MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: November 12, 2019
RE: Approval KLJ Task Order No. 2019-10
Passenger Boarding Bridges Design & Bidding Services

Task Order 2019-10 includes design and bid services for two new passenger jet bridges which has been amended out of Task Order 2019-8. The project will be funded through the 2019 FAA Supplemental Grant recently announced. The difference in cost from the previous task order includes the following: additional bid opening, replacement of electrical power supply back to panels & upgrading of the panels, grant administration costs, additional front end documents, and separate safety and phasing plans. The project will be funded as follows:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAA 90%</td>
<td>$47,107.37</td>
</tr>
<tr>
<td>State 5%</td>
<td>$2,617.08</td>
</tr>
<tr>
<td>Airport 5%</td>
<td>$2,617.08</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$52,341.52</strong></td>
</tr>
</tbody>
</table>

**STAFF’S RECOMMENDATION:** Approve KLJ Task Order 2019-10 in the amount of $52,341.52 contingent upon receipt of the FAA AIP Supplemental Grant.
Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated January 26, 2016 ("Agreement"), Owner and Engineer agree as follows:

**Background Data**

a. Effective Date of Task Order: December 17, 2019

b. Owner: Rapid City Regional Airport

c. Engineer: Kadrmas, Lee & Jackson, Inc.

d. Specific Project: Passenger Boarding Bridges Design and Bidding Services

**1. Services of Engineer**

**General**

The work is to occur at Rapid City Regional Airport in Rapid City, South Dakota, under the terms and conditions of the Standard Agreement for Professional Services (Agreement) between the Rapid City Regional Airport (Owner) and KLJ (Engineer).

The federal work shall be performed and constructed under a Federal Aviation Administration (FAA) Airport Improvement Program (AIP) grant utilizing 2019 Supplemental Funding to the Rapid City Regional Airport. Non-federal work shall be performed and constructed with Airport Enterprise Funds.

Detailed Scope of Services have been outlined to be completed as follows:

- Assist Airport in disposing of two (2) existing passenger boarding bridges - one (1) each at Gate 3 and Gate 6.
- Provide plans and specifications for the procurement and installation of two (2) passenger boarding bridges - one (1) each at Gate 3 and Gate 6. Bridges to be installed on existing foundation and include complete replacement of the electrical power supply to the appropriate electrical panel in the terminal building and panel upgrades as applicable.
- Provide a bid alternate for the removal and replacement of an additional passenger boarding bridge at Gate 5.
- Performance capabilities to be consistent with existing bridges.

The Engineer shall perform the work under this Agreement with FAA Advisory Circulars and regulations that are current as of the effective date of the Agreement. Changes to the FAA Advisory Circulars and regulations after the date of this Agreement shall be addressed per the Agreement.

**Completion Time**

The Engineer shall complete the Design Services (minus the Bidding Services) within 210 calendar days of the Owner issuance of the Notice to Proceed. Note that the schedule allows for a maximum of two-week reviews by the FAA for reviews of both the Engineering Design Report and the Plans / Specifications. The Bidding Services shall be completed within the timeframe set forth by the Owner’s requirements to bid and state law bidding practice.
PROJECT ADMINISTRATION

Project Scoping Meeting with Owner. The Engineer shall attend a meeting to discuss project scoping, FAA Pre-Application and airport capital improvements plan with the Owner in at the Airport (1 meeting). The Engineer staff attending the meeting shall consist of the following:

• Project Manager (Engineer V)

Prepare Project Detailed Scope of Services and Schedule. The Engineer shall prepare a Detailed Scope of Services and preliminary and schedule based on the information obtained during the Owner Scoping Meeting. Engineer shall submit the Detailed Scope of Services and schedule to the Owner for review and make applicable modifications as agreed upon.

Project Detailed Scope of Services Review with FAA. The Engineer shall present the final Detailed Scope of Services for review and approval. The Engineer shall work with the Owner and FAA to refine the Detailed Scope of Services. The Engineer anticipates one (1) edit based on the Owner’s comments and one (1) edit based on FAA comments.

Engineering Detailed Scope of Services and Hour Negotiations. Upon Detailed Scope of Services approval from the FAA, the Engineer shall prepare a detailed hour breakdown with the associated fees for review by the Owner.

Agreement for Professional Services. The Engineer shall compile the Agreement for Professional Services (Agreement), complete an internal review and execution of the Agreement for approval by the Owner.

