



## MEMORANDUM

TO: Airport Board  
FROM: Patrick Dame, C.M., Executive Director  
DATE: September 14, 2021  
RE: Approval Mead & Hunt Amendment 1 to Task Order No. 2021-5  
Hangar Design Build Services - Project No. 21-5304

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Mead & Hunt Task Order No. 2021-5 was issued to provide design criteria and submittal review assistance for the development of a design build process for a new hangar.

The Task Order is being amended to add full design and bid services to the contract.

Original Task Order: \$40,000.00  
Amd 1: \$36,751.96  
**Total Task Order: \$76,751.96**

**STAFF'S RECOMMENDATION: Approve Amendment #1 to Mead & Hunt Task Order 2021-5 in the amount of \$36,751.96, for a total task order not to exceed \$76,751.96.**

**AMENDMENT TO TASK ORDER 2021-5  
HANGAR DESIGN BUILD SERVICES  
AIRPORT PROJECT NO. 21-5304**

**Amendment No. 1**

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

Effective Date of Agreement: **January 1, 2021**  
Effective Date of Task Order 2021-5: **February 9, 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 Main Agreement

Description of Modifications:

Attachment A: Scope of Services

Attachment B: Hourly Rate and Cost Breakdown

Modification of Payment to Engineer:

Initial Task Order Amount:	\$ 40,000.00
Revised Task Order Compensation:	
Previous Work Completed	\$ 1,858.96
Design and Bidding Services Total	\$ 74,893.00
Revised Task Order Amount:	<b>\$ 76,751.96</b>
Modifications to Compensation (Increase):	\$ 36,751.96

Owner and Engineer hereby agree to modify the above-referenced Main Agreement as set forth in this Amendment. The Effective Date of the Amendment is September 14, 2021

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

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

By: \_\_\_\_\_  
Rod Pettigrew – Airport Board President

By: \_\_\_\_\_  
Jon Scraper – Vice President

Date: \_\_\_\_\_  
(Date signed)

Date: \_\_\_\_\_  
(Date signed)

**Task Order 2021-5 Amendment No. 1**

Exhibits to Main Agreement. EJCDC® E-505, Agreement between Owner and Engineer for Professional Services—Task Order Edition.  
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## Attachment A

### Amendment No. 1 - Scope of Services

Rapid City Regional Airport – Rapid City, South Dakota

#### Capital Funds

Airport Project No. 21-5304

Mead & Hunt #3052900-210565.01

## PROJECT DESCRIPTION

### General

The work is to occur at Rapid City Regional Airport, as an Amendment to scope and fee of the Task Order 2021-5 Hangar Design Build Services (Agreement) dated February 9, 2021, between the Rapid City Regional Airport (Owner) and Mead & Hunt (Engineer).

The project is intended to be funded by Airport Capital Funds.

Detailed Scope of Services for this project are outlined below:

- Design and Bidding Services
  - Design of a 60 foot by 75-foot multi-use pre-engineered metal building
    - Building to be heated and insulated
    - One restroom
    - One 50 foot wide by 16-foot-high bi-fold door on the 60-foot side of the building
    - One 16 foot wide by 16-foot-high overhead door
    - Water and sewer connections based on service available adjacent to the building
  - Assist Airport with the advertising for bids, bid opening and issuance of Contractor construction documents.

The consulting team includes Mead & Hunt, Inc. (Prime) and Upper Deck Architects (architectural) and FMG, Inc. (topographic survey and preliminary soils analysis). The consulting team is hereinafter referred to as the Engineer. This scope of services was developed by the Engineer with input from the Owner.

### Completion Time

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

- Design and Bidding Services
  - Construction Documents Available for Bidding Process - October 31, 2021

## 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:

- Project Manager

**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.

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

## **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 Task Order Amendment 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.

