MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: January 26, 2021
RE: Approval Mead & Hunt Task Order No. 2021-2
2020 Pavement Maintenance Project CA/CO, Project No. 20-5296

Mead & Hunt Task Order No. 2021-2 will provide part-time construction administration and observation (CA/CO) services for the 2020 Pavement Maintenance Project #20-5296. The project was bid last year with the award going to Quinn Construction. This task order also includes the grant closeout services and will be funded through the CARES Act Grant. Total compensation not to exceed $72,516.77.

STAFF'S RECOMMENDATION: Approve Mead & Hunt Task Order 2021-2 in an amount not to exceed $72,516.77.
1. TASK ORDER DATA

<table>
<thead>
<tr>
<th>a.</th>
<th>Effective Date of Task Order:</th>
<th>January 26, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>b.</td>
<td>Owner:</td>
<td>Rapid City Regional Airport</td>
</tr>
<tr>
<td>c.</td>
<td>Engineer:</td>
<td>Mead &amp; Hunt, Inc.</td>
</tr>
<tr>
<td>d.</td>
<td>Specific Project (title):</td>
<td>2020 Pavement Maintenance</td>
</tr>
<tr>
<td></td>
<td>AIP 3-46-0048-054-2020</td>
<td>RAP Project No. 20-5296</td>
</tr>
<tr>
<td>e.</td>
<td>Specific Project (description):</td>
<td>Construction Administration and Construction Observation Services</td>
</tr>
</tbody>
</table>

2. BASELINE INFORMATION

A. **Baseline Information.** Owner has furnished the following Specific Project information to Engineer as of the Effective Date of the Task Order. Engineer's scope of services has been developed based on this information. As the Specific Project moves forward, some of the information may change or be refined, and additional information will become known, resulting in the possible need to change, refine, or supplement the scope of services.

<table>
<thead>
<tr>
<th>Specific Project Title:</th>
<th>2020 Pavement Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description of Improvements:</td>
<td>Miscellaneous airside and landside pavement maintenance activities</td>
</tr>
<tr>
<td>Expected Construction Start:</td>
<td>March 1, 2021</td>
</tr>
</tbody>
</table>

3. SERVICES OF ENGINEER (“SCOPE”)

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are: Exhibit A to Task Order, “Engineer's Services for Task Order,” as attached to this specific Task Order.
B. Resident Project Representative (RPR) Services:
   1. If the Scope established in Paragraph 2.A above includes RPR services, then Exhibit D to Main Agreement is expressly incorporated in this Task Order by reference.

C. Additional Services: Services not expressly set forth as Basic Services in Paragraph 3.A above, and necessary services listed as not requiring Owner’s written authorization, or requiring additional effort in an immediate, expeditious, or accelerated manner as a result of unanticipated construction events or Specific Project conditions are Additional Services, and will be compensated by the method indicated for Additional Services in this Task Order. All other Additional Services require mutual agreement and may be authorized by amending the Task Order as set forth in Paragraph 8.05.B.2 of the Main Agreement, with compensation for such other Additional Services as set forth in the amending instrument.

4. DELIVERABLES SCHEDULE
   A. In submitting required Documents and taking other related actions, Engineer and Owner will comply with Exhibit B to Task Order, attached to this specific Task Order.

5. ADDITIONS TO OWNER’S RESPONSIBILITIES
   A. Owner shall have those responsibilities set forth in Article 2 of the Main Agreement, and the following supplemental responsibilities that are specific to this Task Order:
      Not Applicable.

