4	1	$ 1,371.00			$ -					$ 200.10	$ 200.10	$ 1,571.10
	Task 3 Subtotal	**1**	**1**	**2**	**30**	**0**	**1**	**21**	**15**	**$ 13,315.00**	**$ -**		**$ -**	**0**	**0**	**440**	**1**	**$ 200.10**	**$ 514.90**	**$ 13,829.90**
	TOTAL DESIGN FEE (LUMP SUM)									**$ 102,636.00**	**$ 15,000.00**		**$ 15,000.00**						**$ 1,540.00**	**$ 119,176.00**

Blythe Airport (BLH)
Installation of Primary Apron Lighting and Control Access Gate, Phase I
Design Engineering Design Cost Estimate

Date: 8/19/2024

	PHASES and TASKS	Mead & Hunt (labor hours and rates)												Expenses						
		Senior Associate	Senior Project Engineer	Senior Electrical Engineer	Senior Engineer / Project Manager	Resident Project Representative	Engineer III	Engineer I	Administrative Assistant	Total Mead & Hunt Labor Cost	CL Surveying		Total Subconsultant Cost	Lodging (Nights)	Airfare	Mileage	Meals (Per Meal)	Reproduction and Shipping	Total Expenses Cost	Total Combined Cost
	Mead & Hunt 2024 Billing Rates	$355	$287	$232	$232	$189	$179	$150	$128		1	1		$225	$550	$0.67	$20	1		
TASK 4 - PRE-CONSTRUCTION SERVICES (ESTIMATE ONLY)																				
4.1	Task 4 Project Management and Coordination									$ -			$ -						$ -	$ -
4.1.1	Prepare Contract and Project Setup				4				4	$ 1,440.00			$ -						$ -	$ 1,440.00
4.1.2	Prepare Schedule				8				4	$ 2,368.00			$ -						$ -	$ 2,368.00
4.1.3	Prepare Project Management Plan (PMP)				6		6		8	$ 3,490.00			$ -						$ -	$ 3,490.00
4.1.4	Coordinate CONSULTANT Team				4	1	1	1	1	$ 1,574.00			$ -						$ -	$ 1,574.00
4.1.5	Coordinate Subconsultant(s) - NIC									$ -			$ -						$ -	$ -
4.1.6	Prepare Invoices - up to one (1) is anticipated	1			1				1	$ 715.00			$ -						$ -	$ 715.00
4.2	Task 4 Project Meetings and Communication									$ -			$ -						$ -	$ -
4.2.1	Pre-Mobilization Coordination Meeting				2					$ 464.00			$ -						$ -	$ 464.00
4.2.2	Pre-Construction Conference				8					$ 1,856.00			$ -			400	2		$ 308.00	$ 2,164.00
4.2.3	Quality Control (QC) / Quality Assurance (QA) Workshop - NIC									$ -			$ -						$ -	$ -
4.2.4	General Communication with SPONSOR and Contractor				8				4	$ 2,368.00			$ -						$ -	$ 2,368.00
4.3	Prepare Project Documentation				2		4	8	4	$ 2,892.00			$ -					$ 100.00	$ 100.00	$ 2,992.00
4.4	Prepare Construction Management Plan (CMP) - NIC									$ -			$ -						$ -	$ -
	Task 4 Subtotal	**1**	**0**	**0**	**43**	**1**	**11**	**9**	**26**	**$ 17,167.00**	**$ -**	**$ -**	**$ -**	**0**	**0**	**400**	**2**	**$ 100.00**	**$ 408.00**	**$ 17,575.00**
TASK 5 - CONSTRUCTION ADMINISTRATION SERVICES (ESTIMATE ONLY)																				
5.1	Task 5 Project Management And Coordination									$ -			$ -						$ -	$ -
5.1.1	Schedule Coordination				8				8	$ 2,880.00			$ -						$ -	$ 2,880.00
5.1.2	Coordinate PMP Updates				8				8	$ 2,880.00			$ -						$ -	$ 2,880.00
5.1.3	Coordinate CONSULTANT Team				6	1	1	1	2	$ 2,166.00			$ -						$ -	$ 2,166.00
5.1.4	Coordinate Subconsultant(s) - NIC									$ -			$ -						$ -	$ -
5.1.5	Prepare Invoices - up to two (2) are anticipated	1			2				2	$ 1,075.00			$ -						$ -	$ 1,075.00
5.2	Review Material Submittals For Compliance - 10 assumed				2		4	10		$ 2,680.00			$ -						$ -	$ 2,680.00
5.3	Task 5 Project Meetings and Communication									$ -			$ -						$ -	$ -
5.3.1	Weekly Construction Progress Meetings - up to four (4) are anticipated				6				4	$ 1,904.00			$ -						$ -	$ 1,904.00
5.3.2	Site Visits During Construction - up to two (2) are anticipated				16		16			$ 6,576.00			$ -			800	4		$ 616.00	$ 7,192.00
5.3.3	General Communication with SPONSOR and Contractor				8					$ 1,856.00			$ -						$ -	$ 1,856.00
5.4	Weekly Calendar Day Reports - up to four (4) are anticipated				1		2	6	2	$ 1,746.00			$ -						$ -	$ 1,746.00
5.5	Weekly FAA Progress Reports				1		2	8	2	$ 2,046.00			$ -						$ -	$ 2,046.00
5.6	Requests for Information (RFIs) - up to three (3) anticipated				3		3		2	$ 1,489.00			$ -						$ -	$ 1,489.00
5.7	General Field Coordination				3					$ 696.00			$ -						$ -	$ 696.00
5.8	Requests for Cost Proposals (RFCPs) - one (1) anticipated				4			4		$ 1,528.00			$ -						$ -	$ 1,528.00
5.9	Field Directives - up to two (2) anticipated				4					$ 928.00			$ -						$ -	$ 928.00

