

SUPPLEMENTAL AGREEMENT FOR ASSIGNED PROJECT

Consultant: MEAD AND HUNT, INC.

Project Name: General Aviation Airport Design and Construction Management Consultant (RFQ No. 2112)

The Project Narrative for General Aviation Airport Design and Construction Management Consultant, RFQ No. 2112 (“Project”), a copy of which is attached hereto as Exhibit “A” and incorporated herein by this reference, and Consultant’s Proposal dated October 31, 2025, a copy of which is attached hereto as Exhibit “B” and incorporated herein by this reference, shall constitute a supplement to the Master for Professional Consultant Services Agreement by and between City and Consultant dated January 11, 2022 (the “Agreement”). Consultant agrees to perform the services described in the Project Narrative within the time set forth in the Notice to Proceed for a not-to-exceed amount of Twelve Thousand Five Hundred Dollars (\$12,500.00) unless otherwise modified by Change Order. Performance of the services shall be subject to the terms and conditions contained in the Agreement.

Dated this _____ day of _____ 20____.

CITY OF RIVERSIDE, a California charter city and municipal corporation

MEAD AND HUNT, INC., a Wisconsin corporation authorized to do business in California

By: _____
Mike Futrell
City Manager

By: Rafael Gonzalez
Rafael Gonzalez (Jan 6, 2026 11:26:10 CST)
Print Name: Rafael Gonzalez
Title: Vice President

ATTEST:

By: _____
Donesia Gause
City Clerk

and

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: Anne M. Black
Anne M. Black (Jan 6, 2026 11:26:10 CST)
Print Name: Anne M. Black
Title: Assistant Secretary

By: Julia Nemes
Chief Financial Officer

APPROVED AS TO FORM:

By: Sean Murphy
Sean B. Murphy
Deputy City Attorney

EXHIBIT “A”

PROJECT NARRATIVE

RAL is a General Aviation (GA) Airport that is owned and operated by the City and located in Riverside County, California. The Airport includes a single 5401-foot-long runway (Runway 9/27) and a full-length parallel taxiway. Runway 9 is equipped with a four-box PAPI and Instrument Lighting System. The PAPI and associated electrical system components were damaged due to erosion and poor drainage; the concrete pads were undercut by erosion, and electrical conduit has become exposed at the surface. RAL recently completed drainage improvements to cease erosion. The proposed project would include: replacing all four concrete PAPI foundations and PAPI units, minor site grading (less than 1 acre), and replacing and reburying the exposed conduit in place. The proposed project would replace the existing PAPIs and foundations in the same location.

EXHIBIT "B"
CONSULTANT'S PROPOSAL



October 31, 2025

Sent via email

Daniel Prather
Riverside Municipal Airport
6951 Flight Road
Riverside, CA 92504
Email: DPrather@riversideca.gov

Subject: Proposal to prepare a documented Categorical Exclusion (CATEX) to support PAPI Replacement at the Riverside Municipal Airport (RAL).

Dear Mr. Prather:

Mead and Hunt, Inc. ("Mead & Hunt" or "Consultant") is pleased to submit this letter proposal to the City of Riverside (City or "Client") to provide environmental services to support the Riverside Municipal Airport (RAL or "Airport"). The Consultant will prepare a documented Categorical Exclusion (CATEX) for the proposed Precision Approach Path Indicator (PAPI) Replacement Project (Project) in accordance with the National Environmental Policy Act of 1969 (NEPA), Federal Aviation Administration (FAA) Order 1050.1G, *FAA NEPA Implementing Procedures*, and *FAA Office of Airports Standard Operating Procedure 5.2, Documented CATEX*.

PROJECT UNDERSTANDING

RAL is a General Aviation (GA) Airport that is owned and operated by the City and located in Riverside County, California. The Airport includes a single 5,401-foot-long runway (Runway 9/27) and a full-length parallel taxiway. Runway 9 is equipped with a four-box PAPI and Instrument Lighting System. The PAPI and associated electrical system components were damaged due to erosion and poor drainage; the concrete pads were undercut by erosion, and electrical conduit has become exposed at the surface. RAL recently completed drainage improvements to cease erosion. The proposed project would include: replacing all four concrete PAPI foundations and PAPI units, minor site grading (less than 1 acre), and replacing and reburying the exposed conduit in place.

