MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: April 13, 2021
RE: Approval Mead & Hunt Amendment 1 to Task Order No. 2021—4
Sanitary Sewer System Improvements Design & Closeout Services
Project No. 20-5296

Mead & Hunt Task Order No. 2021-4 provided predesign services for the Sanitary Sewer System improvements, Project No. 18-5279. The project will construct a gravity main, lift station and forcemain sanitary sewer system which will replace the existing lagoon system. Amendment 1 to this Task Order includes the addition of design services and grant closeout services. The amount of the Amendment is $228,549.14 for a total amount of $263,549.14. This entire project will be funded through FAA AIP #54 CARES Grant.

STAFF’S RECOMMENDATION: Approve Amendment 1 to Mead & Hunt Task Order 2021-4 in the amount of $228,549.14, for a total Task Order of $263,549.14.
AMENDMENT TO TASK ORDER 2021-4

Amendment No. 1

Owner: Rapid City Regional Airport
Engineer: Mead & Hunt, Inc.

Effective Date of Main Agreement: January 1, 2021
Effective Date of Task Order 2021-4: January 26, 2021
Nature of Amendment: (Check those that apply)
☐ Modifications to responsibilities of Owner
☒ Modifications of payment to Engineer
☒ Modifications to other terms and conditions of the Task Order

Description of Modifications:

Modifications to Task Order include the inclusion of the Scope of Work and Fee for the final design and bidding process. Initial Task Order only included the predesign activities. Following exhibits are to become a part of the Task Order:

Exhibit A – Scope of Services
Exhibit B – Hourly Rate and Cost Breakdown

Initial Task Order Amount: $35,000.00
Modifications to Compensation:
  Basic Services (Addition) $227,119.62
  FAA Closeout Documents (Addition) $1,429.52
Revised Task Order Amount: $263,549.14

Owner and Engineer hereby agree to modify the above-referenced Task Order as set forth in this Amendment. The Effective Date of the Amendment is April 13, 2021.

Owner
Rapid City Regional Airport (typed or printed name of organization)

By: Darren Haar – Airport Board President

Date: ___________________________

Engineer
Mead and Hunt, Inc. (typed or printed name of organization)

By: Jon Scraper – Vice President

Date: 4/5/2021
Exhibit A

Scope of Services
Rapid City Regional Airport – Rapid City, South Dakota
AIP Project #3-46-0048-056-2021
Airport Project No. 18-5279

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).

The project is intended to be funded by Airport Improvement Program grant issued to the Rapid City Regional Airport and Airport Enterprise Funds.

Detailed Scope of Services for this project are outlined below:

- Design and Bidding Services
  - Design and bidding of a wastewater treatment system per the Environmental Assessment and Finding of No Significant Impact approved on October 1, 2020 to include:
    - Gravity sanitary sewer network from existing sanitary sewer lagoon to a lift station near the intersection of Airport Road and South Dakota Highway 44
    - Sanitary lift station per the requirements of the City of Rapid City.
    - Force main sanitary sewer network within the highway right of way of South Dakota Highway 44 to the existing sanitary sewer collection network near the intersection of South Dakota Highway 44 and Dunn Road

- FAA Project Closeout Report

The consulting team includes Mead & Hunt, Inc. (Prime) and FMG, Inc. The consulting team is hereinafter referred to as the Engineer. This scope of services was developed by the Engineer with input from the Owner and FAA.

The Engineer intends to perform the work under this Agreement with Federal Aviation Administration (FAA) Advisory Circulars and regulations that are current as of the effective date of the Agreement Between Owner And Engineer For Professional Services—Task Order Edition. Changes to the FAA Advisory Circulars and regulations after the date of this Agreement Between Owner And Engineer For Professional Services—Task Order Edition shall be addressed per the Agreement Between Owner And Engineer For Professional Services—Task Order Edition.

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

- Design and Bidding Services
  - August 15, 2021
- FAA Project Closeout Report
  - December 31, 2022 (dependent upon completion of additional projects funded under the same grant)
PROJECT ADMINISTRATION

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

- Senior Project Engineer
- Design Engineer

Prepare Project Detailed Scope of Services and Schedule. The Engineer intends to prepare a Detailed Scope of Services and preliminary Schedule based on the information obtained during the Owner Scoping Meeting. Engineer intends to 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 intends to submit the final Detailed Scope of Services for review and approval. The Engineer intends to work with the Owner and FAA DAK-MIN Airports District Office to refine the Detailed Scope of Services. The Detailed Scope of Services assumes one (1) edit based on the Owner’s comments and assumes one (1) edit based on Agency comments.