PROJECT MANAGEMENT

Overall Project Management. The Engineer shall provide project management services to manage the completion of the project within the conditions of this Agreement. Project management is crucial to the success of all projects; specifically, it is crucial to this project. The Engineer has Rod Senn, PE identified as the project manager for the project. Project management is the discipline of planning, organizing, and managing resources to successfully meet this project’s objectives and goals. It is the project manager’s responsibility to notify the Owner of any issues, problems, or concerns regarding the project; the delegation of all activities to the project team; and handling all subconsultant coordination. In addition, if any items arise during the duration of the project that are outside this Detailed Scope of Services of work, the project manager shall address them with the Owner.

Project Startup Meeting. The Engineer shall conduct an internal kickoff meeting with the design staff consisting of all design team members.

Project Budget Setup. The Project Manager shall coordinate with the internal accounting staff to establish the internal budgets.

Bi-Weekly Budget Review / Projections. The Project Manager shall review budgets and budget projections on a bi-weekly basis and coordinate any known issues with the Owner.

Monthly Invoicing. The Project Manager and shall prepare monthly billings of project accounting.

Periodic Internal Meetings. The Project Manager and lead designers shall conduct a bi-weekly status meeting to review schedule and outstanding issues encountered.

Develop Quality Control Plan. The Engineer shall develop a Quality Control Plan for the project. The plan shall include project instructions, milestone checking, and peer review procedures at each phase of the project.
FAA Grant Pre-Application Checklist. The Engineer shall prepare the FAA Grant Pre-Application for Federal Assistance information for submittal.

Monthly Status Reports. The Engineer shall prepare and submit monthly status reports to the Owner noting project progress, issues encountered and action requirements by the Owner.

FAA Quarterly Reports. The Engineer shall prepare and submit the quarterly FAA reports.

Prepare SDDOT Audit Review Information. The Engineer’s accounting staff shall prepare and coordinate the necessary invoice documentation for submittal to the South Dakota Department of Transportation Division of Management and Finance.

PROJECT PRE-DESIGN

Pre-Design Meeting. Upon execution of the Agreement, the Engineer shall coordinate for a pre-design meeting shall be held at the Airport with the Owner, Engineering design team, subconsultants and other stakeholders to define the project requirements and schedule. It is anticipated that the following design staff members shall attend the pre-design meeting:

- Project Manager (Engineer V)
- Senior Engineering Technician (Engineering Technician IV)

Site Visit, Investigations and Data Collection. The Engineer shall investigate existing conditions through site visits and as-built drawings supplied by the Owner, to determine scope of work and effects on design construction. The Engineer shall compile existing data, including existing and proposed utility data, required to develop the project current conditions and to form the basis for design. It is assumed that the Engineer shall not perform any subsurface investigations to verify the locations of underground utilities. The utility investigation shall be based on as-built documentation provided by the Owner, plus topographic survey information of surface features gathered by the Engineer. The Engineer shall advise the Owner as to the necessity of obtaining additional information related to the site, necessary for purposes of design.

Coordinate Preliminary Soils Investigation. No solicitation and coordination of soils borings is included in the Detailed Scope of Services.

Preliminary Survey and Base Map Preparation. The Engineer shall conduct additional topographic ground survey of the project area.

Develop Project Justification. The Engineer shall develop the appropriate project justification to obtain federal funding based on the applicable FAA Advisory Circulars and AIP Handbook.

Develop and Submit Environmental Checklist. Prepare a Categorical Exclusion (CATEX) using the FAA ARP SOP 5.00 Appendix A-Documented CATEX form according to FAA Order 1050.1F and the criteria contained in FAA Order 5050.4B. Modification or additions to FAA Order 1050.1F and FAA Order 5050.4B or any new environmental laws or regulations that significantly change the services to be performed, as defined below, shall be handled under Section V, Item P, of the Agreement. The general objective of this study is to provide documented information necessary for the Federal Aviation Administration (FAA) to determine the proposed action shall not individually or cumulatively have a significant effect on the human environment and for which neither an environmental assessment or environmental impact statement is required. The Engineer is responsible for providing concise environmental documentation that is acceptable to the FAA, State, and the Owner. The CATEX shall be sufficient to ensure compliance with the National Environmental Policy Act (NEPA). The proposed Detailed Scope of Services for the preparation of the CATEX is as follows:
• Agency Coordination. The Engineer shall coordinate with a select group of federal, state, and local agencies (maximum of three) to ensure compliance with federal, state, and local laws and regulations. The Engineer shall not obtain any permits as part of the work.

• Environmental Documentation. The Engineer shall prepare a CATEX FORM (FAA ARP SOP 5.00 Appendix A) for submittal to the FAA.