6. TASK ORDER SCHEDULE
   A. In addition to any schedule provisions provided in Exhibit B or elsewhere, the parties shall meet the following schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action / Milestone</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2021</td>
<td>Contractor’s Completion Date</td>
<td>Work will be controlled by the Contractor’s schedule</td>
</tr>
</tbody>
</table>

7. ENGINEER’S COMPENSATION
   A. The terms of payment are set forth in Article 4 of the Main Agreement.
   B. Owner shall pay Engineer for services rendered under this Task Order as follows.
   C. If compensation for a phase or subtask of Engineer’s services will vary if the construction contractor extends its time at the site, then the information furnished in the asterisked noted at the end of the table will serve as the baseline for a possible adjustment of compensation.
<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Amount</th>
<th>Basis of Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Basic Services</td>
<td>$0.00</td>
<td>N/A</td>
</tr>
<tr>
<td>2. Resident Project Representative Services*</td>
<td>$70,759.58</td>
<td>Direct Labor Costs Times a Factor</td>
</tr>
<tr>
<td>3. CARES Act Grant Closeout Information</td>
<td>$1,757.19</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>TOTAL COMPENSATION (items 1, 2 and 3)</td>
<td>$72,516.77</td>
<td></td>
</tr>
<tr>
<td>4. Additional Services under Section 2.D above</td>
<td>$0.00</td>
<td>N/A</td>
</tr>
</tbody>
</table>

*Based on a 3-month continuous construction period.

D. 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 Subconsultants’ 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.

8. ENGINEER’S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. Not Applicable

9. EXHIBITS AND ATTACHMENTS:

A. Exhibit A to Task Order—Engineer’s Scope of Services
B. Exhibit B to Task Order—Task Order Fee Schedule
C. Other: Not Applicable
Execution of this Task Order by Owner and Engineer makes it subject to the terms and conditions of the Main Agreement and its exhibits and appendices, which Main Agreement, exhibits, and appendices are incorporated by this reference.

OWNER: RAPID CITY REGIONAL AIRPORT

By: __________________________________________

Print Name: Darren Haar

Title: Airport Board of Directors President

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

Date: _________________________________________

ENGINEER: MEAD & HUNT, INC.

By: __________________________________________

Print Name: Jon Scraper

Title: Vice President

Engineer’s License or Firm’s Certificate No. (if required): C-6713

State of: South Dakota

NAME: Rod Senn

Title: Project Manager

Address: 1760 Centre Street – Suite 4
          Rapid City, SD 57703

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

Phone: 605.610.2938

Date: 1/26/2021
Exhibit A
Scope of Services
Rapid City Regional Airport – Rapid City, South Dakota
AIP Project #3-46-0048-054-2020
Airport Project No. 20-5296

PROJECT DESCRIPTION

General
The work is to occur at Rapid City Regional Airport – Rapid City, South Dakota, under the terms and conditions of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition (Agreement) dated January 1, 2021 between the Rapid City Regional Airport (Owner) and Mead & Hunt (Engineer).

Detailed Scope of Services for this project are outlined below:

- Construction Administration / Observation Services
  - Part time construction services for Airport Project 20-5296 – 2020 Pavement Maintenance Divisions 1 through 5.
- FAA Project Closeout Report
  - Provided Owner with project specific information to supplement the information required per the Coronavirus Aid, Relief, and Economic Security (CARES) Act grant program

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 Task Order. Changes to the FAA Advisory Circulars and regulations after the date of this Task Order shall be addressed per the Agreement Between Owner and Engineer for Professional Services – Task Order Edition.

Completion Time
The Engineer shall complete the total agreement per the following schedule:

- Construction Administration / Observation Services
  - Airport Project 20-5296 – 2020 Pavement Maintenance
    - Based on Contractor’s completion date of June 1, 2021
- FAA Project Closeout Report
  - Completion date: December 31, 2021

PROJECT ADMINISTRATION

Project Scoping Meeting with Owner. The Engineer shall attend a meeting to discuss project scoping with the Owner at the Airport (1 meeting). The Engineer staff attending the meeting shall consist of the following:

- Senior Project Engineer
**Prepare Project Detailed Scope of Services and Schedule.** The Engineer shall prepare a Detailed Scope of Services and preliminary 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.** The Engineer shall submit the final Detailed Scope of Services for review and approval. The Engineer shall work with the Owner to refine the Detailed Scope of Services. The Detailed Scope of Services assumes one (1) edit based on the Owner’s comments.

**Engineering Detailed Scope of Services and Hour Negotiations.** Upon Detailed Scope of Services approval from the Owner, 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 Task Order per the Agreement for Professional Services (Agreement), complete an internal review and execution of the Task Order for approval by the Owner.