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

Agreement for Professional Services. The Engineer intends to compile the Task Order, complete an internal review and execution of the Task Order for approval by the Owner.

Prepare and Coordinate Subconsultant Agreements. The Engineer intends to prepare the appropriate contract documents and the execution of subconsultant agreements to support the approved Scope of Services and the Engineer’s Agreement with the Owner.

Independent Fee Review Preparation. The Engineer intends to prepare the appropriate documents for the Owner to obtain an Independent Fee Review based on the approved Scope of Services. Upon the Owner receipt of the Independent Fee Review, additional fee negotiations will be completed as applicable and documented by the Owner and Engineer.

PROJECT MANAGEMENT

Project Management Plan. Project Management is a set of interrelated actions and processes performed by the Engineer to identify, assemble and employ appropriate resources to accomplish the scope of services. This task defines the project management, project coordination, communication efforts and quality controls that will be in place. The approach provides routine and timely coordination with Owner, FAA, and the Engineer throughout the process. A Project Manager will be assigned to the project and will be responsible for the overall administration of the Agreement 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 intends to conduct an internal kickoff meeting with the Engineering staff consisting of the Engineering team members.

Project Budget Setup. The Engineer intends to coordinate with the internal Accounting staff to establish the internal budgets.
Bi-weekly Budget Review / Projections. The Engineer intends to review budgets and budget projections on a bi-weekly basis and coordinate any known issues with the Owner.

Monthly Invoicing. The Engineer intends to prepare monthly billings of project accounting.

Periodic Team Briefings. The complexity and scale of the Project will require coordination. Coordination of project activities with the Engineer will involve regularly scheduled project team briefings which will take place at the Airport or by a Team Meeting online. Briefings will serve to monitor the project focus while maintaining schedule. The Project Manager intends to conduct a bi-weekly status meeting to review schedule and outstanding issues encountered.

Develop Quality Control Plan. The Engineer intends to develop a Quality Control Plan for the project. The Plan may include project instructions, milestone checking, and peer review procedures at each phase of the project. Engineering staff involved in this effort include the following:

- Senior Project Engineer
- Design Engineer

FAA Grant Coordination / Reimbursement Processing. The Project will require federal funding assistance through the FAA Airport Improvement Program which provides grants to public agencies for the development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS). The FAA has defined procedures to secure AIP funding, track expenditures, request reimbursements, and close out an AIP grant. The Engineer intends to provide the Owner with the necessary documentation for the Owner to prepare the Request for Reimbursement during the project and coordinate the documents with the Owner for submittal.

FAA Grant Pre-Application Checklist. The Engineer intends to prepare the FAA Grant Pre-Application for Federal Assistance information for submittal.

Monthly Status Reports. The Engineer intends to 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 intends to prepare and submit the quarterly FAA reports.

DBE Reporting. The Engineer intends to assist the Owner as requesting to prepare a Disadvantaged Business Enterprise (DBE) annual reporting forms as applicable to the project.

Prepare SDDOT Audit Review Information. The Engineer’s accounting staff intends to 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 Task Order, the Engineer intends to coordinate for a pre-design meeting may be held at the Airport and with a Team Meeting online 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 may attend the pre-design meeting:

- Senior Project Engineer
- Design Engineer
Site Visit, Investigations and Data Collection. The Engineer intends to 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 intends to 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 intends not to perform any subsurface investigations to verify the locations of underground utilities. The utility investigation intends to be based on as—built documentation provided by the Owner, plus topographic survey information of surface features gathered by the Engineer. The Engineer intends to advise the Owner as to the necessity of obtaining additional information related to the site, necessary for purposes of design.

Coordinate Preliminary Soils Investigation. The alignment of the proposed gravity and force main sewers is approximately 16,800 ft in length. To evaluate the existing soil conditions along the project alignment, boreholes are proposed at 800 foot spacing for a total of twenty-one (21) boreholes. Two (2) additional boreholes will be located at the proposed lift station site. Field testing will be performed, and samples will be extracted for further laboratory analysis. Select soil samples will be tested to determine their general classification, physical properties, and engineering characteristics. In addition to the boreholes, soil electrical resistivity will be measured at five (5) locations along the force main alignment and at the lift station site.