Pursuant to FAA Order FAA 1050.1G, *FAA National Environmental Policy Act Implementing Procedures*, certain types of actions may be exempt from the preparation of an environmental document under NEPA because the FAA has determined that such actions do not normally have the potential to cause individual or cumulative impacts to the natural or human environment. The proposed development appears to qualify for a CATEX in accordance with NEPA and FAA guidance set forth in FAA Order 1050.1G. Paragraph B-2.3, *Categorical Exclusions for Equipment and Instrumentation*, which addresses actions involving the installation, repair or upgrade of equipment or instruments necessary for operations and safety. Paragraphs b and g would apply to the proposed action:

(b) Establishment, installation, upgrade, or relocation of any of the following on designated airport or FAA property: airfield or approach lighting systems, visual approach aids, beacons, and electrical distribution systems as described in FAA Order JO 6850.2, Visual Guidance Lighting Systems, and other related facilities. (ATO, ARP)

(g) Replacement or upgrade of power and control cables for existing facilities and equipment, such as airfield or approach lighting systems (ALS), commercial space launch site lighting systems, visual approach aids, beacons, and electrical distribution systems as described in FAA Order JO 6850.2, Visual Guidance Lighting Systems, or airport surveillance radar (ASR), commercial space launch site surveillance radar, Instrument Landing System (ILS), and Runway Visual Range (RVR). (ATO)

The proposed project would replace the existing PAPIs and foundations in the same location. PAPIs are identified in paragraph 2.12 of FAA Order JO 56850 (current version). Mead & Hunt understands that the local FAA official is responsible for qualifying projects for a documented CATEX, and the FAA will make the final determination as to whether the Project is within the scope of a CATEX-level NEPA evaluation.

SCOPE OF SERVICES

After receipt of a fully executed contract and Notice to Proceed (NTP), Mead & Hunt will undertake the tasks outlined in Phases 1 and 2 and described in the following paragraphs.

Phase 1 - Project Management

Project Management includes administration throughout the approximately 2-month Project duration and includes the following:

- Quality assurance / quality control (QA / QC) by a senior member of the Project team.
- Monthly invoices and progress reports (up to three invoices and progress reports).

An approximately 2-month timeframe is anticipated between Notice-to-Proceed and the submission of a Final CATEX, including an assumed minimum 30-day FAA review period for the draft CATEX.

Phase 2 - Prepare Documented CATEX

2.1 Conduct Research

The Consultant will review available data from the federal NEPAAssist website, Federal Emergency Management Agency (FEMA) database, National Wetlands Inventory (NWI) database, and resource management agency consultations (e.g., the US Fish and Wildlife Service (USFWS), U.S. Army Corps of Engineers, etc.). Available environmental documents prepared in support of previous projects on and near RAL will also be reviewed.

2.2 Prepare Administrative-draft CATEX

The Consultant will provide the Client with an Administrative-draft CATEX document in an electronic (PDF) format for review. The Administrative-draft CATEX will include graphics and illustrations to describe the proposed Project and the location of known resources. Anticipated exhibits include:

- A site location map and Project description figure
- USFWS iPAC report and the recent Biological Resources Assessment prepared for RAL
- USDA soils map
- Federal Emergency Management Agency Flood Insurance Rate Map (FEMA FIRM)
- National Wetlands Inventory (NWI) wetlands map
- Supporting graphics to present Project details

The Consultant will provide a complete Administrative-draft CATEX for Client review within 10 business days of NTP. The CATEX will be provided by email in a PDF Format. A Client review period of three business days is anticipated.

