

SUPPLEMENTAL AGREEMENT FOR ASSIGNED PROJECT

Consultant: MEAD & HUNT, INC., a Wisconsin corporation authorized to do business in California

Project Name: Runway 9-27 RSA Improvements

The Project Narrative for Runway 9-27 RSA Improvements (“Project”), a copy of which is attached hereto as Exhibit “A” and incorporated herein by this reference, and Consultant’s proposal dated June 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 for General Aviation Airport Design and Construction Management Consultant 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 Two Hundred Ninety-Eight Thousand Two Hundred Eighty Dollars (\$298,280.00) 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 & HUNT, INC., a Wisconsin corporation authorized to do business in California

By: _____
City Manager

By: Rafael Gonzalez
Rafael Gonzalez (Feb 2, 2026 11:24:25 PST)
Title: Vice President

By: Anne M. Black
Anne M. Black (Feb 2, 2026 13:26:06 CST)
Title: Assistant Secretary

ATTEST:

By: _____
City Clerk

CERTIFIED AS TO AVAILABILITY OF FUNDS:

By: Judie Renee
Chief Financial Officer

APPROVED AS TO FORM:

By Sean Murphy
Deputy City Attorney

CA #312639 SBM/jv 11/10/25

EXHIBIT "A"
PROJECT NARRATIVE

RWY 9-27 RSA Improvements:

The Runway 9-27 RSA Improvements Project is intended to reduce the maintenance of the existing RSA along the north side of the runway, which erodes during storm events carving into the required 150 feet RSA. The Project area starts at Runway 27 end aiming point markings and it ends before reaching Runway 16-34. The Project goal is to solve the significant erosion issues caused by runoff coming from the north parking facility and to safely convey upstream flows coming from an existing culvert under Central Avenue. The proposed Project may consist of several improvements including: importing and utilizing surplus soils from excavation for embankment in the RSA; stabilization of areas within the RSA; grading to channelize and collect runoff to direct it towards controlled downslope conveyances; and lining conveyance with a shallow valley gutter channel.

EXHIBIT "B"
CONSULTANT'S PROPOSAL

EXHIBIT A

RIVERSIDE MUNICIPAL AIRPORT CITY OF RIVERSIDE RUNWAY 9-27 RSA IMPROVEMENTS Engineering Design Scope of Services

JUNE 2025

PROJECT DESCRIPTION

This Scope of Services details the preliminary design, 90% design, final design, and bid administration services to be provided by Mead & Hunt, Inc. (Consultant), for the Runway 9-27 Runway Safety Area (RSA) Improvements Project (Project) at the Riverside Municipal Airport (Airport) for the City of Riverside (Owner / Sponsor).

BACKGROUND

The Runway 9-27 RSA Improvements Project is intended to reduce the maintenance of the existing RSA along the north side of the runway, which erodes during storm events carving into the required 150 feet RSA. The Project area starts at Runway 27 end aiming point markings and it ends before reaching Runway 16-34. The Project goal is to solve the significant erosion issues caused by runoff coming from the north parking facility and to safely convey upstream flows coming from an existing culvert under Central Avenue. The proposed Project may consist of several improvements including: importing and utilizing surplus soils from excavation for embankment in the RSA; stabilization of areas within the RSA; grading to channelize and collect runoff to direct it towards controlled downslope conveyances; and lining conveyance with a shallow valley gutter channel.

This Project was identified in the Airport Capital Improvement Plan for Riverside Municipal Airport, dated October 23, 2023, prepared by the Airport. The Project area is expected to vary slightly based on actual observed areas of erosion along the RSA.

The estimated construction budget for the Project is approximately Two Million Dollars (\$2,000,000). This Project is anticipated to be funded by a FAA Airport Improvement Program (AIP) grant, California Grant, and local funds. The Project will be designed to meet FAA standards and will be assembled as a single bid package. Mead & Hunt, Inc. is the prime consultant and is hereinafter referred to as "Consultant." This Scope of Services was developed by the Consultant with input from the Owner, and the FAA.

PROJECT ELEMENTS

This Project includes engineering design and development of construction documents for the grading and drainage improvements along the north RSA for runway 9-27. The proposed grading improvements will be designed to meet Advisory Circular (AC) 150/5300-13B, *Airport Design*, requirements, and the proposed drainage improvements will be designed per AC 150/5320-5D, *Airport Drainage Design*. Additionally, soil stabilization techniques will be implemented to prevent soil erosion. A Project graphic depicting these elements is included as **Attachment 1**.

PROJECT TEAM

The Consultant will assign a Project Manager (PM) to this Project to monitor continuity through each task, as described in this scope. The PM will be responsible for work performed by the Consultant team. Specific project management tasks are detailed within each task.

The Consultant team will consist of civil engineers, drainage engineers, structural engineers, designers, geotechnical engineers, surveyors, administrative staff, and sub-consultants.

The Consultant will subcontract with the following subconsultants for specialty services:

- 1) Twining, Inc. (Twining): Twining will perform geotechnical exploration, soils testing and soil treatment recommendation services.
- 2) PSOMAS (PSOMAS): PSOMAS will perform topographical surveying services.

SUMMARY OF PROJECT STAFFING ROLES AND RESPONSIBILITIES

This Scope of Services will be completed with the following staff members. The typical roles and responsibilities are as follows. Staff will be utilized as appropriate for the work to be performed:

- 1) Senior Associate – Contracting, staffing / resource allocation, invoice approvals, quality control (QC) program reviews.
- 2) Senior Project Engineer – General project coordination; Drainage Engineer of Record, drainage design; quality assurance (QA) reviews; attend internal design meetings.
- 3) Project Engineer (Project Manager) – Project Manager, client project coordination, subconsultant coordination, lead design team, QC / QA, attend / lead internal design meetings.
- 4) Senior Civil Engineer – Assist Project Manager, general project coordination, direct plan and detail development, specification writing, report writing, QC, attend and help lead all design and coordination meetings.
- 5) Senior Engineer (Construction Manager) – Review plans, specifications, and cost estimates for constructability, assist with development of phasing plans.
- 6) Engineer III – Lead AutoCAD Civil 3D surface grading design, lead drainage analysis, lead construction safety and phasing plan development, support plan and detail development, attend internal design meetings.
- 7) Engineer II – Lead plan and detail development; support drainage analysis; lead erosion control design, plans, and details; quantity tracking and monitoring; cost estimation; support construction safety and phasing plan development; attend internal design meetings.
- 8) Engineer I – Project design assistance, support plan and detail development, quantity tracking and monitoring, attend internal design meetings.
- 9) Administrative Assistant – Project invoicing, document editing, proofing, formatting, production, filing, and printing, attend internal coordination meetings.

SCOPE OF SERVICES

The Consultant's scope of work for the Project will be tracked as follows:

- Task 1: Preliminary Design
- Task 2: 90% Design
- Task 3: Final Design
- Task 4: Bid Administration

Consultant will provide the services described in the following tasks.

TASK 1 PRELIMINARY DESIGN

1.1 TASK 1 PROJECT MANAGEMENT AND COORDINATION

Project management tasks during Task 1 will consist of the following:

1.1.1 Prepare Contract and Project Setup

The PM and administrative staff will review and execute the contract between the Consultant and the Owner. The PM will establish a work breakdown structure to track task-level progress. Administrative staff will create the internal Project database for finance tracking and internal Project directory.

1.1.2 Prepare Project Management Plan

The PM will prepare a Project Management Plan (PMP) that will address the following Project elements: Project Team Roles and Responsibilities, Document Distribution Plan, Communications Plan, Quality Control Milestone Summary, and Scope Change Management Plan.

1.1.3 Prepare Schedule

The PM will prepare a design and bidding schedule upon receiving the Notice to Proceed (NTP) from the Owner. This schedule will be updated as preliminary design progresses, adjusting for review times by the Owner, and FAA.

1.1.4 Coordinate Internal Design Team

The PM will assign a design team to the Project. Once a design team is established, the PM will implement a task coordination program to assign specific responsibilities to team members. Throughout the design, the PM will coordinate and monitor internal work progress.

