MEMORANDUM

TO:         Airport Board
FROM:       Patrick Dame, C.M., Executive Director
DATE:       March 8, 2022
RE:         Approval Mead & Hunt Task Order No. 2022—5
            Terminal Construction Remote Parking Apron Expansion
            Airport Project No. 22-5313

Mead & Hunt Task Order No. 2022-5 is to provide design and bidding services to expand the terminal apron for commercial aircraft remote parking during terminal construction. It’s important to get this pavement in place as we proceed with the terminal expansion plans. This project will be funded with FAA/AIP grant funds and included in the 2022 grant application.

**STAFF’S RECOMMENDATION:** Approve Mead & Hunt Task Order 2022-5 in an amount not to exceed $97,496.50.
In accordance with Paragraph 1.01, Main Agreement, of the Agreement Between Owner and Engineer for Professional Services—Task Order Edition dated **January 1, 2021**, Owner and Engineer agree as follows:

### 1. TASK ORDER DATA

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>a.</td>
<td><strong>Effective Date of Task Order:</strong> March 8, 2022</td>
</tr>
<tr>
<td>b.</td>
<td><strong>Owner:</strong> Rapid City Regional Airport</td>
</tr>
<tr>
<td>c.</td>
<td><strong>Engineer:</strong> Mead &amp; Hunt, Inc.</td>
</tr>
<tr>
<td>d.</td>
<td><strong>Specific Project (title):</strong> Terminal Construction Remote Parking Apron Expansion - Airport Project No. 22-5313</td>
</tr>
<tr>
<td>e.</td>
<td><strong>Specific Project (description):</strong> Expand Terminal Apron to provide commercial aircraft remote parking during terminal construction.</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.

<table>
<thead>
<tr>
<th>Specific Project Title:</th>
<th>Terminal Construction Remote Parking Apron Expansion</th>
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<tbody>
<tr>
<td>Type and Size of Facility:</td>
<td>PCC Apron Pavement (commercial aircraft)</td>
</tr>
<tr>
<td></td>
<td>Approximately 5,085 S.Y.</td>
</tr>
<tr>
<td>Funding Sources:</td>
<td>FAA Airport Improvement Program Entitlements</td>
</tr>
</tbody>
</table>
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.

All of the services included above comprise Basic Services for purposes of Engineer’s compensation under this Task Order, with the exception of Resident Project Representative Services, if any, which are compensated separately.

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. 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>July 15, 2022</td>
<td>Project Construction Bid Letting Complete</td>
</tr>
<tr>
<td>December 31, 2022</td>
<td>Project Closeout Documents submitted to the FAA DAK-MIN Airports District Office</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:
### Description of Service

<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. Preliminary and Final Design</td>
<td>$89,198.19</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>b. Bidding and Negotiations</td>
<td>$6,429.57</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>2. FAA Project Closeout Services</td>
<td>$1,868.74</td>
<td>Lump Sum</td>
</tr>
<tr>
<td>TOTAL COMPENSATION (items 1 and 2)</td>
<td>$97,496.50</td>
<td></td>
</tr>
<tr>
<td>3. Additional Services under Section 2.D above</td>
<td>(N/A)</td>
<td></td>
</tr>
</tbody>
</table>

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. FMG, Inc. – preliminary survey and geotechnical testing services

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: March 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: March 8, 2022

Engineer's License or Firm's Certificate No. (if required): C-6713

State of: South Dakota
Exhibit A
Engineer’s Scope of Services
Rapid City Regional Airport – Rapid City, South Dakota
AIP Project #3-46-0048-062-2022
Airport Project No. 22-5313

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 Improvement Program entitlement funds issued to the Rapid City Regional Airport by the Federal Aviation Administration.

Detailed Scope of Services for the Terminal Construction Remote Parking Apron Expansion project are outlined below:

• Design and Bidding Services
  o Apron expansion in the area adjacent to the General Aviation Midfield Apron; Taxi lane G3 and Taxiway T1 apron area totaling approximately 4,270 square yards and the turfed area to the southwest totaling approximately 815 square yards.
    ▪ PCC Pavement
    ▪ Storm sewer modifications to include an area for future deicing material storage
    ▪ Provisions for future electrical services and relocation of an existing overhead light standard
    ▪ Prove access to water adjacent to the future deicing material storage area
    ▪ Provisions for existing FAA communications cable

• FAA Project Closeout Report
  o Project Closeout Documents
The consulting team includes Mead & Hunt, Inc. (Prime) and FMG, Inc. (survey and geotechnical testing services). 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 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**
  - Completion date of July 15, 2022
- **FAA Project Closeout Report**
  - Completion date of December 31, 2022

**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 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 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, 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

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 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.