2.3 Prepare Draft CATEX

The Consultant will address comments received on the Administrative-draft CATEX and prepare a Draft CATEX for submission to the FAA within three business days of comment receipt. The Draft CATEX will be presented in a PDF format and delivered by email. The Client will be responsible for signing the Draft CATEX and submitting it to the FAA Environmental Protection Specialist (EPS) by email.

2.4 Prepare Final CATEX (if requested)

The Consultant will address one round of FAA comments on the Draft CATEX and prepare a Final CATEX for Client signature and submission to the FAA within five business days of comment receipt. If necessary, the Consultant's project manager will participate in one, half-hour call with the Client and FAA to discuss the Draft CATEX prior to finalization. If the FAA does not offer comments on the Draft CATEX, a Final CATEX will not be necessary.

PROJECT DELIVERABLES

The Consultant will provide the following deliverables in association with the proposed Project:

- Routine administration management including: routine communication through email and teleconferences, and three-monthly invoices including progress reports. (The Project may span portions of three months.)
- An Administrative-draft CATEX within ten days of NTP.
- A Draft CATEX for FAA submission within three business days of receiving client comments on the Administrative-draft CATEX.
- A Final CATEX within seven days of receiving FAA comments on the Draft CATEX. If requested, one half-hour call will be held to discuss Draft CATEX. If FAA does not provide comments on the Draft CATEX, a final CATEX will not be prepared.

ASSUMPTIONS

This scope and cost are based on the following assumptions:

- The Consultant will use the CATEX checklist provided in FAA Standard Operating Procedure (SOP) 5.2 for documented categorical exclusions. Proposed projects will be eligible for a Documented CATEX in accordance with FAA guidance set forth in FAA Order 1050.1G, *Environmental Impacts: Policies and Procedures*.
- No extraordinary circumstances are present.
- No field studies will be required.
- The Project Description will not change following NTP.
- The Client will provide one round of comments on the Administrative-draft CATEX within three business days of document delivery.
- The Consultant cannot be held responsible for agency delays in providing data or reviewing Project-related deliverables.
- No ALP revisions (pen-and-ink changes) are included in this Scope of Services.

RESPONSIBILITIES OF CITY OF RIVERSIDE / RIVERSIDE MUNICIPAL AIRPORT

Our Scope of Services and Compensation are based on Client performing or providing a designated representative with complete authority to transmit instructions and information, receive information, interpret policy, and define decisions.

- Available data, drawings, and information related to the Project.
- Review of deliverables within two business days of receipt.
- Protection of Mead & Hunt-supplied digital information or data, if any, from contamination, misuse, or changes.

WORK NOT INCLUDED IN THE SCOPE OF SERVICES

The following items are excluded from this agreement and will be provided by the Client or provided by Mead & Hunt, Inc. as an Additional Service only as authorized by the Client:

- Field studies to support CATEX preparation.
- The development of an alternative NEPA compliance document (e.g., Environmental Assessment or Environmental Impact Statement).
- The procurement of permits or authorizations from resource management agencies.
- Airport Layout Plan (ALP) update.

PROJECT SCHEDULE

Schedule for each phase (subject to change):

- Notice to Proceed.
- An Administrative-draft CATEX (including air quality analysis) within ten days of NTP.
- A Draft CATEX for client submission to FAA within three business days of the receipt of client comments on the Administrative-draft CATEX.
- A Final CATEX within seven business days of FAA comment receipt.

The schedule is dependent upon the Client providing Project information within a reasonable timeframe to support FAA review, approval, and response timeframes (e.g., 30 days for FAA review of the Draft CATEX).

COMPENSATION

The consultant will prepare the proposed CATEX on a time-and materials basis for a not-to-exceed amount of **Twelve Thousand Five Hundred Dollars (\$12,500)** for the work performed under this contract in accordance with the *Mead & Hunt, Inc. Standard Billing Rate Schedule* (see **Attachment 1**). Specific tasks and fees will be authorized by the Client prior to start of work. This fee shall not be exceeded without the prior authorization from the Client (see **Table 1**).