1.1.5 Coordinate Subconsultants

The PM will prepare subcontracts / work orders for the subconsultants employed by Consultant for the Project upon receiving the NTP from the Owner. Once subcontracts / work orders are executed, the PM will coordinate subconsultant work efforts. The PM will coordinate with the Owner for subconsultant field activities and monitor subconsultant work progress.

1.1.6 Quality Control Program

The PM will create and implement a QC program. As part of this program, the PM will assign both QC and QA team members to the Project. The PM will prepare a detailed QC checklist that will be shared with the internal design team. The design team will maintain a design log to track design decisions throughout the Project that can be reviewed internally.

1.1.7 Project Controls

The PM will track design costs. At the beginning of each month, the PM will review accrued costs from the previous month and work with accounting staff to prepare invoices for the Owner. The invoices will be submitted per the Owner's standard invoice requirements. The invoice will reference the percent complete of each task based on the work breakdown structure and this scope. The PM will review subconsultant invoices. It is anticipated that three (3) invoices will be prepared during Task 1.

1.1.8 Scope Development – Not in Contract (NIC)

There is no fee for establishing scope and fee.

1.2 TASK 1 PROJECT MEETINGS AND COMMUNICATION

The Consultant will participate in meetings and phone calls during Task 1. Meetings and communication items will be as follows:

1.2.1 Internal Project Kickoff Meeting

The PM will conduct a meeting, up to one hour, with the internal design team (anticipated to consist of PM, Senior Civil Engineer, Engineer III, Engineer II, Engineer I, and Administrative Assistant), to present the Project, Project budget, design schedule, major Project elements, and internal protocol.

1.2.2 Project Kickoff Meeting with Owner

The Consultant will prepare for and conduct a meeting, up to one (1) hour, with the Owner and FAA to present the Project, including introductions, PMP, design schedule, and major project elements. Up to Two (2) members from Consultant team will attend (anticipated to consist of PM, Senior Civil Engineer). The meeting is anticipated to be held at the Airport. The Consultant will prepare an agenda and exhibits to support the meeting. Consultant team will collaborate to create meeting minutes and distribute via email to all that attended the meeting. The Project kickoff meeting will include travel time for the attending team members.

1.2.3 Site Investigation

The Consultant will perform an initial site investigation. The investigation will include the following tasks:

- a. The Consultant will review existing record drawings.
- b. The Consultant will generate a map of the Airport to use in documenting the existing conditions.

- c. Up to Two (2) members from Consultant team (anticipated to consist of PM, Senior Civil Engineer) will travel to the Airport and conduct a site investigation. This will be concurrent with the Project kick-off meeting.
- d. The Consultant team will walk the site to observe and evaluate existing grading, erosion, drainage conditions, and existing features that are within Project limits.

1.2.4 Bi-Weekly Internal Progress Meetings

The PM will conduct bi-weekly meetings, up to half hour each, with the internal design team to discuss the Project schedule and work progress. Up to Six (6) members from Consultant team (anticipated to consist of PM, Senior Civil Engineer, Engineer III, Engineer II, Engineer I, and Administrative Assistant) will attend each meeting. Up to six (6) meetings are anticipated during Task 1.

1.2.5 Monthly Progress Meetings with Owner

The Consultant will conduct monthly meetings, up to one (1) hour, with the Owner to discuss the Project schedule, work progress, and coordination items. Up to Two (2) members from Consultant team will attend each meeting (anticipated to consist of PM and Senior Civil Engineer). Up to three (3) meetings are anticipated during Task 1. The meetings will be held virtually. The Consultant will provide an agenda and minutes for each meeting.

1.2.6 Present Preliminary Submittal to Owner

The Consultant will prepare for and conduct a meeting, up to two (2) hours, with the Owner to present the preliminary design submittal. Up to two (2) members from Consultant team will attend (anticipated to consist of PM and Senior Civil Engineer). The meeting will be held virtually. The Consultant will prepare an agenda, exhibits and minutes to support the meeting.

1.2.7 Present Preliminary Submittal to FAA

The Consultant will prepare for and conduct a meeting, up to one (1) hour, with the FAA and Owner to present the preliminary design submittal. Up to Two (2) members from Consultant team will attend (anticipated to consist of PM, and Senior Civil Engineer). The meeting will be held virtually. The Consultant will prepare an agenda, exhibits and minutes to support the meeting.

1.2.8 General Communication with Owner

The Consultant will communicate with the Owner throughout Task 1 via phone calls or email in addition to the meetings listed herein.

1.3 **TOPOGRAPHIC SURVEYING**

The Consultant will subcontract with PSOMAS to conduct a topographic survey of the Project limits.

1.3.1 Coordination and File Preparation for PSOMAS (Consultant)

The Consultant will coordinate the work efforts of PSOMAS and prepare files to facilitate the topographic survey. The work will include the following subtasks:

- a. Consultant will prepare an exhibit for PSOMAS showing the approximate survey limits and specific features to be surveyed. A preliminary version of this exhibit is included as **Attachment 2**.
- b. Consultant will coordinate with the Owner and PSOMAS to determine a schedule for survey fieldwork and logistics of Airport access.

1.3.2 Field Work and Drawing Preparation (by subconsultant – PSOMAS)

Topographic Survey: PSOMAS will conduct a topographic survey consisting of the following elements:

1. PSOMAS will survey and provide vertical and horizontal control point data for the plan set development and for Contractor layout (minimum of four (4) control points).
2. PSOMAS will locate and tie into USGS or PACS / SACS monuments or tie into client-provided control monuments, provide ties to NAD 83 State Plane Coordinates and perform bench survey using datum NAVD 88.
3. PSOMAS will coordinate necessary bench loop and traverse procedures to verify accuracy of vertical and horizontal control points.
4. PSOMAS Survey cross sections of Runway 9-27 RSA every 50 feet (refer to **Attachment 2**).
 - a. Runway 9-27 cross sections include runway edge of pavement, halfway edge of pavement and RSA, location of elevated runway light fixture, at least three (3) survey points for the existing eroded 'V' ditch, halfway between 'V' ditch and north survey limits, and one (1) final survey point at the northerly survey limit for a total of at least eight (8) survey shots per cross section. Cross sections shall only be surveyed on the northside of the runway RSA.
5. PSOMAS will survey identifiable flow lines, grade breaks, and top of bank points within survey limits
6. PSOMAS will survey electrical facilities and equipment including signs, pullboxes, junction cans, airfield lights, FAA-owned NAVAIDs, and light poles within the survey limits. Provide elevations and note description and contents if possible.
7. PSOMAS will survey drainage facilities, underground utilities, and structures. Provide sizes and direction of utilities on schematic. Subconsultant PSOMAS will coordinate with Airport Operations and Maintenance personnel and bring appropriate equipment to open storm drainage structures (inlets and manholes). Provide elevations at the rim and pipe inverts as well as pipe material, sizes, and direction.
8. PSOMAS will provide 3D digital terrain model (DTM) and line work for surveyed features compatible with AutoCAD Civil 3D 2024.
9. Upon Mead & Hunt review, PSOMAS will provide electronic copies of topographic survey and a PDF file(s) of the final topographic survey stamped and sealed by a Professional Land Surveyor licensed in the State of California.
10. PSOMAS will budget one (1) eight (8)-hour day for a return visit when design is underway to topo additional features, provide additional topographic survey points, and / or to extend topographic survey limits based on preliminary design efforts.

1.3.3 Convert Survey Data for CAD Software (Consultant)

The Consultant will analyze the topographical surveying data and prepare the data for use with computer modeling. Included are the following sub-tasks:

- a. The Consultant will review the survey drawing provided by PSOMAS and compare it with notes taken during site walk, prior survey drawings, the master base map, satellite imagery, and available site photos.
- b. The Consultant will update the master base map drawing to replace existing line work with surveyed features. The master base map will then be the Project base map to be depicted as existing conditions in the plans.
- c. The Consultant will review the DTM provided by PSOMAS and check that the contours reflect the expected ground surface conditions. Consultant will review survey point elevations at tie-in locations and confirm Project limits.
- d. The Consultant will establish runway and taxiway alignments based on the surveyed runway threshold monuments and as-built data. These alignments will be depicted in the plans and used for contractor layout.

1.4 **GEOTECHNICAL INVESTIGATION**

The Consultant will subcontract with Twining to conduct a geotechnical investigation of the Project site.