Application for Federal Assistance. The Engineer shall prepare the FAA Application for Federal Assistance for submittal.

Analysis of FAA Standards. The Engineer shall review the current applicable FAA standards and prepare a list of deficiencies to be addressed by the project design.

Prepare Preliminary Opinion of Cost and Update Airport Capital Improvement Plan (ACIP). The Engineer shall prepare a preliminary estimate of construction costs. Construction costs shall be developed based on historical local bid documentation, local suppliers and material availability. Updates shall be made to the ACIP as necessary.

Pre-Design Internal Document Review. The Engineer shall conduct a review of pre-design documents to verify findings are consistent with the pre-project assumptions and notify the Owner of any areas of concern or with any necessary Detailed Scope of Services revisions required.

PRELIMINARY PLANS AND SPECIFICATIONS

Develop Project Options. The Engineer will research and assemble available information on existing terminal and apron; develops passenger boarding bridge options; models and analyze the viability of all options; documents the comparative advantages and disadvantages of options; and presents a recommended option to the Owner for decision.

Tasks will include:
• Assemble available information:
  • Review terminal, existing bridge and apron data to identify any missing or suspect information.
  • Verify passenger boarding bridge data and capabilities with manufacturers.
  • Review existing aircraft parking layout.
• Develop passenger boarding bridge options.
• Analyze and model options:
  • Verify each option satisfies the minimum project objectives.
  • Review and modify each option to provide maximum operational flexibility while maintaining safe operations.
  • Model each option on computer to fine-tune the layout and identify issues.
  • Develop budget estimate for each option.
  • Document comparative advantages and disadvantages of each option.
• Present recommended option:
  • Identify most advantageous option.
  • Present options and/or bid alternatives and document Owner’s decision.

Prepare Power Supply. The Engineer shall complete the preliminary electrical layout design to provide a complete replacement of the passenger boarding bridge power feed from the bridge to the appropriate electrical panel within the terminal building and make updates to the panel as appropriate.
Preliminary Plan Sheets. The Engineer shall prepare a plan set to address the necessary improvements and to depict the preliminary design elements. The plan set to include the following drawings:

- Cover Sheet
- Sheet Index
- Project Work Description and Basis of Estimate
- Construction Safety and Phasing Plan
- Construction Safety and Phasing Plan Details and Notes
- Traffic Control Details
- Existing Utility Plan
- General Project and Construction Notes
- Demolition Plan and Notes
- Existing Foundation Information
- Passenger Boarding Bridge Layout Plan
- Passenger Boarding Bridge Details
- Electrical Demolition Plan
- Electrical Power Feed Plan
- Electrical Panel Upgrade Plan
- Electrical Details
- Electrical Notes

Prepare Preliminary Contract Documents. The Engineer shall prepare preliminary contract documents. The Owner shall provide a legal review of the Agreement Between Owner and Contractor template that is provided by the Engineer to make sure that it complies with local, state, and federal law. The Engineer shall use contract provisions prepared for the Owner and modify as applicable for this project. Documents to include consist of the following:

- Advertisement for Bids
- Instruction to Bidders
- Bid Proposal
- DBE Guidance and Forms
- Construction Contract Notification
- Buy American Guidance
- Wage Rate Determinations
- Agreement between Owner and Contractor
- Contractual Requirements
- Safety Plan Compliance Document
- Final Review and Acceptance Document
- Environmental Permitting Documents
- Notice of Award
- FAA General Provisions
- Local and State Special Provisions

Prepare Technical Specifications. The Engineer shall prepare preliminary technical specifications for the identified items of work. Specifications to be used shall reference FAA Advisory Circular 150/5370-10H, Standards for Specifying Construction of Airports and any applicable FAA Regional Guidance.

Prepare Modification to Standards Request. Based on the preliminary design, the Engineer shall prepare the necessary documentation for the applicable Modification to Standards to be submitted to the FAA for approval.

Prepare Preliminary Estimate of Construction Cost. The Engineer shall prepare a preliminary estimate of construction costs. Construction costs shall be developed based on research of local suppliers and material availability and recent bid tabulations for similar work in the region.

Prepare Preliminary Construction Schedule. The Engineer shall prepare a preliminary schedule of construction activities based on the preliminary phasing plan with construction durations based on average production rates for completion of the major project work elements.

Preliminary Internal Plans and Specifications Review. The Engineer shall conduct an internal preliminary plans and specifications review of the design completed in the Preliminary Engineering Phase of the project.