**PROJECT MANAGEMENT**

**Project Management Plan.** The Engineer shall provide project management services to manage the completion of the project within the conditions of this Agreement. A Project Manager will be assigned to the project and will be responsible for the overall administration of the Task Order services. 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; coordinate all subconsultants and in the event of items arising during project execution that are outside this Detailed Scope of Services of work, the Project Manager will promptly notify the Owner.

**Project Startup Meeting.** The Engineer shall conduct an internal kickoff meeting with the Engineering staff consisting of the Engineering 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 shall conduct a bi-weekly status meeting to review schedule and outstanding issues encountered.

**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.

**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.
CONSTRUCTION ADMINISTRATION

Pre-Construction Conference. The Engineer shall arrange for and conduct the pre-construction conference for one (1) project. Prior to the pre-construction conference, the Engineer shall furnish the Owner with the name of the Construction Observer and qualifications for the Owner’s approval. The Project Manager and the Construction Observer will coordinate the meetings to review project specific requirements prior to commencing construction for each project. The meetings will be conducted at the Airport and will include the Owner, air traffic control, contractor, subcontractors, Airport tenants affected by construction, and utility companies. This task will include the following:

- Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials for one (1) meeting.
- Obtain and review the project construction schedule from the project contractor prior to the conference for presentation at the preconstruction conference. The Owner shall be provided with copies of all construction schedules.
- Provide each project contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Additional topics may include:
  - Roles and responsibilities
  - Contractor’s representatives
  - Safety and Security
  - Testing requirements
  - DBE, Equal Opportunity and Civil Rights
  - Plans and Specifications
- Preside at the pre-construction conference, prepare a detailed record of the conference, submit records to the Owner for review and comment, and distribute the final record for the project.

Engineering staff in attendance shall include the following:

- Senior Project Engineer
- Construction Observer

Shop Drawing / Certification Review. Review Contractor shop drawings and certifications for compliance with the project plans and specifications for one (1) contract and issue the appropriate response to the Contractor. The Engineer shall evaluate and determine the acceptability of substitute materials and equipment proposed by the contractor.

- Estimate based on up to two (2) reviews of three (3) shop drawings or mix designs (average of 1 hour each for processing a shop drawing or mix design)
- Estimate based on up to two (2) reviews of twelve (12) material submittals (average of 0.5 hour each for processing a material submittal)

Review Contractor Requests for Information (RFI) and Responses. Review Contractor requests for information or evaluate Contractor’s suggestions on project modifications for one (1) contract. Coordinate with Owner staff as applicable and issue the written response to the Contractors.

- Estimate based on responses to up to five (5) RFIs (average of 2 hours each for processing a request)
Prepare Change Orders. The Engineer shall prepare change orders which include a cost estimate, cost/price analysis and record of negotiations for one (1) contract. The Engineer shall prepare and negotiate all necessary interpretations and clarifications, additions, and deletions to change orders, and supplemental agreements as required. The Engineers shall submit copies to Owner for verbal approval before proceeding with the work and ultimately Board approval and signature. Any additional design would not be considered in the scope of this Task Order.

- Estimate based on up to three (3) change orders (average of 4 hours each for processing a change order)

Prepare Periodical Estimates. The Engineer shall prepare and submit periodic estimates, including the final estimate for one (1) contract. The Engineer will determine the amount owed to the Contractor and shall recommend those payment amounts in writing to the Contractor. The Engineer will submit periodic payment recommendations to the Owner for concurrence. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the Engineer’s best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The Engineer, as an experienced and qualified professional, will make payment recommendations from information that is gathered during on-site visits, provided by the Contractor, reviewed from payment applications and accompanying data and schedules, and/or measured in the field. Frequency of periodic pay estimates will be agreed upon by the Owner and the Contractor.

- Estimate based on up to five (5) pay estimates (average of 3 hours each for processing a pay estimate)

Project Records & Payrolls. Maintain a record of all the project documents and correspondence. Conduct a review of the Contractor and subcontractor payrolls for conformance with the project wage rates and regulations for one (1) contract.