Monthly Budget Review / Projections. The Engineer intends to review budgets and budget projections on a monthly basis and coordinate any known issues with the Owner.

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.

**DBE Reporting.** The Engineer intends 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 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 Manager

**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.

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

**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.** 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 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 Policy Act (NEPA), The proposed Detailed Scope of Services for the preparation of the CATEX is as follows:
• **Agency Coordination**  
The Engineer intends to coordinate with a select group of federal, state, and local agencies (maximum of three) to ensure compliance with federal, state, and local laws and regulations. The Engineer intends not to obtain any permits as part of the work.

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

**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.

**Complete Pavement Design / Life Cycle Cost Analysis.** The Engineer intends to prepare the pavement design per the criteria provided by FAA Advisory Circular 150/5300-13A, Airport Design and FAA Advisory Circular 150/5320-6G Airport Pavement Design and Evaluation. Local resources will be coordinated with regarding any material issues.

**Engineering Design Report.** The Engineer intends to complete and submit to the FAA an Engineering Design Report in accordance with FAA criteria. The report may include a summary of the project, photographs of the site, design standards, environmental protection, soils and grading, drainage, pavement design, material availability, non-AIP work, Engineer’s construction cost estimate, modifications to FAA standards as applicable, airport operational safety, and associated work items.

**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 Pavement Design.** The Engineer intends to complete the final pavement design once FAA comments have been received from the Engineering Design Report submittal and addressed.

**Develop Project Geometries.** The Engineer intends to develop the preliminary horizontal and vertical geometry evaluations for the airfield improvements. The evaluation may consider applicable airfield critical areas and aircraft movement operations. The evaluation may consider all known future airfield improvement projects.

**Prepare Subsurface Drainage Design.** The Engineer intends to evaluate subsurface drainage options and incorporate them into the design as applicable.

**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 and provide provisions for a future deicing storage area. 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 Electrical Design.** The Engineer intends to complete the preliminary airfield electrical layout design to include the removal of apron lighting, relocation of an existing overhead lighting standard, installation of conduit for future use and incidentals.

**Prepare Water System Design.** The Engineer intends to develop an access point for water service for the future deicing material storage area.

**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.

**Prepare Preliminary Construction Safety and Phasing Plan.** The Engineer intends to coordinate with the Owner and initiate the preliminary Construction Safety Phasing Plan to include airside traffic control plan and phase the project to maximize operational safety, minimize airfield impacts while implementing useful, economical areas of work.

**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
- 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
- Erosion Control Plan and Details
- Demotion Plan and Notes
- Project Geometrics
- Grading and Drainage Plans
- Plan Layout
- Typical Sections
- Paving Details
- Storm Sewer Layouts and Details
- Underdrain Layouts and Details
- Water System Layouts and Details
- Cross Sections
- Electrical Demolition Plan
- Electrical Plan
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 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 and any FAA Regional Guidance as applicable for this project.

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 Manager
- Design Engineer

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:

- Senior Project Manager
Periodic Agency Meetings. To facilitate communications between the Engineer, Owner, FAA DAK-MIN ADO and SDDOT to monitor and direct the preliminary design activities and issues, the Engineer intends to attend one (1) agency meeting 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 Manager

 FINAL DESIGN (60%, 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 60% Plans. 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 Manager
- Design Engineer

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
- 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
- Erosion Control Plan and Details
- Demolition Plan and Notes
- Project Geometrics
- Grading and Drainage Plans
- Typical Sections
- Plan Layout
- Cross Sections
- Paving Details
- Storm Sewer Layouts and Details
- Underdrain Layouts and Details
- Water System Layouts and Details
- Electrical Demolition Plan
- Electrical Plan

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 Manager
- 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.

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 to coordinate final design action items with the Owner. It is anticipated the following staff members may attend the periodic owner meetings:

- Senior Project Manager

Periodic Agency Meetings. To facilitate communications between the Engineer, Owner, FAA DAK-MIN ADO and SDDOT to monitor and direct the final design activities and issues, Engineer intends to attend one (1) agency meeting 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 Manager
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.

**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.

**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

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 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. The document will include summaries of all testing results on materials installed on the project as required by the individual FAA technical specifications and one (1) final testing report. Upon FAA approval of the Grant Closeout Report, the Engineer intends to provide the Owner with one (1) hard copy and one (1) PDF document.