Preliminary Design Review Meeting with Owner. The Engineer shall conduct a preliminary design review at the 30% design completion stage with the Owner to obtain comments on the preliminary design. The Engineer shall attempt to include appropriate Federal and State agency representatives either in person or by teleconference, depending on the project Detailed Scope of Services. The Engineer shall schedule an inspection of the project site with the Owner to review elements of the design. It is anticipated the following staff members shall attend the preliminary design review meeting:
• Project Manager (Engineer V)
• Senior Engineering Technician (Engineering Technician IV)

**Periodic Owner Meetings.** It is anticipated that the Engineer shall attend two (2) miscellaneous meetings to coordinate preliminary design activities and issues with the Owner. It is anticipated the following staff members shall attend the periodic owner meetings:

• Project Manager (Engineer V)
• Senior Engineering Technician (Engineering Technician IV)

**Periodic Agency Meetings.** It is anticipated that the Engineer shall attend six (6) monthly agency meetings to coordinate preliminary design activities and issues with the Owner. It is anticipated the following staff members shall attend the periodic owner meetings:

• Project Manager (Engineer V)

**FINAL PLANS AND SPECIFICATIONS**

**Prepare Engineer’s Responses to Review Comments.** The Engineer shall provide a written statement summarizing the review comments to include justification for items to remain and the applicable action on areas of design modification.

**Prepare Final Plans.** The Engineer shall complete the development of the drawings to 90% completion, which is intended to be a complete set in pending final review and approval by the Owner.

**Prepare Final Contract Documents / Technical Specifications.** The Engineer shall complete the development of the specifications to 90% completion, which is intended to be a complete set in pending final review and approval by the Owner.

**Prepare Final Construction Safety and Phasing Plan.** The Engineer shall finalize the Construction Safety Phasing Plan to include airside traffic control plan and submit the plan to the FAA for review and approval.

**Update Final Quantities and Construction Cost Estimate.** The Engineer shall update the opinion of construction costs and determine the bid schedule of work.

**Update Construction Schedule.** The Engineer shall finalize the construction schedule for use in the contract documents.

**FAA Plans and Specifications Review.** The Engineer will submit and coordinate with the FAA ADO on a review of the 90% plans and specifications.

**Final Internal Plans and Specifications Review.** The Engineer shall conduct an internal final plans and specifications review of the design completed in the Final Engineering Phase of the project.

**Final Plans and Specifications Revisions.** The Engineer shall complete the development of the drawings to 100% completion, which is intended to be a complete set in pending final review and approval by the Owner.

**Final Design Review Meeting with Owner.** The Engineer shall conduct a final design review meeting at the 90% design completion stage with the Owner to obtain comments on the final design. The Engineer shall attempt to include appropriate Federal and State agency representatives either in person or by teleconference, depending on the project Detailed Scope of Services. The Engineer shall schedule an inspection of the project site with the Owner to review elements of the design. It is anticipated the following staff members shall attend the final review meeting:
• Project Manager (Engineer V)
• Senior Engineering Technician (Engineering Technician IV)

**Periodic Owner Meetings.** It is anticipated that the Engineer shall attend two (2) miscellaneous meetings to coordinate final design activities and issues with the Owner. It is anticipated the following staff members shall attend the periodic owner meetings:

• Project Manager (Engineer V)
• Senior Engineering Technician (Engineering Technician IV)

**Periodic Agency Meetings.** It is anticipated that the Engineer shall attend two (2) monthly agency meetings to coordinate final design activities and issues with the Owner. It is anticipated the following staff members shall attend the periodic owner meetings:

• Project Manager (Engineer V)
• Senior Engineering Technician (Engineering Technician IV)

**BIDDING SERVICES**

**Print and Distribute Plans and Specifications.** The Engineer shall print and issue the Bid Documents to prospective bidders. The documents shall also be made available to prospective bidders utilizing and on-line service.

**Bid Invitations and Advertisement.** The Engineer shall coordinate with the Owner on the placement of the Advertisement for Bids in the appropriate local legal publication as well as regional trade organizations.

**Document and Respond to Contractor Questions.** The Engineer shall maintain a record of Contractor requests and questions along with the corresponding response.

**Create and Maintain Planholder’s List.** The Engineer shall maintain a planholder’s list as plans and specifications are issued to Contractors.

**Issue Addenda.** The Engineer shall issue written addenda as appropriate to interpret, clarify or expand the bidding documents. The Engineer shall send the written addenda to all plan-holders whom received plans and specifications from the Engineer.