1.4.1 Coordination and Testing Requirements for Twining (Consultant)

The Consultant will coordinate the work efforts of Twining and establish testing requirements for the geotechnical investigation. The work will include the following subtasks:

- a. The Consultant will review record drawings and geotechnical reports to gather information on existing soil conditions and pavement sections. The Consultant will provide this information to Twining to support their investigation.
- b. The Consultant will determine the type and frequency of geotechnical testing required for the design. The testing will consider soil type, and design methodology. Anticipated tests are included in Twining's scope of work below.
- c. The Consultant will prepare an exhibit for Twining showing the approximate boring locations. A preliminary version of this exhibit is included as **Attachment 3**.
- d. The Consultant will coordinate with the Owner and Twining to determine a schedule for geotechnical field work and logistics of Airport access.

1.4.2 Field Work, Laboratory Testing, and Report Preparation (Subconsultant – Twining)

Conduct a geotechnical investigation per FAA Advisory Circular (AC) 150/5320-6G, *Airport Pavement Design and Evaluation*. The investigation will consist of the following elements:

Field Work

- a. Attend an airfield safety training session as required by the Owner. It is anticipated that daytime work will be required, and that Airport staff will provide escort for the field crew.
- b. Drill five (5) borings at a minimum depth of five feet (5') below the surface elevation.
- c. Owner will handle tenant notification and the Federal Aviation Administration (FAA) NOTAMs in coordination with Twining's schedule.

Soil Investigation and Boring Log

- a. Twining will sample, identify, and classify soils in accordance with the Unified Soil Classification System (USCS), ASTM D2487, and procedures listed in the Standard Guide to Site Characterization for Engineering Design and Construction Purposes, ASTM D420, identify subsurface soil conditions and field properties).
- b. In the field, Twining will use the Standard Practice for Description and Identification of Soils (Visual-Manual Procedures), ASTM D2488, for soils found within five feet (5') of the surface elevation.
- c. Twining will develop a graphic log that summarizes the results of the soil explorations to include, at minimum, the location, date performed, type of exploration, surface elevation, depth of materials, sample identification numbers, soil classification, water table, standard penetration tests, field observations, and any other pertinent data. Graphic logs shall be no larger than 8.5" x 11" format.

Soil Tests and Analysis

Twining will provide the following items required to be included in the geotechnical investigation:

- a. Grain size distribution: ASTM D422, Standard Test Method for Particle-Size Analysis of Soils. One (1) test per boring; five (5) tests total.
- b. Atterberg Limits: ASTM D4318, Standard Test Methods for Liquid Limit, Plastic Limit, and Plasticity Index of Soils. One (1) test per boring, five (5) tests total.
- c. Moisture-Density Relations of Soils: ASTM D1557, Standard Test Methods for Laboratory Compaction Characteristics of Soil Using Modified Effort. One (1) test per boring, five (5) tests total.
- d. In-Situ Moisture Content and Unit Dry Weight for split-ring samples from the borings: ASTM D2937, Standard Test Method for Density of Soil in Place by the Drive-Cylinder Method. One (1) test per boring, five (5) test total.
- e. Soil Standard Penetration Resistance: ASTM D1586, Standard Test Method for Standard Penetration Test (SPT) and Split-Barrel Sampling of Soils. One (1) test per boring, five (5) tests total.
- f. Soil Resistivity: AASHTO T 288, Standard Method of Test for Determining Minimum Laboratory Soil Resistivity. One (1) test per boring, five (5) tests total.
- g. pH of Soil: AASHTO T 289, Standard Method of Test for Determining pH of Soil for Use in Corrosion Testing. One (1) test per boring, five (5) tests total.

- h. Soluble Sulfate Content in Soil: AASHTO T 290, Standard Method of Test for Determining Water-Soluble Sulfate Ion Content in Soil. One (1) test per boring, five (5) tests total.
- i. Recommendations for preparation of subgrade soils.
- j. Recommendations for subgrade stabilization techniques either by cement treatment, emulsion, tackifier, or stabilizer to reduce erosion of fine-grained soils in critical areas.
- k. Estimates of earthwork shrinkage based on in-situ density test results and assumed final density values.
- l. Recommendations for slope stability, erodibility, and soil stabilization measures for embankments.

Geotechnical Report and Design Review

Upon completion of the work, Twining will provide the results of the geotechnical investigation which will be summarized in a written report. The report will be included as an Appendix in the Engineer's Design Report (EDR) and specifications. The geotechnical investigation report shall include, but not be limited to, the following information:

- a. Site Geology;
- b. Surface conditions;
- c. Subsurface soil and rock profile;
- d. Groundwater and dewatering considerations;
- e. Organic materials encountered;
- f. Results of laboratory analysis;
- g. Recommendations for subgrade preparation;
- h. Recommendations for subgrade stabilization techniques;
- i. Suitability of on-site materials for use as embankment material;
- j. Recommendations for construction including placement and compaction of embankments up to 10 feet in height with a maximum slope of 4:1;
- k. Anticipated earthwork shrinkage factor based on in-situ density test results and assumed final density values;
- l. Soil chemistry evaluation for corrosion and cement type compatibility;
- m. Appendices containing the boring logs and test performed.

A draft report will be required within six (6) weeks after the field work is complete, and a final report within two (2) weeks after submission of the Consultant review comments.

1.4.3 Analyze Data (Consultant)

Analyze the data from the draft report and existing previous geotechnical data, consisting of the following sub-tasks:

- Review geotechnical recommendations.
- Determine appropriate data for pavement design.
- Evaluate existing pavement sections for potential recycling and reuse.
- Evaluate shrink, swell, and consolidation potential.

1.5 PRELIMINARY PAVEMENT DESIGN – NIC

Preliminary pavement design is not required for this Project.

1.6 PRELIMINARY GEOMETRIC DESIGN – NIC

Preliminary Geometric Design is not required for this Project.

1.7 PRELIMINARY SURFACE GRADING DESIGN

The Consultant will design grading of the unpaved RSA surfaces based on compliance with FAA AC 150/5300-13B. This work will consist of the following sub-tasks:

- a. The Consultant will create a Digital Terrain Model (DTM) using AutoCAD Civil 3D.
- b. The Consultant will create standard cross sections indicating grades for shoulder, and unpaved areas.
- c. The Consultant will design unpaved infield areas to drain and tie into existing storm drain infrastructure. Grades will meet the requirements of the applicable safety areas defined in FAA AC 150/5300-13B.

1.8 PRELIMINARY STORM DRAIN DESIGN

The Consultant will design improvements to the storm drain system per FAA AC 150/5320-5D, *Airport Drainage Design*. This work will consist of the following sub-tasks:

- a. The Consultant will perform an existing condition watershed analysis to determine peak runoff flow rates from the design storm event that are tributary to the drainage conveyance. The watershed analysis will include delineation and characterization of upstream, offsite contributing catchment areas and onsite contributing catchment areas, both airside and landside, as applicable, and subsequent hydrologic calculations of combined stormwater runoff at the project location.
- b. The Consultant will perform the hydraulic design of the new surface drainage conveyance system to provide for safe stormwater conveyance while minimizing future erosion potential in the conveyance. The Consultant will design the sizes, slopes, and materials of the system elements to accommodate the design flow per FAA AC 150/5320-5D.
- c. The Consultant will evaluate and make recommendations regarding extending conveyance improvements from the primary RSA flow path upslope to adjacent, laterally contributing storm drain and culver outlets.
- d. The Consultant will document design criteria, modeling assumptions, catchment area data, hydrologic and hydraulic calculations, and results. The Project is assumed to be a repair and maintenance project of an existing, developed drainage conveyance and is assumed to not require additional permitting, reporting, or implementation of stormwater management performance elements such as low-impact development designs or stormwater treatment, detention, retention, re-use, or hydromodification. Based on previous similar projects at the Airport, it is anticipated that hydroseeding unpaved areas within the Project limits will satisfy local post-construction stormwater management requirements.
- e. Low Impact Development (LID) mitigation efforts are not included with this Scope.

1.9 PRELIMINARY PAVEMENT MARKING DESIGN – NIC

Preliminary marking design is not required for this Project.

1.10 PRELIMINARY ELECTRICAL DESIGN – NIC

Electrical system design is not required for this Project.

