MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: May 26, 2020
RE: Approval KLJ Task Order No. 2020-1

KLJ Task Order No. 2020-1 will provide design and bidding services for a variety of pavement maintenance projects for the runway, taxiways, aprons, taxilanes, access roads, parking lots and the terminal building area. These maintenance projects are eligible for the CARES Act funding and associated expenses will be submitted for reimbursement. The engineering work will be billed on an hourly basis not to exceed $25,000.00.

**STAFF’S RECOMMENDATION:** Approve Task Order 2020-1 from KLJ, in an amount not to exceed $25,000.00.
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: May 26, 2020
b. Owner: Rapid City Regional Airport
c. Engineer: Kadrmas, Lee & Jackson, Inc.
d. Specific Project: 2020 Pavement Maintenance Design and Bidding Services

1. Services of Engineer

General
The work is to occur at the 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).

Detailed Scope of Services have been outlined to be complete the following:

- Runway 14-32
  - Miscellaneous concrete pavement spall repairs
  - Miscellaneous concrete joint repairs
  - Obliterate and remark all runway pavement markings
  - Runway Safety Area corrective grading
- Runway 5-23
  - Miscellaneous asphalt pavement crack sealing
  - Large crack repair at intersection with Runway 14-32
  - Pavement surface treatment
  - Remark all runway pavement markings
  - Runway Safety Area corrective grading
- Taxiway A
  - Miscellaneous concrete pavement spall repairs
  - Miscellaneous concrete joint repairs
  - Obliterate and remark all taxiway pavement markings
- Taxiway B
  - Miscellaneous asphalt pavement crack sealing
  - Pavement surface treatment
  - Remark all taxiway pavement markings
- Terminal Apron
  - Miscellaneous concrete pavement spall repairs
  - Miscellaneous concrete joint repairs
- General Aviation Apron
  - Miscellaneous concrete pavement spall repairs
  - Miscellaneous concrete joint repairs
  - Miscellaneous asphalt pavement crack sealing
- General Aviation Taxiways
  - Miscellaneous asphalt pavement crack sealing
  - Miscellaneous asphalt pavement patch repairs
- Access Roads and Parking Lots
  - Miscellaneous asphalt pavement crack sealing
  - Miscellaneous asphalt pavement patch repairs
  - Miscellaneous concrete pavement spall repairs
  - Miscellaneous concrete joint repairs
  - Miscellaneous concrete curb and gutter removal and replacement
  - Miscellaneous concrete sidewalk removal and replacement
- Terminal Building Area
  - Miscellaneous concrete curb and gutter removal and replacement
  - Miscellaneous concrete sidewalk removal and replacement

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.

**Completion Time**
The Engineer shall complete the Design Services (minus the Bidding Services) within 60 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.

**PROJECT ADMINISTRATION**

**Project Scoping Meeting with Owner.** The Engineer shall attend a meeting to discuss project scoping and airport capital improvements plan with the Owner 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. The Engineer shall submit the Detailed Scope of Services and schedule to the Owner for review and make applicable modifications as agreed upon.

**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 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.

**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.

**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.

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)

**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.

**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 Site Grading Plan. The Engineer shall develop the site grading plan the Runway 14-32 and Runway 7-25 Runway Safety Areas and evaluate borrow or waste source locations as applicable.

Prepare Runway 14-32 Pavement Maintenance Parameters. The Engineer shall complete the preliminary review of the Runway 14-32 pavements and prepare maintenance types, details and anticipated quantities of each type of repair method.

Prepare Runway 5-23 Pavement Maintenance Parameters. The Engineer shall complete the preliminary review of the Runway 5-23 pavements and prepare maintenance types, details and anticipated quantities of each type of repair method.

Prepare Taxiway A Pavement Maintenance Parameters. The Engineer shall complete the preliminary review of the Taxiway A pavements and prepare maintenance types, details and anticipated quantities of each type of repair method.