Table 1: Fee Summary

| Phase / Task | Fee |
|--|-----------------|
| Phase 1: Project Management | |
| Project Administration and Reporting | \$1,000 |
| Phase 2: Prepare Documented CATEX | |
| 2.1 Conduct Research | \$2,500 |
| 2.2 Prepare Admin-Draft CATEX | \$5,500 |
| 2.3 Prepare Draft CATEX | \$2,500 |
| 2.4 Prepare Final CATEX | \$1,000 |
| Total | \$12,500 |

AUTHORIZATION

The Scope of Services and Compensation stated in this proposal are valid for a period of 30 days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by Mead & Hunt.

Signatures of authorized representatives of the City of Riverside and Mead & Hunt shall convert this proposal to an Agreement between the two parties, and receipt of one signed copy shall be considered authorization to proceed with the work described in the Scope of Services.

We appreciate the opportunity to submit this proposal to the City of Riverside. If you have any questions about this letter proposal, please do not hesitate to email (lisa.harmon@meadhunt.com) or call me (916.446.1713).

Respectfully submitted,
MEAD AND HUNT, INC.



Lisa Harmon
Aviation / Environmental Planner

Attachment:

Attachment 1 - Mead & Hunt, Inc. Standard Billing Rate Schedule (2025)

Accepted by: **CITY OF RIVERSIDE**

By: _____

Name: _____

Title: _____

The above person is authorized to sign for Client and bind the Client to the terms hereof.

Date: _____

Approved by: **MEAD AND HUNT, INC.**

By:  _____

Name: Maranda Thompson

Title: Vice President

Date: October 31, 2025

Attachment 1: Mead & Hunt, Inc. Standard Billing Rate Schedule

MEAD & HUNT, Inc.
Standard Billing Rate Schedule
Effective January 1, 2025

Standard Billing Rates

| | |
|---|-----------------|
| • Clerical | \$104.00 / hour |
| • Technical Editor | \$138.00 / hour |
| • Accounting, Administrative Assistant | \$132.00 / hour |
| • Technician I, Technical Writer | \$122.00 / hour |
| • Technician II, Surveyor - Instrument Person | \$140.00 / hour |
| • Technician III | \$164.00 / hour |
| • Technician IV | \$174.00 / hour |
| • Senior Technician | \$216.00 / hour |
| • Engineer I, Scientist I, Architect I, Interior Designer I, Planner I | \$154.00 / hour |
| • Engineer II, Scientist II, Architect II, Interior Designer II, Planner II | \$172.00 / hour |
| • Engineer III, Scientist III, Architect III, Interior Designer III, Planner III | \$184.00 / hour |
| • Construction Resident Project Representative (RPR) | \$194.00 / hour |
| • Senior Engineer, Senior Scientist, Senior Architect, Senior Interior Designer, Senior Planner, Construction Manager | \$240.00 / hour |
| • Project Engineer, Project Scientist, Project Architect, Project Interior Designer, Project Planner | \$260.00 / hour |
| • Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Interior Designer Senior Project Planner | \$298.00 / hour |
| • Senior Associate, Principal, Senior Client / Project Manager | \$362.00 / hour |

Expenses

- Geographic Information or GPS Systems \$100.00 / day
- Out-Of-Pocket Direct Job Expenses cost plus 15%
Such as reproductions, sub-consultants / contractors, etc.

Travel Expense

- Company or Personal Car Mileage \$ IRS rate / mile*
** Rates will be charged at Current IRS rate*
- Air and Surface Transportation cost plus 15%
- Lodging and Sustenance cost plus 15%

Billing and Payment

- Travel time is charged for work required to be performed out-of-office. A minimum of two hours will be billed for any work out-of-office.
- Invoicing is on a monthly basis for work performed. Payment for services is due within 30 days from the date of the invoice. An interest charge of 1.5% per month is made on the unpaid balance starting 30 days after the date of invoice.

This schedule of billing rates is effective January 1, 2025, and will remain in effect until December 31, 2025, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.