1.11 PREPARE PRELIMINARY PLANS

The Consultant will prepare preliminary plan sheets depicting the proposed improvements. The following is a preliminary list of drawings.

Sheet Number	Sheet Description	No. of Sheets
G-001	Cover Sheet	1
G-002	Sheet Index, Legend, and Abbreviations	1
G-020	Project Layout Plan	1
G-080	Phasing Plan	1
C-101	Demolition Plans	2
C-401	Grading and Drainage Plans	5
C-441	Drainage Improvement Plans	5
Total Number of Sheets		16

1.12 PREPARE PRELIMINARY ENGINEER’S DESIGN REPORT

The Consultant will prepare a Preliminary Engineer’s Design Report (EDR) to document the basis and findings of the preliminary design. The report will contain alternative design concepts that were investigated and evaluated. The cost estimate will be based on a calculation of estimated quantities and unit price estimates, including appropriate contingencies.

Elements of the EDR typically include the following:

- Introduction / Scope
- History of the Existing System
- Site Investigation (Including Photographs)
- Topographic Survey
- Geotechnical Investigation
- Design Standards
- Surface Grading Design
- Storm Drain Design
- Environmental Considerations
- Utility Information
- DBE Participation
- Construction Safety and Phasing Plan / Considerations for Airport Operational Safety

- Project Schedule
- Engineer's Estimate Probable Construction Cost
- Design Review Meeting Minutes

1.13 PREPARE PRELIMINARY COST ESTIMATE

1.13.1 Preliminary Earthwork Analysis

Due to the extent of grading improvements, a detailed analysis of site volumes will be required to determine excavation, fill, and off-haul quantities. The Consultant will determine cut and fill volumes using AutoCAD. Consultant will consider existing and proposed pavement sections and unusable vegetated surface layer unsuitable for subgrade fill material to determine effective volumes

1.13.2 Calculate Estimated Preliminary Quantities

The Consultant will calculate necessary quantities for the various work items. Quantities will be consistent with the specifications and acceptable quantity calculation practices.

1.13.3 Prepare Preliminary Cost Estimate

The Consultant will provide a construction cost estimate based on record cost data and similar work using the calculated preliminary quantities. In addition to construction cost, the Consultant will estimate total eligible Project costs including design, Owner administration, construction administration, resident engineer services, and materials testing. These additional costs will be provided to support the Owner in the grant planning process.

1.14 SUBMIT FAA FORM 7460-1

A Notice of Proposed Construction (FAA Form 7460-1) is necessary to evaluate potential obstructions to air navigation and navigational communication facilities. Up to two (2) 7460-1 submissions are anticipated during preliminary design.

Consultant will generate one (1) 7460-1 submission for the drill rig used during the geotechnical investigation. This submission will include exhibits(s) identifying equipment height and limits of work in latitude and longitude coordinates for the work area as well as timing of work.

Consultant will generate one (1) 7460-1 submission for the proposed final Project construction. This submission will include exhibits(s) identifying operational clearances of roads, aircraft movement areas, and structures. The exhibits will require latitude and longitude coordinates for all proposed new work.

Consultant will submit the 7460-1s and related exhibits electronically through the Obstruction Evaluation / Airport Airspace Analysis (OE / AAA) portal for FAA review.

A separate 7460 will be required for each crane to be used during construction. This operation is time-sensitive and contractor-dependent. Therefore, it is not included in this scope and must be performed by the contractor after Project award.

1.15 GRANT APPLICATION ASSISTANCE – NIC

Grant application assistance is not part of the scope of work.

1.16 PREPARE PRELIMINARY SUBMITTAL

1.16.1 Internal QA Review

The QA staff assigned by the PM, typically consists of at least a Senior Project Engineer and a Construction Manager, as part of the quality control program to perform an internal review of the deliverables listed below. The review will be performed using Bluebeam software. The PM will review the QA markups, determine the corrective action, and direct the changes. The QA reviewer will backcheck resolution of comments before release of deliverables.

1.16.2 Submit Preliminary Deliverables to Owner

The Consultant will finalize assembly of the deliverables listed below and submit to the Owner for review. The deliverables will be submitted electronically using Newforma file transfer software.

TASK 1 DELIVERABLES

- 1) Kickoff Meeting Agenda and Minutes – Electronic submittal
- 2) Design Review Meeting Agenda and Minutes – Electronic submittal
- 3) Preliminary Plans – Electronic submittal and two (2) hard copies
- 4) Preliminary EDR (including cost estimate) – Electronic submittal and two (2) hard copies
- 5) Project Management Plan – Electronic submittal

TASK 2 90% DESIGN

2.1 TASK 2 PROJECT MANAGEMENT AND COORDINATION

Project management tasks during Task 2 will consist of the following:

2.1.1 Update PMP

The PMP created during Task 1 will be updated to incorporate the latest Project protocols.

2.1.2 Update Schedule

The schedule created during Task 1 will be updated throughout design based on review times by the Owner and FAA.

2.1.3 Coordinate Internal Design Team

The PM will continue to coordinate and monitor internal work progress during Task 2.

2.1.4 Coordinate Subconsultants

The PM will continue to coordinate and monitor subconsultant work progress during Task 2.

2.1.5 Quality Control Program

The PM will continue to review the QC checklist, and the design team will continue to update the design log during Task 2.

The PM and assigned QC team members will regularly review work performed by the design team. Prior to finalizing the 60% and 90% submittals, the assigned QA team members will review the documents to be submitted.

2.1.6 Project Controls

The PM will continue to keep track of the project costs weekly and prepare invoices as defined in Task 1. It is anticipated that three (3) invoices will be prepared during Task 2.

2.2 **TASK 2 PROJECT MEETINGS AND COMMUNICATION**

The Consultant will participate in meetings and calls during Task 2. Meetings and communication items will be as follows:

2.2.1 Bi-Weekly Internal Progress Meetings

The PM will conduct bi-weekly meetings, up to half hour each, with the internal design team to discuss the project schedule and work progress. Up to Six (6) members from Consultant team (anticipated to consist of PM, Senior Civil Engineer, Engineer III, Engineer II, Engineer I, and Administrative Assistant) will attend each meeting. Up to six (6) meetings are anticipated during Task 2.

2.2.2 Monthly Progress Meetings with Owner

The Consultant will conduct monthly meetings, up to one (1) hour, with the Owner to discuss the Project schedule, work progress, and coordination items. Up to Two (2) members from Consultant team will attend each meeting (anticipated to consist of PM and Senior Civil Engineer). Up to three (3) meetings are anticipated during Task 2. The meetings will be held virtually.

2.2.3 Present 90% Submittal to Owner; Site Visit

The Consultant will prepare for and conduct a single meeting with the Owner to present the 90% design submittals. Up to Two (2) members from Consultant team will attend in-person (anticipated to consist of PM, and Senior Civil Engineer). The meeting is anticipated to be held at the Airport. The Consultant will prepare an agenda, exhibits, and minutes to support the meeting. During the same trip, the Consultant will investigate the site to document existing conditions based on specific items identified throughout the 90% design.

2.2.4 General Communication with Owner

The Consultant will communicate with the Owner throughout Task 2 via phone calls or email in addition to the meetings listed herein.

2.3 **90% PAVEMENT DESIGN – NIC**

The 90% pavement design is not required for this Project.

2.4 90% GEOMETRIC DESIGN – NIC

The 90% Geometric Design is not required for this Project.

2.5 90% SURFACE GRADING DESIGN

The Consultant will refine the surface grading design based on Owner’s and FAA’s review of the Preliminary design documents. The Consultant will generate the surfaces to the accuracy required for construction. The design will consist of the following elements and considerations:

- a. The Consultant will update the DTM for the finish ground surface using AutoCAD Civil 3D.
- b. The Consultant will create detailed RSA cross sections indicating grades for finished grades, shoulder, and unpaved areas using Civil 3D corridors and assemblies. The cross-section slopes will be designed to meet the transverse grading requirements of AC 150/5300-13B.

