MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: February 8, 2022
RE: Approval Mead & Hunt Task Order No. 2022—1 SRE and ARFF Equipment Procurement / Airport Project Nos. 22-5308, 22-5309, and 22-5310
Bid Authority for Equipment

Mead & Hunt Task Order No. 2021-6 will prepare procurement documents and coordinate three bid lettings for two (2) snow removal units and one (1) aircraft rescue and firefighting unit per FAA AIP criteria. The three units will be funded through the 2022 FAA Airport Improvement Program grant and are eligible for replacement based on FAA guidelines.

22-5308 – Snow Blower (Replace Unit #15) / Estimated Cost: $750,000
22-5309 – High Speed Plow/Broom Unit (Replace Unit #19) / Estimated Cost: $1,100,000
22-5310 – ARFF Truck / (Replace Unit #8) Estimated Cost: $1,500,000

Staff is also requesting authority to bid the above pieces of equipment.

STAFF’S RECOMMENDATION: Approve Mead & Hunt Task Order 2022-1 in an amount not to exceed $38,127.48 for procurement and bidding services for the two SRE and one ARFF truck and authorize staff to advertise for bids for the equipment.
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

<table>
<thead>
<tr>
<th>a.</th>
<th>Effective Date of Task Order:</th>
<th>February 8, 2022</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>SRE and ARFF Equipment Procurement</td>
</tr>
<tr>
<td>e.</td>
<td>Specific Project (description):</td>
<td>Prepare procurement documents for two (2) snow removal units and one (1) aircraft rescue and firefighting unit per FAA AIP criteria.</td>
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</tbody>
</table>

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: SRE and ARFF Equipment Procurement

Description of Improvements: Prepare procurement documents for two (2) snow removal units and one (1) aircraft rescue and firefighting per FAA AIP criteria.

Known Design Standards:

- AC 150/5210-5D - Painting, Marking, and Lighting of Vehicles Used on an Airport
- AC 150/5220-10E - Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
- AC 150/5220-20A - Airport Snow and Ice Control Equipment
3. SERVICES OF ENGINEER (“SCOPE”)

A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are as follows:

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 Federal Aviation Administration (FAA) Airport Improvement Program entitlement funds issued to the Rapid City Regional Airport.

Detailed Scope of Services for this project are outlined below:

- Procurement Documents and Bidding Services – 3 individual units
  - Snow Removal Equipment – combination plow / broom unit
  - Snow Removal Equipment – snow blower unit
  - Aircraft Rescue and Fire Fighting – 3,000-gallon truck with telescopic turret
- Procurement Delivery Administration
  - Submittal and acceptance review for 3 individual units
- FAA Project Closeout Report

The consulting team includes Mead & Hunt, Inc. (Prime). 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 applicable and 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.

Primary guiding Advisory Circulars will be as follows:

- AC 150/5210-5D - Painting, Marking, and Lighting of Vehicles Used on an Airport
- AC 150/5220-10E - Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
- AC 150/5220-20A - Airport Snow and Ice Control Equipment

PROJECT ADMINISTRATION

Project Scoping Meeting with Owner. The Engineer intends to attend a meeting to discuss project scoping with the Owner via telephone (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.

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 (ADO) to refine the Detailed Scope of Services. The Detailed Scope of Services assumes one (1) edit based on the Owner and ADO comments.

Procurement Services Detailed Scope of Services and Hour Negotiations. Upon Detailed Scope of Services approval from the Owner and 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.

PROJECT MANAGEMENT

Project Startup Meeting. The Engineer intends to conduct an internal kickoff meeting with the staff consisting of the Procurement team members.

Project Budget Setup. The Engineer intends to coordinate with the internal accounting staff to establish the internal budgets.

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

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.

PROJECT PRE-PROCUREMENT

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.

Develop and Submit Environmental Checklist. The Engineer will coordinate the Request for a Simple Written Record clearance document with the ADO.

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 procurement.
Prepare Preliminary Opinion of Cost and Update Airport Capital Improvement Plan (ACIP). The Engineer intends to prepare a preliminary estimate of procurement costs. Procurement costs may be developed based on historical bid documentation, local suppliers, and equipment availability. Updates may be made to the ACIP as necessary.