Blythe Airport (BLH)
Installation of Primary Apron Lighting and Control Access Gate, Phase I
Design Engineering Design Cost Estimate

Date: 8/19/2024

	PHASES and TASKS	Mead & Hunt (labor hours and rates)											Total Subconsultant Cost	Expenses						Total Combined Cost
		Senior Associate	Senior Project Engineer	Senior Electrical Engineer	Senior Engineer / Project Manager	Resident Project Representative	Engineer III	Engineer I	Administrative Assistant	Total Mead & Hunt Labor Cost	CL Surveying			Lodging (Nights)	Airfare	Mileage	Meals (Per Meal)	Reproduction and Shipping	Total Expenses Cost	
	Mead & Hunt 2024 Billing Rates	$355	$287	$232	$232	$189	$179	$150	$128		1	1		$225	$550	$0.67	$20	1		
5.10	Contract Change Orders (CCOs) - up to two (2) anticipated				4		4		2	$ 1,900.00			$ -						$ -	$ 1,900.00
5.11	Review of QC/QA Test Results				1		2	4		$ 1,190.00			$ -						$ -	$ 1,190.00
5.12	Monthly Applications for Payment - up to three (3) anticipated				3		6		2	$ 2,026.00			$ -						$ -	$ 2,026.00
5.13	Substantial Completion Walk-Through and Documentation									$ -			$ -						$ -	$ -
5.13.1	Substantial Completion Walk-Through				8				2	$ 2,112.00			$ -			400	1		$ 288.00	$ 2,400.00
5.13.2	Punch List and Substantial Completion Letter				4				2	$ 1,184.00			$ -						$ -	$ 1,184.00
	Task 5 Subtotal	**1**	**0**	**0**	**92**	**1**	**40**	**33**	**38**	**$ 38,862.00**	**$ -**	**$ -**	**$ -**	**0**	**0**	**1200**	**5**	**$ -**	**$ 904.00**	**$ 39,766.00**
TASK 6 - CONSTRUCTION OBSERVATION (ESTIMATE ONLY)																				
6.1	Daily Construction Observation					200				$ 37,800.00			$ -	16		1800	60		$ 6,006.00	$ 43,806.00
	Task 6 Subtotal	**0**	**0**	**0**	**0**	**200**	**0**	**0**	**0**	**$ 37,800.00**	**$ -**	**$ -**	**$ -**	**16**	**0**	**1800**	**60**	**$ -**	**$ 6,006.00**	**$ 43,806.00**
TASK 7 - POST-CONSTRUCTION SERVICES (ESTIMATE ONLY)																				
7.1	Task 7 Project Management									$ -			$ -						$ -	$ -
7.1.1	Update Schedule				2				2	$ 720.00			$ -						$ -	$ 720.00
7.1.2	Coordinate Project Management Plan (PMP) Updates				8				2	$ 2,112.00			$ -						$ -	$ 2,112.00
7.1.3	Coordinate CONSULTANT Team				4		1	1	2	$ 1,513.00			$ -						$ -	$ 1,513.00
7.1.4	Coordinate Subconsultant(s) - NIC									$ -			$ -						$ -	$ -
7.1.5	Prepare Invoices - up to two (2) are anticipated	1			2				2	$ 1,075.00			$ -						$ -	$ 1,075.00
7.2	Task 7 Communication				8		1		1	$ 2,163.00			$ -						$ -	$ 2,163.00
7.3	Record Drawings				2		2	8	2	$ 2,278.00			$ -						$ -	$ 2,278.00