**Attend Bid Opening.** The Engineer shall perform the bid opening at the Airport.

**Prepare Bid Tabulation.** The Engineer shall prepare a bid tabulation following the bid opening.

**Bidder Contractual Requirements Review.** The Engineer shall review bidder responsiveness, responsibility and completeness of submittal. The Engineer shall advise the Owner when an issue may need the review of the Owner’s legal representative.

**Prepare Recommendations of Award.** The Engineer shall advise the Owner as to the acceptability of subcontractors, DBE subcontractors, and other persons and organizations proposed by the prime Contractor(s) for those portions of the work as to which such acceptability is required by the bidding documents. The Engineer shall make recommendations for award for one (1) contract.

**Prepare and Submit FAA Grant Application.** The Engineer shall prepare the Application for Federal Assistance and State Funding Applications.
Prepare Award and Construction Contract Documents. The Engineer shall prepare the awarding contracts for construction, materials, equipment and services for one (1) contract. Items shall include a written Notice of Award, coordination of the Agreement Between Owner and Contractor and Notice to Proceed for submittal and approval by the Owner. The Owner shall provide a legal review of the Agreement Between Owner and Contractor that is provided by the Engineer to make sure that it complies with local, state, and federal law.

OWNER’S RESPONSIBILITIES

Project Representative. The Owner shall designate a Project Representative with authority to administer the Engineer’s consultant contract. All requests for information or a decision by the Owner on any aspect of the work shall be directed to the Owner’s Project Representative.

Submittal Reviews. The Owner shall review submittals by the Engineer and provide prompt decisions and responses to questions in order to minimize delay in the progress of the Engineer’s work.

Outlay Reviews. The Owner shall review and approve outlays and other information submitted by the Engineer in a prompt manner.

Historical Information. The Owner shall furnish the Engineer one copy of As-Built drawings, maps, records, surveys, reports, preliminary designs, etc. that are pertinent to the project.

Agreement Between Owner and Contractor. The Owner shall provide a legal review of the Agreement Between Owner and Contractor template that is provided by the Engineer to make sure that it complies with local, state, and federal law.

Disadvantaged Business Enterprise (DBE) Plan. The Owner has an approved DBE Plan and shall make determinations on accomplishments and participation.

2. Additional Services

A. Additional Services that may be authorized or necessary under this Task Order are:

1. Those services (and related terms and conditions) set forth in Paragraph A2.01 of Exhibit A, as attached to the Agreement referred to above, such paragraph being hereby incorporated by reference.

3. Owner’s Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement.

4. Task Order Schedule

In addition to any schedule provisions provided within the task order, the parties shall meet the following schedule:

<table>
<thead>
<tr>
<th>Party</th>
<th>Action</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineer</td>
<td>Design, Bidding and Negotiations</td>
<td>Design Services (minus the Bidding Services) within 210 calendar days of the Owner issuance of the Notice to Proceed. The Bidding Services shall be completed within the timeframe set forth by the Owner’s requirements to bid and state law bidding practice.</td>
</tr>
</tbody>
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5. Payments to Engineer

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Amount</th>
<th>Basis of Compensation</th>
</tr>
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<tbody>
<tr>
<td>1. Design Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Design; Preliminary and Final Plans</td>
<td>$47,162.98</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>b. Bidding and Negotiations</td>
<td>$5,178.54</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>TOTAL COMPENSATION</td>
<td>$52,341.52</td>
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<tr>
<td>3. Additional Services</td>
<td>(N/A)</td>
<td>Hourly</td>
</tr>
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</table>

Owner shall pay Engineer for services rendered under this Task Order as follows:

A. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

B. The terms of payment are set forth in Article 4 of the Agreement.

6. Consultants retained as of the Effective Date of the Task Order: December 17, 2019

7. Other Modifications to Agreement and Exhibits: Not Applicable.

8. Attachments:
   - Exhibit A – Hourly Rate and Cost Breakdown

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is December 17, 2019.

OWNER: RAPID CITY REGIONAL AIRPORT

By: ____________________________

Print Name: Darren Haar

Title: Airport Board President

Engineer License or Firm’s Certificate No. (if required): SD C-170
State of: South Dakota

ENGINEER: KADRMAS, LEE & JACKSON, INC.

By: ____________________________

Print Name: Mark Anderson

Title: Vice President Environment and Public Works

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Patrick Dame

Title: Airport Executive Director

Address: 4550 Terminal Road – Suite 102
Rapid City, SD 57703

E-Mail Address: patrick.dame@rcgov.org

Phone: (605) 394-4195

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Rodney A. Senn

Title: Project Manager

Address: 330 Knollwood Drive
Rapid City, SD 57701

E-Mail Address: rod.senn@kljeng.com

Phone: (605) 721-5553