PROCUREMENT SERVICES

Prepare Procurement Contract Documents. The Engineer intends to prepare three (3) procurement contract documents to include:

- Invitation for Bids
- Instruction to Bidders
- Proposal
- Equal Opportunity Clauses
- Procurement Contract Agreement
- Performance and Payment Bonds
- State Requirements
- Owner General Provisions
- Buy American Guidance
- Final Review and Acceptance Document
- Notice of Award

The Owner shall provide a legal review of the Procurement 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 Procurement Specifications. The Engineer intends to prepare procurement specifications for the identified equipment units. Specifications shall conform with applicable FAA Advisory Circulars and any FAA Regional Guidance as applicable for this procurement.

Prepare Preliminary Opinion of Procurement Cost. The Engineer intends to prepare three (3) preliminary opinion of procurement (one per each unit) costs based on suppliers and material availability and recent bid tabulations for similar procurements in the region.

Periodic Coordination Meetings. To facilitate communications between the Engineer and the Owner to monitor and direct the procurement activities and issues, the Engineer intends to attend one (1) miscellaneous meeting to coordinate procurement action items with the Owner. It is anticipated the following staff members may attend the periodic owner meetings:

- Project Manager

Periodic Agency Meetings. To facilitate communications between the Engineer, Owner and ADO to monitor and direct the procurement activities and issues, the Engineer intends to attend one (1) agency meeting to coordinate procurement action items with the Owner and applicable Agencies. It is anticipated the following staff members may attend the periodic agency meetings:

- Project Manager
**FAA Procurement Specifications Review.** The Engineer will submit and coordinate with the ADO on a review of the 95% procurement specifications.

**Final Internal Procurement Specifications Review.** The Engineer intends to conduct an internal final procurement specifications review of the specifications.

**Final Design Review Meeting with Owner.** The Engineer intends to conduct a final procurement review at the 95% completion stage with the Owner to obtain comments on the final specifications. 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. It is anticipated the following staff members may attend the final review meeting:

- Project Manager
- Senior Engineering Technician

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

**BIDDING SERVICES**

**Furnish Bid Documents.** The Engineer intends to prepare, reproduce, and distribute bidding documents to interested equipment suppliers for three (3) bid openings. 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 for three (3) bid openings 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 suppliers for three (3) bid openings.

**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 for three (3) bid openings. 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.

**Attend Bid Opening.** The Engineer intends to attend the three (3) bid openings at the Airport, as identified in the Invitation for Bids and to process the bid documents.

**Prepare Bid Tabulation.** The Engineer shall prepare three (3) bid tabulations following the bid opening.
**Bidder Contractual Requirements Review.** The Engineer intends to advise the Owner as to the acceptability of any suppliers, and other persons and organizations proposed by the bidders, conformance with all applicable Advisory Circulars and prepare any necessary waiver forms and as to the acceptability of substitute materials and equipment proposed by bidders for three (3) bid openings. The Consultant will then provide recommendations to the Owner as to the name of the three (3) Apparent Low Bidder.

**Prepare Recommendations of Award.** The Engineer will prepare three (3) 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.

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

**Prepare Award and Procurement Contract Documents.** The Engineer intends to prepare the awarding contracts for equipment, and services for three (3) contracts. Items may include a written Notice of Award, coordination of the Procurement Contract Agreement and Notice to Proceed for submittal and approval by the Owner. The Owner shall provide a legal review the documents as applicable.

**PROCUREMENT DELIVERY ADMINISTRATION**

**Shop Drawing / Certification Review.** Review Supplier shop drawings and certifications for compliance with the procurement specifications for up to three (3) contracts and issue the appropriate response to the Suppliers. The Engineer intends to 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) equipment submittals (average of two (2) hours each for processing an equipment submittal)

**Review Supplier Requests for Information (RFI) and Responses.** Review Supplier requests for information or evaluate Supplier’s suggestions on equipment modifications for up to three (3) contracts. Coordinate with Owner staff as applicable and issue the written response to the Suppliers.