2.6 90% STORM DRAIN DESIGN

The Consultant will update the storm drain design based on Owner review of the preliminary documents. The Consultant will update the plans to the accuracy required for construction. The design will consist of the following elements and considerations:

- a. The Consultant will update the catchments and watershed hydrologic analysis based on updates to the grading plan.
- b. The Consultant will update hydraulic calculations to confirm the capacity of the proposed stormwater surface conveyance during design flow events.
- c. The Consultant will update the stormwater surface conveyance design plans based on updates to the grading plan and based on updated hydrologic and hydraulic modeling.

2.7 90% ELECTRICAL DESIGN – NIC

Electrical system design is not required for this Project.

2.8 PREPARE 90% PLANS

Based on Owner and FAA review of the preliminary submittals, the Consultant will update the plans for the 90% submittal. The Consultant will prepare plan sheets depicting the proposed improvements. The following is a general list of drawings typical for this project type.

Sheet Number	Sheet Description	No. of Sheets
G-001	Cover Sheet	1
G-002	Sheet Index, Legend, and Abbreviations	1
G-003	General Notes & Quantity Tables	1
G-021	Project Layout Plan	1
G-041	Survey Control Plan	1
G-081	Construction Safety and Phasing Plans	3
G-091	Construction Safety and Phasing Details	1
B-051	Plan and Log of Soil Borings	2
C-021	Erosion Control Plans	5

Sheet Number	Sheet Description	No. of Sheets
C-031	Erosion Control Details	1
C-051	Demolition Plans	5
C-061	Demolition Details	1
C-071	Excavation and Embankment Plan	1
C-101	Grading and Drainage Plan	5
C-301	Typical Sections	1
C-451	Storm Drain Plan and Profile	5
C-481	Storm Drain Details	1
C-901	Civil Cross Sections	4
Total Number of Sheets		40

2.9 PREPARE 90% SPECIFICATIONS

The Consultant will assemble the specifications as stated below for the Owner to use in obtaining competitive bids for the work. The documents will meet current FAA Standards for AIP-funded projects and incorporate Owner-specific specifications / provisions when required per FAA instruction.

2.9.1 Bidding and Contract Documents

The FAA requires the following sections be included in the bidding documents for all Federally funded projects. Consultant will prepare the documents based on FAA standards. Where the Owner has additional or overlapping requirements, Consultant will review the bidding and contract documents provided by the Owner and notify the Owner of conflicts. Consultant will include applicable Owner requirements in the bidding and contract documents. The documents must include the following sections:

- Notice to Bidders (Advertisement for Bids)
- FAA Instructions to Bidders
- Proposal Forms
- Statement of Qualifications
- Bid Schedule
- Sample Agreement
- Insurance Requirements
- Bonds and Guarantees

2.9.2 Owner General Provisions

The Consultant will coordinate with the Owner to include the Owner-specific General Provisions in the specification package. The Consultant will perform a review to identify areas in the Owner-specific General Provisions that may conflict with Required Federal Contract Provisions and the FAA General Contract Provisions and provide comments to the Owner for their consideration and action.

2.9.3 Required Federal Contract Provisions

Federal laws and regulations require that specific contract provisions be included in federally funded contracts as established within the grant assurances. The Consultant will prepare the Required Federal Contract Provisions. These requirements cover the following:

- Affirmative Action Requirement
- Buy American Preference
- Civil Rights
- Davis-Bacon Act Requirements
- Disadvantaged Business Enterprise
- Equal Employment Opportunity
- Federal Fair Labor Standards Act (Minimum Wage)
- Lobbying and Influencing Federal Employees
- Prohibition of Segregated Facilities
- Occupational Safety and Health Act

2.9.4 Project-Specific Special Provisions for Airport Construction

The Consultant will prepare Special Provisions to address or expand on conditions specific to construction on airports. Special Provisions typically include the following items:

- General Safety Requirements, Airfield Safety and Traffic Control
- Construction Schedule Requirements
- Time Limitations
- Work Hour Limitations
- Liquidated Damages
- Project Sequencing and Potential Delays
- Barricades and Runway Closure Markers
- Radio Communication
- Access and Security
- Required Training
- General Site Information and Requirements
- Construction Staking and Survey Layout
- Submittal Procedures
- Schedule of Values
- Miscellaneous Material Specifications
- Record Drawings
- Certified Payroll Requirements
- Project Pay Request Requirements

- Contractors Construction Superintendent Requirements
- Badging Requirements
- Gate Guard Requirements

2.9.5 FAA Standard Specifications for Construction of Airports

The Consultant will prepare FAA General Contract Provisions, general construction items, and technical specifications per FAA AC 150/5370-10H, *Standard Specifications for Construction of Airports*. The following FAA Standard Specifications are expected in this Project:

- a. Part 1 – General Contract Provision
 - i. Section 10 Definition of Terms
 - ii. Section 20 Proposal Requirements and Conditions
 - iii. Section 30 Award and Execution of Contract
 - iv. Section 40 Scope of Work
 - v. Section 50 Control of Work
 - vi. Section 60 Control of Materials
 - vii. Section 70 Legal Regulations and Responsibility to Public
 - viii. Section 80 Execution and Progress
 - ix. Section 90 Measurement and Payment
- b. Part 2 – General Construction Items
 - i. Item C-100, Contractor Quality Control Program (CQCP)
 - ii. Item C-102, Temporary Air and Water Pollution, Soil Erosion, and Siltation Control
 - iii. Item C-105, Mobilization
- c. Part 3 – Sitework
 - i. Item P-151, Clearing and Grubbing
 - ii. Item P-152, Excavation, Subgrade, and Embankment
 - iii. Item P-154, Subbase Course
 - iv. Item P-156, Cement Treated Subgrade
- d. Part 4 – Base Courses
 - i. Item P-209, Crushed Aggregate Base Course
 - ii. Item P-220, Cement Treated Soil Base Course
- e. Part 5 – Stabilized Base Courses – Not used
- f. Part 6 – Flexible Pavements – Not used
- g. Part 7 – Rigid Pavements – Not used
- h. Part 8 – Surface Treatments
- i. Part 9 – Miscellaneous
 - i. Item P-610, Concrete for Miscellaneous Structures
- j. Part 10 – Fencing – Not used

- k. Part 11 – Drainage
 - i. Item D-754, Concrete Gutters, Ditches, and Flumes
- l. Part 12 – Turfing
 - i. Item T-901, Seeding
 - ii. Item T-905, Top Soil
- m. Part 13 – Lighting Installation – Not used
- n. Non-FAA Specifications – Not used

Contractor's Materials and Equipment Submittal Checklist

The Consultant will prepare a checklist to attach to the specification book that will list the materials and equipment submittals that will be expected from the contractor prior to construction.

2.10 PREPARE 90% ENGINEER'S DESIGN REPORT

Based on Owner and FAA review of the preliminary submittal, the Consultant will update the Engineer's Design Report (EDR). The 90% EDR will further define Project design considerations and track decisions made during the design process.

2.11 PREPARE 90% COST ESTIMATE

2.11.1 90% Earthwork Analysis

The Consultant will update the earthwork analysis based on the 90% design.

2.11.2 Calculate Estimated 90% Quantities

The Consultant will update the quantities based on the 90% design.

2.11.3 Prepare 90% Cost Estimate

The Consultant will update the cost estimate based on the 90% design.

2.12 PREPARE CONSTRUCTION SAFETY AND PHASING PLAN

The Consultant will prepare a Construction Safety and Phasing Plan (CSPP) document in conformance with FAA Standards and FAA AC 150/5370-2G, *Operational Safety on Airports During Construction*. The final CSPP will be included in the bid documents package and generally includes the following information:

- a. Overview and Purpose
- b. Construction Safety Responsibility of Each Party
- c. Construction Phasing, including:
 - Tasking and time limitations: To establish a fair construction duration, the Consultant will prepare an estimated critical-path construction schedule. The schedule will be based on productivity rates observed in similar projects. This schedule will not relieve the contractor of their responsibility to prepare a detailed schedule of work nor allow them to modify the performance durations of the contract.
 - Areas and operations affected by construction.
 - Wildlife management.

- Hazardous materials management.
- Inspection requirements.
- Marking and signs for access routes.
- Protection of runway and taxiway critical areas.
- Safety plan compliance document.

d. Construction Safety and Phasing Plan Sheet(s)

After Owner and ATCT review and acceptance, the CSPP will be uploaded to the OEAAA online portal for FAA review and approval. Consultant will generate one (1) 7460-1 submission for the proposed CSPP. Submission will follow guidance provided in FAA's Standard Operating Procedure (SOP) 1.00 – FAA Evaluation of Sponsor's Construction Safety and Phasing Plans. These submissions will include exhibits identifying points-of-interest in latitude and longitude coordinates, including work site area, staging / stockpile locations, construction equipment heights, and haul routes.