7.4	Final Construction Report (FCR)				4		8	24	4	$ 6,472.00			$ -						$ -	$ 6,472.00
7.5	Airport Layout Plan (ALP) Record Drawing Update - NIC																			
7.6	Update Airfield Pavement Management System (APMS) - NIC																			
7.7	Update Airfield Signage and Marking Plan - NIC																			
7.8	AGIS As-Built Survey - NIC																			
	Task 7 Subtotal	**1**	**0**	**0**	**30**	**0**	**12**	**33**	**15**	**$ 16,333.00**	**$ -**	**$ -**	**$ -**	**0**	**0**	**0**	**0**	**$ -**	**$ -**	**$ 16,333.00**
	TOTAL CONSTRUCTION ADMINISTRATION (NON-BINDING T&E ESTIMATE ONLY)									**$ 110,162.00**			**$ -**						**$ 7,318.00**	**$ 117,480.00**

MEAD & HUNT, Inc.
Standard Billing Rate Schedule
Effective January 1, 2024

Standard Billing Rates

- Clerical ..... $100.00 / hour
- Technical Editor ..... $136.00 / hour
- Senior Editor ..... $198.00 / hour
- Accounting, Administrative Assistant ..... $128.00 / hour
- Technician I, Technical Writer ..... $118.00 / hour
- Technician II, Surveyor - Instrument Person ..... $137.00 / hour
- Technician III ..... $159.00 / hour
- Technician IV ..... $168.00 / hour
- Senior Technician ..... $211.00 / hour
- Engineer I, Scientist I, Architect I, Interior Designer I, Planner I ..... $150.00 / hour
- Engineer II, Scientist II, Architect II, Interior Designer II, Planner II ..... $167.00 / hour
- Engineer III, Scientist III, Architect III, Interior Designer III, Planner III ..... $179.00 / hour
- Construction Resident Project Representative (RPR) ..... $189.00 / hour
- Senior Engineer, Senior Scientist, Senior Architect, Senior Interior Designer, Senior Planner, Construction Manager ..... $232.00 / hour
- Project Engineer, Project Scientist, Project Architect, Project Interior Designer, Project Planner .... $248.00 / hour
- Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Interior Designer Senior Project Planner ..... $287.00 / hour
- Senior Associate, Principal, Senior Client / Project Manager ..... $355.00 / hour

Expenses

- Geographic Information or GPS Systems ..... $100.00 / day
- 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*
  ** Rates will be charged at Current IRS rate*
- Air and Surface Transportation ..... cost plus 15%
- Lodging and Sustenance ..... cost plus 15%

Billing and 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, 2024, and will remain in effect until December 31, 2024, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.