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

**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.

## **PROJECT PRE-DESIGN**

**Pre-Design Meeting.** Upon execution of the Task Order Amendment, the Engineer intends to coordinate for a pre-design meeting may be held at the Airport with the Owner, Engineering design team, 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:

- Project Manager
- Project Architect

**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.** Solicitation and coordination of soils borings is included in the Detailed Scope of Services. To evaluate the existing soil conditions and determine the appropriate geotechnical design parameters, the following field exploration is planned:
  - A total of 2 borings will be performed across the site to explore subsurface conditions and develop foundation design and construction recommendations. The borings will be drilled to depths on the order of 10 to 15 feet or to auger refusal.
  - Field testing will be performed, and samples will be extracted for further laboratory analysis.

Upon completion of the field and laboratory testing and analysis, a report will be prepared that transmits the boring logs and field data and laboratory results, and provides a limited geologic analysis of the area, and provides our recommendations for pavement section design. The report will also include the general and site-specific construction recommendations that we consider applicable, including groundwater and excavation conditions.

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

**Develop and Submit Environmental Checklist.** Prepare a Categorical Exclusion (CATEX) using the FAA AMP SOP 5.00 Appendix A-Documented CATEX form according to FAA Order 1050.1F and the criteria contained in FAA Order 5050.4B. Modification or additions to FAA Order 1050.1F and FAA Order 5050.4B or any new environmental laws or regulations that significantly change the services to be performed, as defined below, shall be handled per the Task Order. The general objective of this study is to provide documented information necessary for the Federal Aviation Administration (FAA) to determine the proposed action shall not individually or cumulatively have a significant effect on the human environment and for which neither an environmental assessment or environmental impact statement is required. The Engineer is responsible for providing concise environmental documentation that is acceptable to the FAA, State, and the Owner. The CATEX intends to be sufficient to ensure compliance with the National Environmental Pooley Act (NEPA), The proposed Detailed Scope of Services for the preparation of the CATEX is as follows:

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

**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 Hangar Floor Plan and Elevation.** The Engineer with their consultants intends to develop a floor plan of the hangar and elevation plan for Owner review and approval.

**Code Review.** The Engineer with their consultants will perform a code review and obtain approval from the City of Rapid City Building Services Division.

**Develop Site Grading Plan.** The Engineer intends to develop the site grading plan and evaluate borrow or waste source locations 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.

**Structural Design.** The Engineer intends to complete the preliminary structural design to include the footing and foundation design.

**Mechanical and Electrical Design.** The Engineer intends to complete the preliminary building mechanical and electrical design.

**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
- Project Layout Plan
- Construction Operation and Phasing Plan
- Construction Operation and Phasing Plan Details and Notes
- Construction Access / Traffic Control Plans
- Soil Boring Locations
- Erosion Control Plan and Details
- Grading and Drainage Plans
- Paving Details
- Architectural Floor Plan
- Architectural Elevation Plan
- Architectural Details
- Structural Footing & Foundation Plan
- Structural Footing & Foundation Details
- Mechanical Plan
- Mechanical Details
- Electrical Plan
- Electrical 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
- 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 intends to 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, any FAA Regional Guidance as applicable for this project and City and State Standards.

**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 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. 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:

- Project Manager
- Project Architect

**Periodic Coordination 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 one (1) miscellaneous meeting to coordinate preliminary design action items with the Owner. It is anticipated the following staff members may attend the periodic owner meetings:

- Project Engineer
- Project Architect

## **FINAL DESIGN (95% AND FINAL)**

**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.

**Prepare Preliminary 95% Plans.** The Engineer intends to 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 may attend the preliminary 60% design review meeting:

- Project Engineer
- Project Architect

**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
- Project Layout Plan
- Construction Operation and Phasing Plan
- Construction Operation and Phasing Plan Details and Notes
- Construction Access / Traffic Control Plans
- Soil Boring Locations
- Erosion Control Plan and Details
- Grading and Drainage Plans
- Architectural Floor Plan
- Architectural Elevation Plan
- Architectural Details
- Structural Footing & Foundation Plan
- Structural Footing & Foundation Details
- Mechanical Plan
- Mechanical Details
- Electrical Plan
- Electrical 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.

**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:

- Project Manager
- Project Architect

**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 Coordination 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 one (1) 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:

- Project Manager
- Project Architect

## **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 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 intends to 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 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 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.

GENERAL SITE LAYOUT

