MEMORANDUM

TO: Airport Board  
FROM: Patrick Dame, C.M., Executive Director  
DATE: January 26, 2021  
RE: Approval Mead & Hunt Task Order No. 2021-3  
2020 Pavement Maintenance Project – Pavement Markings, Project #20-5296  
Design, Bid, and CA/CO Services

Mead & Hunt Task Order No. 2021-3 will provide design and construction services for the Pavement Marking portion of the overall 2020 Pavement Maintenance project for Runway 14/32. This project and associated work will be funded through the CARES Act grant. Total compensation under this task order not to exceed $64,321.83 and includes grant closeout services.

STAFF’S RECOMMENDATION: Approve Mead & Hunt Task Order 2021-3 in an amount not to exceed $64,321.83.
In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated January 1, 2021, Owner and Engineer agree as follows:

1. TASK ORDER DATA

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>a.</strong> Effective Date of Task Order:</td>
<td>January 26, 2021</td>
</tr>
<tr>
<td><strong>b.</strong> Owner:</td>
<td>Rapid City Regional Airport</td>
</tr>
<tr>
<td><strong>c.</strong> Engineer:</td>
<td>Mead &amp; Hunt, Inc.</td>
</tr>
<tr>
<td><strong>d.</strong> Specific Project (title):</td>
<td>Runway 14-32 Pavement Markings AIP 3-46-0048-054-2020 RAP Project No. 20-5296</td>
</tr>
<tr>
<td><strong>e.</strong> Specific Project (description):</td>
<td>Preliminary and Final Design; Bidding Services; and Construction Administration and Construction Observation</td>
</tr>
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2. BASELINE INFORMATION

**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.

Specific Project Title: Runway 14-32 Pavement Markings

Description of Improvements: Design and construction services for a project to obliterate and remark the pavement markings associated with Runway 14-32

Expected Construction Start: June 1, 2021

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, “Scope of Services” 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 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>March 31, 2021</td>
<td>Design and Bidding Services</td>
<td></td>
</tr>
<tr>
<td>August 31, 2021</td>
<td>Construction Administration and Construction Observation</td>
<td>Work will be controlled by the Contractor’s schedule</td>
</tr>
<tr>
<td>December 31, 2021</td>
<td>FAA Project Closeout Report</td>
<td></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 note 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>$19,044.56</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>2. Resident Project Representative Services*</td>
<td>$43,520.08</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>$64,321.83</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 one (1) 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

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

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

Date: ______________________________

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

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

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:

- **Design and Bidding Services – Runway 14-32 Pavement Markings**
  - Develop plans and specifications for the removal and replacement of the pavement markings associated with Runway 14-32
- **Construction Administration / Observation Services**
  - Full time construction services for the Runway 14-32 pavement marking project
- **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:

- **Design and Bidding Services – Runway 14-32 Pavement Markings**
  - Completion date: March 31, 2021
- **Construction Administration / Observation Services**
  - Runway 14-32 Pavement Markings
    - Completion date: August 31, 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.
PROJECT PRE-DESIGN

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 required to develop the project current conditions and to form the basis for design. 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 opinion 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 DESIGN (30%)

Develop Project Geometries. The Engineer shall develop the preliminary pavement marking layouts for the airfield improvements.

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 and Symbols
- Legends and Abbreviations
- General Notes
- Project Layout Plan
- Project Quantity Tables
- Construction Safety and Phasing Plan
- Marking Plans
- Marking Details

Prepare Preliminary Contract Documents. The Engineer shall prepare preliminary contract documents to include:

- Invitation for Bids
- Instruction to Bidders
- Proposal
- Equal Opportunity Clauses
- Construction Contract Agreement
- Performance and Payment Bonds
- State Requirements
- Owner General Provisions
- DBE Guidance and Forms
- Buy American Guidance
- Wage Rate Determinations
- Safety Plan Compliance Document
- Final Review and Acceptance Document
- Environmental Permitting Documents
- Notice of Award
The Owner shall provide a legal review of the Construction Contract Agreement to verify compliance with local, state, and federal regulations. The Owner shall provide contract provisions to the Engineer to be modified as applicable for this project.

**Prepare Technical Specifications.** The Engineer shall prepare preliminary technical specifications for the identified items of work. Specifications shall conform with FAA Advisory Circular 150/5370—10H, Standards for Specifying Construction of Airports and any FAA Regional Guidance as applicable for this project.