Upon completion of the field and laboratory testing; and analysis, a report will be prepared that transmits the boring logs, field data, and laboratory results, provides a limited geologic analysis of the area, and provides recommendations for utility design and installation. In general, recommendations will include excavation conditions, utility installation, groundwater mitigation, suitability of backfill materials and any other recommendations considered applicable to the site conditions encountered.

Preliminary Survey and Base Map Preparation. The Engineer intends to conduct a topographic ground survey of the project area.

The route and topography survey is to be tied to at least two City of Rapid City Monument Control system monuments utilizing NAD 83 (2011) State Plane coordinates and the NAVD 88 vertical datum.

The road right of way and adjacent property corners will be located to establish public or City owned boundaries in which the majority of the improvements will be constructed. Private property parcels where the proposed lift station will be located will also be surveyed for potential easements or property acquisition.

Most utilities will be located as applicable and detectable. The as-located utilities will be forwarded to each utility company for verification.

Develop Project Justification. The Engineer intends to develop the appropriate project justification to obtain federal funding based on the applicable FAA Advisory Circulars and AIP Handbook. Justification statement will include an analysis of funding options and eligibility participation.

Develop and Submit Environmental Checklist. An Environmental Assessment has been prepared for the project with the FAA DAK-MIN ADO issuing a Finding of No Significant Impact (FONSI) on October 1, 2020. The Engineer will incorporate the requirements of the FONSI into the design of the project.

Analysis of FAA Standards. The Engineer intends to 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 intends to prepare a preliminary estimate of construction costs. Construction costs may be developed based on historical local bid documentation, local suppliers, and material availability. Updates may 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%)

Complete Sanitary Sewer System Design. The Engineer intends to complete the preliminary sanitary sewer system design once FAA and City of Rapid City Public Works Department comments have been received from the Scope of Services submittal and addressed.

Preliminary Gravity System Design. Approximately 6,700 lineal feet of the alignment is anticipated to be typical gravity sewer. City of Rapid City Design Standards will be the basis of design. Preliminary design will include plan and profile drawings of the proposed alignment.

Preliminary Lift Station Design. The lift station will be designed to accommodate future flows of 24,500 gallons per day as identified in previous planning reports. The City of Rapid City’s supplemental design criteria for regional lift stations will be used. Preliminary design will include a general site layout and basic details to demonstrate sizes of primary lift station components. Lift station to be an architect designed structure built on site to include all necessary mechanical and electrical systems. No pre-fab structures will be utilized in the design. Communications system is not included in the contract and will be completed by the City of Rapid City.

Preliminary Force Main Design. Approximately 10,100 lineal feet of the alignment is anticipated to be sewer force main with a bored crossing of South Dakota Highway 44. City of Rapid City Design Standards will be the basis of design. Preliminary design will include plan and profile drawings of the proposed alignment.

Develop Site Grading Plan. The Engineer intends to develop the corridor grading plan as applicable.

Prepare Storm Drainage Design. The Engineer intends to review existing drainage studies developed for the Airport and surrounding area to evaluate existing drainage patterns and systems. The Engineer intends to conduct required analysis for the design of drainage improvements associated with the project in accordance with FAA AC 150/5320—5D, Airport Drainage Design and applicable local drainage design requirements.

Prepare Erosion Control Plan. The Engineer intends to prepare an erosion control plan for the proposed construction. The Engineer intends to investigate the requirements and include applicable local permitting requirements.

Prepare Utility Plan. The Engineer intends to evaluate existing utility information and identify utilities which require relocation or lowering because of the proposed project. Utility ownership identification and coordination with utility owners may be completed to discuss project specific details.

Coordinate SDDOT Right-of-Way Use. The Engineer intends to meet with and coordinate with South Dakota Department of Transportation to obtain the final approval from the DOT for the installation of the force main in the north right-of-way of South Dakota Highway 44 and prepare the necessary permit applications.
**Engineering Design Report.** The Engineer intends to complete and submit to the FAA DAK-MIN ADO and the City of Rapid City Public Works Department an Engineering Design Report in accordance with FAA and City of Rapid City criteria. The report may include a summary of the project, photographs of the site, design standards, environmental protection, soils and grading, drainage, pipe network design, lift station design, material availability, electrical design analysis, non-AIP work, Engineer's construction cost estimate, modifications to FAA standards as applicable, airport operational safety, and associated work items. The Engineer intends to include design life, design criteria, and reference of design resources. The intends to use the City Infrastructure Design Criteria Manual to establish design criteria and standards.