- Estimate based on responses to up to two (2) RFIs for three (3) pieces of equipment (average of two (2) hours each for processing a request)

**Prepare Change Orders.** The Engineer intends to prepare change orders which include a cost estimate, cost/price analysis and record of negotiations for up to three (3) contracts. The Engineer intends to prepare and negotiate all necessary interpretations and clarifications, additions, and deletions to change orders, and supplemental agreements as required. The Engineer intends to submit copies to Owner for verbal approval before proceeding with the work and ultimately Owner Authority approval and signature. Any additional design would not be considered in the scope of this Task Order.
Estimate based on up to one (1) change order (average of two (2) hours each for processing a change order) for each equipment procurement.

**Prepare Periodical Estimates.** The Engineer intends to prepare and submit the final estimate for up to three (3) contracts. The Engineer will recommend those payment amounts in writing to the Supplier. The Engineer will submit the payment recommendations to the Owner for concurrence.

**Conduct Final Inspection of Equipment.** The Engineer intends to coordinate with the Owner and the Supplier to conduct a final inspection meeting at the Airport for three (3) contracts upon delivery of the equipment. It is anticipated the following staff members will attend the final inspection:

- Senior Engineering Technician

**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 Executive Summary.** The Engineer intends to prepare an Executive Summary for the grant activities to include performing the appropriate documentation of the procurement.

**Prepare Grant 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.

**Equipment Manuals.** The Engineer will coordinate with the applicable parties the assemble of the equipment operation manuals for three (3) equipment units. The project equipment manuals will be collected and bound into one document for use by the Airport. The Owner will receive two (2) copies of the bound document.

**Prepare Closeout Report.** The Engineer will compile the applicable documentation as required by the FAA to prepare a Grant Closeout Report.

**B. 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. **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

5. **TASK ORDER SCHEDULE**

A. The parties shall meet the following schedule:

<table>
<thead>
<tr>
<th>Date</th>
<th>Action / Milestone</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 30, 2022</td>
<td>Procurement Documents and Bidding Services</td>
</tr>
<tr>
<td>Contingent upon manufacturer’s schedule</td>
<td>Procurement Delivery Administration</td>
</tr>
<tr>
<td>90 days following equipment delivery</td>
<td>FAA Project Closeout Report</td>
</tr>
</tbody>
</table>

6. **ENGINEER'S COMPENSATION**

A. The terms of payment are set forth in Article 4 of the Main Agreement.

<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></td>
<td></td>
</tr>
<tr>
<td>a. Procurement Documents and Bidding Services</td>
<td>$27,055.51</td>
<td>Hourly Not to Exceed</td>
</tr>
<tr>
<td>b. Procurement Delivery Administration</td>
<td>$9,320.35</td>
<td>Hourly Not to Exceed</td>
</tr>
<tr>
<td>c. FAA Project Closeout Report</td>
<td>$1,751.62</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>2. Resident Project Representative Services</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>TOTAL COMPENSATION (Items 1 and 2)</td>
<td>$38,127.48</td>
<td></td>
</tr>
<tr>
<td>3. Additional Services under Section 2.D above</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

B. Owner shall pay Engineer for services rendered under this Task Order as follows:

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.
7. ENGINEER'S PRIMARY SUBCONSULTANTS FOR TASK ORDER, AS OF THE EFFECTIVE DATE OF THE TASK ORDER:

A. Not Applicable

8. EXHIBITS AND ATTACHMENTS:

A. 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: Rod Pettigrew

Title: Airport Board of Directors President

Address: 4550 Terminal Road – Suite 102
Rapid City, SD  57703

E-Mail Address: Patrick.Dame@rcgov.org

Phone: 605.394.4195

Date: February 8, 2022

Engineer: MEAD & HUNT, INC.

By: ____________________________

Print Name: Jon Scraper

Title: Vice President

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

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

Phone: 605.610.2938

Date: February 2, 2022

Death'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: February 8, 2022

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: February 2, 2022