2.13 PREPARE 90% SUBMITTAL

2.13.1 Internal QA Review

The QA staff assigned by the PM as part of the quality control program will perform an internal review for the 90% submittal deliverables listed below. The review will be performed using Bluebeam software. The PM will review the QA markups, determine the corrective action, and direct the changes. The QA reviewer will backcheck resolution of comments before release of deliverables.

2.13.2 Submit 90% Deliverables to Owner

The Consultant will finalize assembly of the 90% deliverables listed below and submit to the Owner for review. The deliverables will be submitted electronically using Newforma file transfer software. The Consultant will print, assemble, and ship hard copies of the deliverables after digital submission.

TASK 2 DELIVERABLES

- 1) Design Review Meeting Agenda and Minutes – Electronic submittal
- 2) 90% Plans – Electronic submittal and two (2) hard copies
- 3) 90% Specifications – Electronic submittal and two (2) hard copies
- 4) 90% EDR (including Cost Estimate) – Electronic submittal and two (2) hard copies
- 5) CSPP – Electronic submittal and two (2) hard copies

TASK 3 FINAL DESIGN

3.1 TASK 3 PROJECT MANAGEMENT AND COORDINATION

Project management tasks during Task 3 will consist of the following:

3.1.1 Update PMP

The PMP created during Task 1 will be updated to incorporate the latest Project protocols.

3.1.2 Update Schedule

The schedule created during Task 1 will be updated throughout design based on review times by the Owner and FAA.

3.1.3 Coordinate Internal Design Team

The PM will continue to coordinate and monitor internal work progress during Task 3.

3.1.4 Coordinate Subconsultants

The PM will continue to coordinate and monitor subconsultant work progress during Task 3.

3.1.5 Quality Control Program

The PM will complete the review of the QC checklist and the design team will finalize the design log during Task 3.

The PM and assigned QC team members will regularly review work performed by the design team. Prior to issuance of the final design, the assigned QA team members will review the documents to be submitted.

3.1.6 Project Controls

The PM will continue to track costs monthly and prepare invoices as defined in Task 1. It is anticipated that two (2) invoices will be prepared during Task 3.

3.2 TASK 3 PROJECT MEETINGS AND COMMUNICATION

The Consultant will participate in meetings and calls during Task 3. Meetings and communication items will be as follows:

3.2.1 Bi-weekly Internal Progress Meetings

The PM will conduct bi-weekly meetings with the internal design team to discuss the Project schedule and work progress. Up to Six (6) members from Consultant team (anticipated to consist of PM, Senior Civil Engineer, Engineer III, Engineer II, Engineer I, and Administrative Assistant) will attend each meeting. Up to four (4) meeting(s) are anticipated during Task 3.

3.2.2 Monthly Progress Meetings with Owner

The Consultant will conduct monthly meetings, up to one (1) hour, with the Owner to discuss the Project schedule, work progress, and coordination items. Up to Two (2) members from Consultant team will attend each meeting (anticipated to consist of PM, Senior Civil Engineer). Two (2) meeting(s) is anticipated during Task 3. The meeting will be held virtually.

3.2.3 General Communication with Owner

The Consultant will communicate with the Owner throughout Task 3 via phone calls or email in addition to the meetings listed herein.

3.3 PREPARE FINAL PLANS

Based on Owner and FAA review of the 90% submittal, the Consultant will update the plans.

3.4 PREPARE FINAL SPECIFICATIONS

Based on Owner and FAA review of the 90% submittal, the Consultant will update the specifications.

3.5 PREPARE FINAL ENGINEER'S DESIGN REPORT

Based on Owner review of the 90% submittal, the Consultant will update the EDR.

3.6 PREPARE FINAL COST ESTIMATE

3.6.1 Calculate Estimated Final Quantities

The Consultant will update the quantities based on the final design.

3.6.2 Prepare Final Cost Estimate

The Consultant will update the cost estimate based on the final design.

3.7 PREPARE FINAL CONSTRUCTION SAFETY AND PHASING PLAN

Based on Owner and FAA review of the 90% submittal, the Consultant will update the CSPP.

3.8 PREPARE FINAL SUBMITTAL

3.8.1 Internal QC Review

The PM and QC staff assigned by the PM as part of the quality control program will perform an internal review of the final updated deliverables listed below. The review will be performed using Bluebeam software. The PM will review the QA markups, determine the corrective action, and direct the changes. The QA reviewer will backcheck resolution of comments before release of deliverables.

3.8.2 Submit Final Deliverables to Owner

The Consultant will complete assembly of the final deliverables listed below and submit to the Owner. The deliverables will be submitted electronically using Newforma file transfer software. The Consultant will print, assemble, and ship hard copies of the deliverables after digital submission.

TASK 3 DELIVERABLES

- 1) Final Plans – Electronic submittal and two (2) hard copies
- 2) Final Specifications – Electronic submittal and two (2) hard copies
- 3) Final EDR (including Cost Estimate) – Electronic submittal and two (2) hard copies
- 4) Final CSPP – Electronic submittal and two (2) hard copies

TASK 4 BID ADMINISTRATION

4.1 TASK 4 PROJECT MANAGEMENT AND COORDINATION

Project management tasks during Task 4 will consist of the following:

4.1.1 Update Schedule

The schedule created during Task 1 will be updated to show bid administration milestones.

4.1.2 Prepare Invoices

The PM will continue to maintain the Project budget spreadsheet and, track costs weekly and prepare invoices as defined in Task 1. It is anticipated that two (2) invoices will be prepared during Task 4.

4.2 TASK 4 PROJECT MEETINGS AND COMMUNICATION

The Consultant will participate in meetings and calls during Task 4. Meetings and communication items will be as follows:

4.2.1 Monthly Progress Meetings with Owner

The Consultant will conduct one (1) meeting with the Owner to discuss the Project schedule and coordination items. Up to two (2) members from Consultant team will attend each meeting (anticipated to consist of PM, Senior Civil Engineer). Up to one (1) meeting is anticipated during Task 4. The meetings will be held virtually.

4.2.2 Pre-Bid Conference

The Consultant will prepare for and conduct a pre-bid conference with potential contractors and the Owner to review the Project and answer questions. Up to two (2) members from Consultant team will attend in-person (anticipated to consist of PM and Engineer II). The conference should be conducted at the Airport and include a site visit. The Owner will provide escort to the prospective bidders to view the Project site. Consultant will prepare a meeting agenda and minutes for distribution by the Owner.

4.2.3 General Communication with Owner

The Consultant will communicate with the Owner throughout Task 4 via phone calls or email in addition to the meetings listed herein.

4.3 ADVERTISEMENT FOR BIDS – NIC

The Owner will be responsible for procuring and performing the advertisement for bids.

4.4 BID DOCUMENTS DISTRIBUTION – NIC

The Consultant will package and supply the bidding documents to the Owner for uploading by the Owner on the Owner's advertising platform.

4.5 RESPOND TO BIDDERS' QUESTIONS

During the bidding process, the Consultant will clarify the bidding documents and answer questions from prospective bidders. Consultant will receive bidder questions and issue responses in a formal addendum. Bidders may seek clarification of the bidding documents up to one (1) week before the bid is due.

4.6 BID ADDENDA

The Consultant will assist the Owner to prepare bid addenda to interpret, clarify, or change the bidding documents during the bid process. The Owner will be responsible for issuing the addenda to the plan holders. Up to one (1) addenda are anticipated.

4.7 BID OPENING – NIC

The Consultant will not be required to attend the bid opening.

4.8 BID REVIEW, BID TABULATION, AND COST / PRICE ANALYSIS

The Owner will perform the initial bid review for compliance with Instructions to Bidders and determine if each bid is responsive.

The Consultant will review all responsive bids for adherence to the requirements of the bidding documents. The Consultant will prepare a spreadsheet of bids and bid items for each bidder. The Consultant will input the as-bid unit prices into the spreadsheet and confirm mathematical computations of the bids. Consultant will evaluate unit costs to check for unbalanced bids. The Consultant will provide the Owner with the name of the Apparent Low Bidder.