**Preliminary Plan Sheets.** The Engineer intends to 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
- Property Layout and Land Ownership
- Construction Operation and Phasing Plan
- Construction Operation and Phasing Plan Details and Notes
- Construction Access / Traffic Control Plans
- Gravity System Plan and Profiles
- Force Main System Plan and Profiles
- Lift Station Plan
- Lift Station Elevations
- Lift Station Details

**Prepare Preliminary Contract Documents.** The Engineer intends to 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 FAA Modification to Standards Request.** Based on the preliminary design, the Engineer intends to prepare the necessary documentation for the applicable Modification to Standards to be submitted to the FAA for approval.
Prepare Rapid City Design Criteria Exceptions. The Engineer intends to obtain a design exception for Infrastructure Design Criteria manual requirements and Standard Specifications as needed. Exceptions to the Standard Specifications shall be documented on the General Notes sheet of the construction plans. The table shall include the following:

- City Exception File Number
- Specification Section
- Description
- Stipulations

Prepare Preliminary Opinion of Construction Cost. The Engineer intends to prepare a preliminary opinion 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 intends to 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 intends to 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 intends to conduct a preliminary design review at the 30% design completion stage with the Owner to obtain comments on the preliminary design. The Engineer intends to 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 intends to schedule an inspection of the project Site with the Owner to review elements of the design It is anticipated the following staff members may attend the preliminary design review meeting:

- Senior Project Engineer
- Design Engineer

Periodic Owner Meetings. To facilitate communications between the Engineer and the Owner to monitor and direct the preliminary design activities and issues, the Engineer intends to attend six (6) miscellaneous meeting(s) to coordinate preliminary design action items with the Owner. It is anticipated the following staff members may attend the periodic owner meetings:

- Senior Project Engineer
- Design Engineer

Periodic Agency Meetings. To facilitate communications between the Engineer, Owner, City of Rapid City Public Works and the FAA DAK-MIN ADO to monitor and direct the preliminary design activities and issues, the Engineer intends to attend six (6) agency meeting(s) to coordinate preliminary design action items with the Owner and applicable Agencies. It is anticipated the following staff members may attend the periodic agency meetings:

- Senior Project Engineer
- Design Engineer
FINAL DESIGN (60%, 95% AND FINAL)

Complete Sanitary Sewer System Design. The Engineer intends to complete the final sanitary sewer system design once FAA and City of Rapid City Public Works Department comments have been received from the Engineering Design Report submittal and addressed.

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

Preliminary 60% Plan Review Meeting with Owner. The Engineer intends to 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 may attend the preliminary 60% design review meeting:

- Senior Project Engineer
- Design Engineer

Prepare Utility Conflict Document. The Engineer intends to create a detailed list of all potential utility conflicts caused by the project. The Engineer intends to schedule and conduct the Private Utility Coordination Meeting with all private utilities and Owner present. The Engineer intends to prepare the meeting agenda and include the list of utility conflicts for discussion at the meeting. If a private utility intends to replace their infrastructure, the Engineer intends to coordinate a location corridor for the utilities and show the proposed location on the drawings. Indicate if the private utilities intend to abandon or replace the infrastructure prior to or during this project’s construction. Coordinate directly with utility companies’ engineering divisions to ensure that all existing utilities are completely and accurately identified and located in the field; that pertinent information regarding depth, material, size, etc. are noted on the plans; and that conflicts requiring relocation of utilities or special construction techniques are fully specified in the contract documents. Prior to the meeting, preliminary plans shall be provided to the pertinent utilities for comment at the time they are complete. The Engineer intends to document the resolution of each utility conflict agreed upon by each utility company.

Prepare Easement Exhibits. Prepare easement and right-of-way exhibits as necessary by a Licensed Surveyor and provide copies of current deeds of properties where easements are needed. This information will be used by others to prepare easement acquisition documents. The Engineer intends to attend property owner meetings, if necessary, to describe the proposed improvements to include the arrangement of property owner meetings.
Prepare Final Plans. The Engineer intends to 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
- Survey Control Plan
- Construction Operation and Phasing Plan
- Construction Operation and Phasing Plan Details and Notes
- Construction Access / Traffic Control Plans
- Project Quantity Tables
- Soil Boring Locations
- Ownership / Type of Occupancy Sheets
- Right of Way and Easement Layout Sheets
- Stormwater Pollution and Prevention Plan
- Erosion Control Plan and Details
- Demolition Plan and Notes
- Lift Station Site Layout
- Lift Station Plan
- Lift Station Elevations
- Lift Station Details
- Utility Relocation Plan and Profiles
- Utility Relocation Details
- Gravity System Layouts and Details
- Force Main Layouts and Details
- Fencing Plans and Details
- Electrical Layout Plan
- Electrical Details
- Electrical Tables
- Electrical Notes
- Mechanical Layout Plan
- Mechanical Details
- Mechanical Tables
- Mechanical Notes
- Standard City Details
- Corrosion Control Details