Prepare Taxiway B Pavement Maintenance Parameters. The Engineer shall complete the preliminary review of the Taxiway B pavements and prepare maintenance types, details and anticipated quantities of each type of repair method.

Prepare Terminal Apron Pavement Maintenance Parameters. The Engineer shall complete the preliminary review of the Terminal Apron pavements and prepare maintenance types, details and anticipated quantities of each type of repair method.

Prepare General Aviation Apron Pavement Maintenance Parameters. The Engineer shall complete the preliminary review of the General Aviation Apron pavements and prepare maintenance types, details and anticipated quantities of each type of repair method.

Prepare General Aviation Taxilane Pavement Maintenance Parameters. The Engineer shall complete the preliminary review of the General Aviation Taxilane pavements and prepare maintenance types, details and anticipated quantities of each type of repair method.

Prepare Access Road and Parking Lot Pavement Maintenance Parameters. The Engineer shall complete the preliminary review of the access roads and parking lot pavements and prepare maintenance types, details and anticipated quantities of each type of repair method.

Prepare Terminal Building Area Parameters. The Engineer shall complete the preliminary review of the terminal area sidewalk and curb and gutter and prepare maintenance types, details and anticipated quantities of each type of repair method.
**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
- General Project and Construction Notes
- Demolition Plan and Notes
- Typical Pavement Sections
- RSA Grading Plan
- Cross Sections
- Concrete Pavement Maintenance Details
- Asphalt Pavement Maintenance Details
- Runway 14-32 Pavement Layouts
- Runway 7-25 Pavement Layouts
- Taxiway A Pavement Layouts
- Taxiway B Pavement Layouts
- Terminal Apron Pavement Layouts
- General Aviation Pavement Layouts
- General Aviation Taxiways Pavement Layouts
- Access Roads and Parking Lots Pavement Layouts
- Terminal Area Concrete Repair Layouts
- Runway 14-32 Pavement Marking Plan
- Runway 7-25 Pavement Marking Plan
- Pavement Marking Details
- Landscaping Plan and Details

**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
- Agreement between Owner and Contractor
- Contractual Requirements
- Safety Plan Compliance Document
- Final Review and Acceptance Document
- Environmental Permitting Documents
- Notice of Award
- City of Rapid City General Provisions
- Local and State Special Provisions


**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.
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)

**FINAL PLANS AND SPECIFICATIONS**

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. 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
- General Project and Construction Notes
- Demolition Plan and Notes
- Typical Pavement Sections
- RSA Grading Plan
- Cross Sections
- Concrete Pavement Maintenance Details
- Asphalt Pavement Maintenance Details
- Runway 14-32 Pavement Layouts
- Runway 7-25 Pavement Layouts
- Taxiway A Pavement Layouts
- Taxiway B Pavement Layouts
- Terminal Apron Pavement Layouts
- General Aviation Pavement Layouts
- General Aviation Taxi lanes Pavement Layouts
- Access Roads and Parking Lots Pavement Layouts
- Terminal Area Concrete Repair Layouts
- Runway 14-32 Pavement Marking Plan
- Runway 7-25 Pavement Marking Plan
- Pavement Marking Details
- Landscaping Plan and Details

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 and landside traffic control plan.

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

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 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)

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 an 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 who 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 and other persons and organizations proposed by the prime Contractor 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 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 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.

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.

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 60 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>
</table>
5. Payments to Engineer

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Amount</th>
<th>Basis of Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Design Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Design; Preliminary and Final Plans; and Bidding and Negotiations</td>
<td>$25,000.00</td>
<td>Hourly Not to Exceed</td>
</tr>
<tr>
<td>TOTAL COMPENSATION</td>
<td>$25,000.00</td>
<td></td>
</tr>
<tr>
<td>2. Additional Services</td>
<td>(N/A)</td>
<td>Hourly</td>
</tr>
</tbody>
</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: May 26, 2020

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

8. Attachments: Not Applicable

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 May 26, 2020.

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: KLJ Engineering, LLC

By: ____________________________
Print Name: Rodney A. Senn
Title: Rapid City Office Manager

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

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