4.9 PREPARE RECOMMENDATION OF AWARD

The Consultant will prepare a Recommendation of Award for the Owner to accept or reject the submitted bids. If the recommendation is to award, Consultant will prepare a letter for use on Owner letterhead to send to the FAA requesting FAA concurrence with award. If the recommendation is to reject all bids, the Consultant will supply an explanation for the recommendation and possible alternative actions that the Owner might be able to pursue to complete the Project.

4.10 FEDERAL GRANT CLOSEOUT REPORT – NIC

Consultant will not produce design grant close-out documents. Owner shall provide all design grant close-out documents to the FAA.

4.11 PREPARE ISSUED FOR CONSTRUCTION DOCUMENTS – NIC

An "Issued for Construction" set will not be separately produced by the Consultant".

TASK 4 DELIVERABLES

- 1) Pre-Bid Conference Minutes – Electronic submittal
- 2) Bid Documents – Electronic submittal and two (2) hard copies
- 3) Bid Review, Bid Tabulation, and Cost / Price Analysis – Electronic submittal
- 4) Recommendation of Award – Electronic submittal

ADDITIONAL SERVICES

Filing of a Reimbursable Agreement form and related coordination with the FAA is excluded from this scope of services.

This Project is not expected to require a modification of FAA design standards; therefore, a Modification of Standards (MOS) is excluded from this scope of services.

FAA AIP Grant Application support services, including preparation of Sponsor Certifications and financial forms, is excluded from this scope of services.

SERVICES TO BE PROVIDED BY THE OWNER

The Owner and Consultant agree that the following items will be provided by the Owner. If these or any additional items are added to the Consultant's scope of services, they will be considered extra services and require a negotiated fee and an amendment to the contract.

- 1) Payment of fees, easements, and permit fees from city, state, county, utilities, and others.
- 2) Outreach to tenants, ATCT, and other shareholders to convey the Project goals and timing.
- 3) Required permits will be managed and administered by Owner or other parties unless specifically identified in Consultant scope of services. These permits may include, but are not limited to, Federal and State environmental clearances (i.e., Clean Water Act 404 permit, NEPA, NPDES, Clean Air Act); public utility connection permits and review fees; construction / contractor permits (i.e., hauling, erosion control, storm water, air quality, fugitive dust).
- 4) Conduct airfield safety training for subconsultants.
- 5) Access to the site for Consultant and subconsultants.
- 6) Access to the site for prospective bidders during the bid advertisement.
- 7) Provide escort for Consultant and Subconsultants.
- 8) Transmission of data to Consultant such as reports, "as-built" drawings, and other information related to the Project.
- 9) Review of draft documents from Consultant within a reasonable amount of time, including review comments provided in writing. Owner review comments from various individuals and departments shall be provided in writing and shall be returned to the Consultant as a single package representing Owner's review comments.
- 10) Protection of digital information or data supplied by Consultant from contamination, misuse, or changes.

SERVICES TO BE EXCLUDED

The Owner and Consultant agree that the following items will be excluded from this scope. If these or any additional items are added to the Consultant's scope of services, they will be considered extra services and require a negotiated fee and an amendment to the contract.

- 1) Expert witness testimony.
- 2) Incorporating and providing as-builts of the proposed work.
- 3) Production of the "Issue for Construction" set of documents.

- 4) Environmental permitting for Federal (NEPA) and State (CEQA). All required environmental studies and documentation to be performed under separate contract. Required permits will be managed and administered by Owner or other parties unless specifically identified in Consultant scope of work. These permits may include, but are not limited to, Federal and State environmental clearances (i.e., Clean Water Act 404 permit, NEPA, NPDES, Clean Air Act); public utility connection permits and review fees; construction / contractor permits (i.e., hauling, erosion control, storm water, air quality, fugitive dust).
- 5) Construction Administration and support services.
- 6) Low Impact Development (LID) mitigation efforts.
- 7) Submittals to City Departments for review or permitting efforts.

SCHEDULE OF COMPLETION

A tentative design and bidding schedule is included as **Attachment 4**. The schedule assumes that the Owner will issue a design Notice to Proceed (NTP) by September 1, 2025. Based on the current FAA grant schedule, the construction of this Project is programmed for a FY 2026 AIP grant. Therefore, opening of bids is expected to occur May 2026 to align with the grant application timeline. The tentative schedule includes design and review periods and Owner milestones for advertisement and award. Estimated durations for each applicable task is shown below:

TASK 1

The estimated duration to complete the preliminary submittal is forty-five (45) working days after receipt of NTP from the Owner.

TASK 2

The estimated duration to complete the 90% submittal is forty (40) working days after receipt of Owner and FAA comments on the preliminary submittal, which includes a two (2) week Owner / FAA review period on the preliminary submittal.

TASK 3

The estimated duration to complete the final submittal is within thirty-five (35) working days after receipt of Owner and FAA comments on the 90% submittal, which includes a two (2) week Owner / FAA review period on the 90% submittal.

TASK 4

- 1) The estimated duration of bidding is twenty-five (25) working days after issuance of final submittal.
- 2) The Consultant will coordinate bid administration milestones with the Owner and FAA based on Owner standard processes and FAA grant timelines.
- 3) The Consultant will submit the Recommendation of Award within five (5) working days after receipt of the bid proposal documents from the Owner.

Design durations do not include Owner and FAA review periods unless stated. Once the design NTP is received from the Owner, the Consultant will prepare and maintain a Project schedule that includes estimated Owner and FAA review periods.

COMPENSATION FOR SERVICES

Payment for all work outlined in scope of services: Tasks 1, 2, 3, and 4 shall be a lump sum of **Two Hundred Ninety-eight Thousand Two Hundred Eighty Dollars (\$298,280.00)** in accordance with the current *Mead & Hunt, Inc. Standard Billing Rate Schedule (2025) Attachment 6*. This fee includes labor, materials, expenses, and incidentals necessary to complete the work as described herein. The design engineering fee is included as **Attachment 5** to this scope of services. Payments will be made monthly based on the percentage of work complete.

Billing for these tasks will be broken down on Consultant's invoices as follows:

- Task 1: Preliminary Design (\$143,110.00)
- Task 2: 90% Design (\$99,171.50)
- Task 3: Final Design (\$46,621.00)
- Task 4: Bid Administration (\$9,377.50)

END OF SCOPE

Attachments

- Attachment 1 – Project Graphic
- Attachment 2 – Topographic Survey Limits
- Attachment 3 – Geotechnical Boring Locations
- Attachment 4 – Tentative Design and Bidding Schedule
- Attachment 5 – Design Engineering Fee
- Attachment 6 – Mead & Hunt, Inc. Standard Billing Rate Schedule (2025)

Respectfully submitted,

MEAD & HUNT, INC.