Prepare Final Contract Documents / Technical Specifications. The Engineer intends to 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 intends to 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 Opinion of Construction Cost. The Engineer intends to update the opinion of construction costs and determine the bid schedule of work.

Update Construction Schedule. The Engineer intends to 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 95% plans and specifications.

Final Internal Plans and Specifications Review. The Engineer intends to 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 intends to conduct a final design review at the 95% design completion stage with the Owner to obtain comments on the final design. The Engineer intends to 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 intends to schedule an inspection of the project site with the Owner to review elements of the design. It is anticipated the following staff members may attend the final review meeting:

- Senior Project Engineer
- Design Engineer

Prepare Engineering Design Report Supplement. The Engineer intends to prepare a supplement to the Engineering Design report as applicable for modifications made during the final design process for submittal to the FAA for approval.

DENR Plan Review. The Engineer intends to submit plans and specifications to the South Dakota Department of Environment and Natural Resources for approval, and the Engineer intends to address any comments or corrections required.

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

Periodic Owner Meetings. To facilitate communications between the Engineer and the Owner to monitor and direct the final design activities and issues, the Engineer intends to attend two (2) miscellaneous meeting(s) to coordinate final design action items with the Owner. It is anticipated the following staff members may attend the periodic owner meetings:

- Senior Project Engineer
- Design Engineer

Periodic Agency Meetings. To facilitate communications between the Engineer, Owner, City of Rapid City Public Works and FAA DAK-MIN ADO and to monitor and direct the final design activities and issues, Engineer intends to attend four (4) agency meeting(s) to coordinate final design action items with the Owner and applicable Agencies. It is anticipated the following staff members may attend the periodic agency meetings:

- Senior Project Engineer
- Design Engineer

BIDDING SERVICES

Furnish Bid Documents. The Engineer intends to prepare, reproduce, and distribute bidding documents to interested Contractors and suppliers. The bidding documents may also be made available to prospective bidders utilizing an on-line service. The Engineer intends to keep a current list of plan holders and distribute this to interested parties upon request.

Invitation for Bids and Advertisement. The Engineer intends to 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.
Document and 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 intends to 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 addendums 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.

Attend Pre-Bid Conference and Site Visit. The Engineer intends to attend a pre-bid conference and provide an overview of the project to prospective bidders. It is anticipated the following staff members may attend the pre-bid conference:

- Senior Project Engineer
- Design Engineer

Attend Bid Opening. The Engineer intends to attend the bid opening at the Airport, as identified in the Invitation for Bids and to process the bid documents. It is anticipated the following staff members may attend the bid opening:

- Senior Project Engineer

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

Bidder Contractual Requirements Review. The Engineer intends to 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 FAA Grant Application Checklist. The Engineer intends to prepare the FAA Grant Application for Federal Assistance information for submittal.

Prepare Award and Construction Contract Documents. The Engineer intends to prepare the awarding contracts for construction, materials, equipment, and services for one (1) contract. Items may 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.
FAA PROJECT CLOSEOUT REPORT

**Final Reimbursement Request.** The Engineer intends to verify the final grant item values and prepare the final outlay request for coordinating the final grant payment and applicable acceptance forms.

**Prepare DBE Summary Report.** The Engineer intends to prepare the required FAA documentation regarding Disadvantaged Business Enterprise participation on the project based on data obtained from the appropriate Contractors and vendors.

**Prepare Executive Summary.** The Engineer intends to prepare an Executive Summary for the grant activities to include performing the appropriate post-construction documentation of the project and adjacent properties potentially affected by construction activities.

**Prepare Grant Costs Revisions Summary.** Prepare a statement to include all project costs which were modified during the life of the grant and an explanation of the deviation from the original grant amounts.

**Prepare Closeout Report.** The Engineer will compile the applicable documentation as required by the FAA to prepare a Grant Closeout Report. FAA approval of the Grant Closeout Report, the Engineer intends to provide the Owner with one (1) electronic document.