- Estimate based on three (3) months of payroll records (average of 4 hours per month)

Weekly Construction Progress Meetings. The Engineer shall coordinate progress meetings on a scheduled agreed upon by the Owner and the Contractor for one (1) contract. The Engineer shall prepare the progress meeting agendas, conduct the meetings, and issue meeting minutes to the appropriate parties. The Engineer shall coordinate with the Owner on user attendees at the meeting based on the progress of the work.

- Estimate based on thirteen (13) weekly meetings
  - It is anticipated that the Project Manager shall attend the meetings at two (2) hours per meeting (includes agenda preparation, attendance, travel time and minutes)
  - It is anticipated that the Construction Observer shall attend the meetings at one (1) hour per meeting (includes travel time)
**Conduct Substantial / Punchlist Inspection of Project.** The Engineer will schedule and conduct a punchlist inspection with the Owner and Contractor representatives for one (1) contract to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The Engineer will prepare a punch list correspondence to include the deficient items as well as review O&M Manuals and any required training materials for completeness and will forward the correspondence to the Contractor. It will state the items in need of correction and will request a schedule for completion. The Engineer will send a copy to the Owner. It is anticipated the following staff members will attend the punchlist inspection:

- Senior Project Engineer
- Construction Observer

**Conduct Final Inspection of Project.** The Engineer shall coordinate with the Owner and the Contractor to conduct a final inspection meeting at the Airport for one (1) contract once all of the punch list items have been completed to the satisfaction of the Owner. It is anticipated the following staff members will attend the punchlist inspection:

- Senior Project Engineer
- Construction Observer

**Periodic Client Meetings.** It is anticipated that the Project Manager shall attend six (6) miscellaneous meetings to coordinate the construction activities and issues with the Owner.

**CONSTRUCTION OBSERVATION**

**Observation - Full Time and Periodic**

The Engineer shall provide periodic construction observation for this project. It is estimated at this time that sixty-five (65) working days be allowed for the project. If the actual construction time exceeds that estimate, additional construction observation time shall be required, and the Engineer’s fee shall be equitably adjusted.

- Construction time to complete the project and associated items is estimated to at sixty-five (65) working days. During maintenance operations, the Engineer estimates that the Construction Observer shall be on-site for an estimated sixty-five (65) working days at three (3) hours per day. Travel time was estimated at sixty-five (65) round trips at one (1) hour per trip for the Construction Observer.
- It is anticipated that the Project Manager shall make thirteen (13) site visits to the project during maintenance operations to visit with the Owner and conduct a review of the construction progress. The Project Manager shall be on-site for an estimated thirteen (13) working days at one (1) hour per day. Travel time was estimated at thirteen (13) round trips at one (1) hour per trip for the Project Manager.

The Contractor is responsible for the means and methods of construction. The Engineer will observe the construction activities to include:

- Check construction activities for compliance with plans and specifications.
- Verify acceptance tests in accordance with the cited requirements and standard methods and monitor Contractor’s performance of the required quality control tests. The Construction Observer shall immediately bring any non-compliance issues to the attention of the Contractor and Owner.
• The Construction Observer shall notify the Contractor of any failure of the work or materials to conform to the requirements of the contract, plans, or specifications. The Construction Observer may reject nonconforming materials and will notify the Contractor to suspend any work in question, until such issues can be referred to the Owner for a final decision.

• Maintain daily records of the Contractor's progress and activities during the course of construction and include progress of all work. These records will document work in progress, quality and quantity of materials delivered, test locations and results, instructions provided the contractor, weather conditions, equipment use, labor requirements, safety problems, and required changes.

• The Construction Observer shall monitor the Contractor’s compliance with the Construction Safety and Phasing Plan and immediately bring any non-compliance issues to the attention of the Contractor.

AERONAUTICAL SURVEY SERVICES

Aeronautical survey services are not included in the Detailed Scope of Services.

FAA PROJECT CLOSEOUT REPORT

Prepare Closeout Report Document. The Engineer shall perform appropriate documentation of the project. Once FAA has approved the Closeout Report, the Engineer shall provide one (1) copy to the Owner.