MEMORANDUM

TO: Airport Board
FROM: Patrick Dame, C.M., Executive Director
DATE: March 8, 2022
RE: Approval Mead & Hunt Task Order No. 2022—3
    Multi-Purpose Building for CA/CO Services
    Airport Project No. 21-5304

Mead & Hunt Task Order No. 2022-3 is to provide construction administration and construction
observation (CA/CO) services for the multi-purpose building construction project.

The total amount of the task order is not to exceed $51,868.44 and will be paid for out of the
Airport Capital Fund.

**STAFF’S RECOMMENDATION:** Approve Mead & Hunt Task Order 2022-3 in an amount not to exceed $51,868.44 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**

| a. Effective Date of Task Order: |
| b. Owner: Rapid City Regional Airport |
| c. Engineer: Mead & Hunt, Inc. |
| d. Specific Project (title): Multi-Purpose Building – Airport Project No. 21-5304 |
| e. Specific Project (description): Construction Administration and Construction Observation Services |

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:** Multi-Purpose Building
- **Type and Size of Facility:** 60 foot by 75 foot pre-engineered metal building associated improvements
- **Expected Construction Start:** March 2023
- **Prior Studies, Reports, Plans:** Multi-Purpose Building Plans and Specifications dated December 2021
- **Funding Sources:** Airport Capital Funds
3. **SERVICES OF ENGINEER ("SCOPE")**

   A. The specific Basic Services to be provided or furnished by Engineer under this Task Order are:
      Exhibit A to Task Order, “Engineer's Services for Task Order,” as attached to this specific Task Order.

   B. **Resident Project Representative (RPR) Services:**
      1. If the Scope established in Paragraph 3.A above includes RPR services, then Exhibit D to Main Agreement is expressly incorporated in this Task Order by reference.

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

4. **FEE 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>
</tr>
</thead>
<tbody>
<tr>
<td>Dependent upon the Contractor’s Schedule with a completion date of March 31, 2023</td>
<td>Construction Administration and Construction Observation Services</td>
</tr>
<tr>
<td>Within six months of the Owner’s Project Acceptance</td>
<td>Project Closeout Documents</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:
<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Amount</th>
<th>Basis of Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Basic Services – Not Applicable</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>2. Resident Project Representative Services</td>
<td>$50,403.62</td>
<td>Hourly Not to Exceed</td>
</tr>
<tr>
<td>3. Project Closeout</td>
<td>$1,464.82</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>TOTAL COMPENSATION (items 1, 2 and 3)</td>
<td>$51,868.44</td>
<td></td>
</tr>
<tr>
<td>3. Additional Services under Section 2.D above</td>
<td>(N/A)</td>
<td></td>
</tr>
</tbody>
</table>

*Based on a Contractor completion date of March 31, 2023.

C. 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. Upper Deck Architects – architectural, mechanical engineering and electrical engineering

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
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: _______________

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: _______________

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: _______________

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: _______________
Exhibit A
Engineer’s Services for Task Order
Rapid City Regional Airport – Rapid City, South Dakota
Airport Project No. 21-5304
Mead & Hunt #3052900-210565.01

PROJECT DESCRIPTION

General
The work is to occur at the Rapid City Regional Airport – Rapid City, South Dakota, under the terms and conditions of the Agreement Between Owner and Engineer for Professional Services (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 Capital Funds.

Detailed Scope of Services for this project are outlined below:

- Construction Administration / Observation Services
  - Construction of a 60 foot by 75-foot multi-purpose pre-engineered metal building
  - Associated site improvements to include access drives, water service and sewer service

The consulting team includes Mead & Hunt, Inc. (Prime) and Upper Deck Architects (architectural) and FMG, Inc (survey). 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.

Completion Time

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

- Construction Administration / Observation Services
  - Construction documents include a Contractor completion date of March 31, 2023.

PROJECT ADMINISTRATION

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 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 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 Task Order with the Owner.

PROJECT MANAGEMENT

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.

CONSTRUCTION ADMINISTRATION

Quality Acceptance Construction Materials Testing. The Engineer intends to review the materials testing results provided by the Contractor to approve the Contractor acceptance testing.

Pre-Construction Conference. The Engineer intends to arrange for and conduct the pre-construction conference. Prior to the pre-construction conferences, the Engineer intends to 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 meeting will be conducted at the Airport and will include the Owner, 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.
- Obtain and review the project construction schedules from project Contractor or Contractors prior to the conference for presentation at the preconstruction conference. The Owner may be provided with copies of all construction schedules.
- Provide each project Contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- Additional topics may include:
  - Roles and responsibilities
  - Contractor’s representatives
  - Safety and Security
  - Testing requirements
  - Plans and Specifications
  - Environmental concerns
- Preside at 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 may include the following:

- Architect
- Senior Project Manager
- Senior Engineering Technician
Shop Drawing / Certification Review. Review Contractor shop drawings and certifications for compliance with the project plans and specifications for up one contract and issue the appropriate response to the Contractors. 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 five (5) shop drawings or mix designs (average of two (2) hours each for processing a shop drawing or mix design)
- Estimate based on up to two (2) reviews of twenty (20) material submittals (average of 1/2 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 ten (10) RFIs (average of one hour 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 one (1) contract. 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 four (4) change orders (average of two (2) hours each for processing a change order)

Prepare Periodical Estimates. The Engineer intends to prepare and submit periodic estimates, including the final estimate for one (1) contract. The Engineer will determine the amount owed to the Contractor and intends to 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 twelve (12) pay estimate) (average of one (1) hour each for processing a pay estimate)

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 Manager
Conduct Final Inspection of Project. The Engineer intends to 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 Manager

Subconsultant Coordination. The Engineer intends to coordinate the applicable subconsultant tasks to support the agreed Detailed Scope of Services and the Engineer’s Agreement with the Owner.

Periodic Coordination Meetings. To facilitate communications between the Engineer and the Owner to monitor construction activities and issues, the Engineer intends to attend four (4) miscellaneous meetings to coordinate construction action items with the Owner. It is anticipated the following staff members may attend the periodic owner meetings:

- Senior Project Manager

CONSTRUCTION OBSERVATION

Construction Surveying - Establish Project Control. The Engineer intends to provide control points and alignment data as required by the project specifications. It is estimated that one (1) round trip at four (4) hours per trip may be required by the survey crew.

Observation - Full Time and Periodic. The Engineer intends to provide periodic construction observation for this project. It is estimated at this time that twelve 12 months will be allowed for the project. If the actual construction time exceeds that estimate, additional construction observation time may be required, and the Engineer’s fee shall be equitably adjusted.

- Construction time to complete the multi-purpose building and associated items is estimated to at twelve (12) months. During construction, the Engineer estimates that the Project Representative intends to be on-site for an estimated 52 working days at one and one-half (1.5) hours per day.
- It is anticipated that the Project Manager intends to make twelve (12) site visits to the project during construction activities to visit with the Owner and conduct a review of the construction progress. The Project Manager intends to be on-site for an estimated twelve (12) working days at one and one-half (1.5) hours per day.

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 intends to immediately bring any non-compliance issues to the attention of the Contractor and Owner.
- The Construction Observer intends to 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.
PROJECT CLOSEOUT DOCUMENTS

Prepare Record Drawings. The Engineer will assemble the project record drawings. The record drawings will specify field constructed conditions included as part of this project, such as any field surveying required to compute final quantities. Any drawings will become record information. The Engineer intends to provide the Owner with one (1) set of reproducible “Record Drawings” in both digital and hardcopy format.

Equipment Manuals. The Engineer will coordinate with the applicable parties the assemble of the equipment operation manuals for the project. 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.