**Prepare Preliminary Estimate of Construction Cost.** The Engineer shall prepare a preliminary estimate of construction costs based on 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 and project site inspection at the 30% design completion stage with the Owner to present the findings of the Preliminary Design Phase. It is anticipated the following staff members shall attend the preliminary design review meeting:

- Senior Project Engineer

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

- Senior Project Engineer

**FINAL DESIGN (60%, 95% AND FINAL)**

**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 Preliminary 60% Plans.** The Engineer shall conduct a design review and project site inspection at the 60% design completion stage for review and comment by the Owner. It is anticipated the following staff members shall attend the preliminary 60% design review meeting:

- Senior Project Engineer
Prepare Final Plans. The Engineer shall complete the development of the drawings to 95% completion, which is intended to be a complete set of plans for the Owner’s final review and approval. The plan set to include the following drawings:

- Cover Sheet
- Sheet Index and Symbols
- Legends and Abbreviations
- General Notes
- Project Layout Plan
- Project Quantity Tables
- Construction Safety and Phasing Plan
- Marking Plans
- Marking Details

Prepare Final Contract Documents / Technical Specifications. The Engineer shall complete the development of the specifications to 95% completion, which is intended to be a complete set of contract documents and specifications for the Owner’s final review and approval.

Prepare Final Construction Safety and Phasing Plan. The Engineer shall finalize the Construction Safety Phasing Plan to include airside traffic control.

Update Final Quantities and Opinion of Construction Cost. 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.

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 Design Review Meeting with Owner. The Engineer shall conduct a design review and project site inspection at the 95% design completion stage for review and comment by the Owner. It is anticipated the following staff members shall attend the final review meeting:

- Senior Project Engineer

Final Plans and Specifications Revisions. The Engineer shall complete the development of the contract documents, specifications, and drawings to 100% completion for bidding purposes.

Periodic Owner Meetings. It is anticipated that the Engineer shall attend one (1) miscellaneous meeting 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

BIDDING SERVICES

Furnish Bid Documents. The Engineer shall prepare, reproduce, and deliver to the Owner for distribution bidding documents to interested contractors and suppliers. The Owner shall keep a current list of plan holders and distribute this to interested parties upon request.
**Invitation for Bids and Advertisement.** The Engineer shall coordinate with the Owner on the placement of the Invitation for Bids in the appropriate local legal publication as well as regional trade organization. This task includes contacting potential bidders to generate interest in the project.

**Respond to Bidder Questions.** During the bidding process, the Engineer will be available to clarify bidding issues with contractors and suppliers, and for consultation with the various entities associated with the project.

**Prepare and Distribute Addendums.** The Engineer shall issue addendums as appropriate to interpret, clarify, or change the bidding documents as required by the Owner. Addendums will be made available to the plan holders either through mail or electronic mail. Any addendum that are generated as a sole result of the Owner’s error or omission will be considered as extra services and the Engineer shall be reimbursed for this effort as an amendment to this Task Order.

**Pre-Bid Conference.** No Pre-Bid Conference will be associated with this project.

**Attend Bid Opening.** The Engineer shall attend the bid opening at the Airport, as identified in the Invitation for Bids and to process the bid documents.

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

**Bidder Contractual Requirements Review.** The Engineer shall advise the Owner 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 then provide recommendations to the Owner as to the name of the Apparent Low Bidder.

**Prepare Recommendations of Award.** The Engineer will prepare a recommendation of award for the Owner to accept or reject the bids submitted. If rejection is recommended, the Engineer will supply an explanation for their recommendation and possible alternative actions the Owner can pursue to complete the Project. Once the Contract Award is made the Engineer will distribute the bid tabulations on request of the Owner.

**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 Construction Contract Agreement and Notice to Proceed for submittal and approval by the Owner. The Owner shall provide a legal review the documents as applicable.

**CONSTRUCTION ADMINISTRATION**

**Project Management.** The Engineer shall provide project management services to manage the completion of one (1) project within the conditions of this Agreement. A Project Manager will be assigned to the projects 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 projects; 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.

**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 meeting 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 the 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 each 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:

- Project Manager
- 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 four (4) 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 three (3) 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 two (2) change orders (average of four (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 three (3) pay estimates (average of three (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 one (1) month 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 four (4) 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 two (2) miscellaneous meetings to coordinate the construction activities and issues with the Owner.

**CONSTRUCTION OBSERVATION**

**Periodic Observation**

Engineer shall provide periodic construction observation for this project. It is estimated at this time that twenty (20) 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 twenty (20) working days. During marking operations, the Engineer estimates that the Construction Observer shall be on-site for an estimated twenty (20) working days at ten (9) hours per day. Travel time was estimated at twenty (20) round trips at one (1) hour per trip for the Construction Observer.
- It is anticipated that the Project Manager shall make eight (8) site visits to the project during marking operations to visit with the Owner and conduct a review of the construction progress. The Project Manager shall be on-site for an estimated eight (8) working days at one (1) hour per day. Travel time was estimated at eighty (8) 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.