Eric Loera
Project Manager



Rafael Gonzalez
Vice President



CITY OF RIVERSIDE
 RIVERSIDE MUNICIPAL AIRPORT
 RUNWAY 9-27 RSA EROSION PROPOSAL

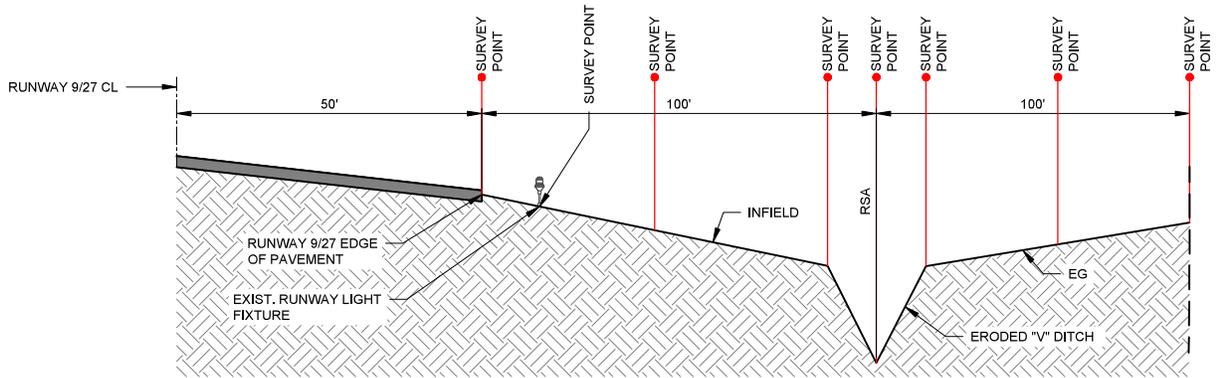
04/28/2025

SURVEY LIMITS

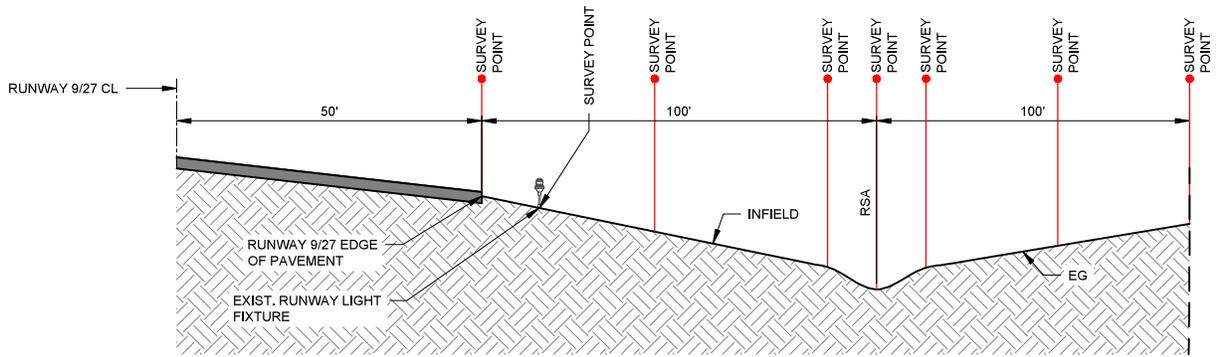
LEGEND

- RUNWAY SAFETY AREA
- SURVEY LIMITS

Mead & Hunt
 EXHIBIT A



1 TYPICAL RUNWAY 9-27 SURVEY SECTION
NOT TO SCALE



2 TYPICAL RUNWAY 9-27 SURVEY SECTION
NOT TO SCALE



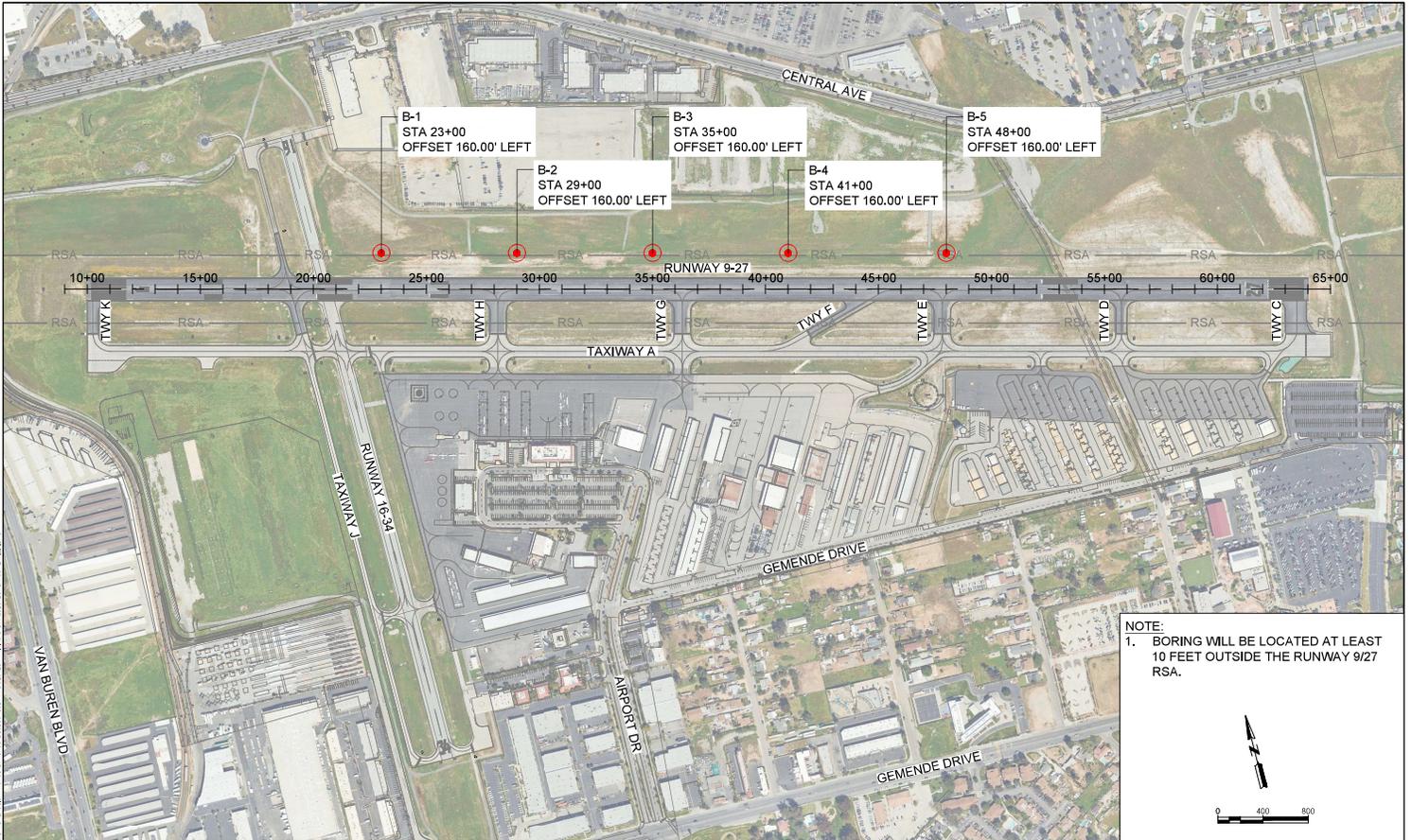
CITY OF RIVERSIDE
RIVERSIDE MUNICIPAL AIRPORT
RUNWAY 9-27 RSA EROSION PROPOSAL

04/29/2025

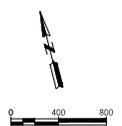
SURVEY CROSS SECTIONS



EXHIBIT B



NOTE:
 1. BORING WILL BE LOCATED AT LEAST 10 FEET OUTSIDE THE RUNWAY 9/27 RSA.



CITY OF RIVERSIDE
 RIVERSIDE MUNICIPAL AIRPORT
 RUNWAY 9-27 RSA IMPROVEMENTS

03/15/2024

GEOTECHNICAL BORING LOCATIONS

LEGEND

- APPROXIMATE BORING LOCATION

Mead & Hunt
 EXHIBIT A

ATTACHMENT 4 - TENTATIVE DESIGN AND BIDDING SCHEDULE

Year	2025					2026			
Month	8	9	10	11	12	1	2	3	4
TASK 1: Topographic Survey & Geotechnical Investigation	20 working days								
TASK 1: Preliminary Design	45 working days								
Airport and FAA Review Period of Preliminary Design			2 Weeks						
TASK 2: 90% Design			40 Working Days						
Airport and FAA Review Period of 90% Design					2 Weeks				
TASK 3: Final Design						35 Working Days			
Phase 5: Bid Administration							25 Working Days		

**Riverside Municipal Airport (RAL)
Runway 9-27 RSA Improvements
Engineering Design Fee Estimate** Date: 10/29/2025

PHASES and TASKS	Mead & Hunt (labor hours and rates)									Subconsultant fee			Expenses				Total Combined Cost		
	Senior Associate	Senior Project Engineer	Sr. Project Engineer / PM	Senior Civil Engineer	Senior Engineer (Construction Manager)	Engineer III	Engineer II	Engineer I	Administrative Assistant	Total Mead & Hunt Labor Cost	Twining, Inc	PSOMAS	Total Subconsultant Cost (incl m/u)	Mileage (Per Mile)	Meals (Per Meal)	Parking/Tolls, Rental Car, Travel, Lodging/Hotel		Reproduction and Shipping	Total Expenses Cost
	\$362	\$298	\$280	\$240	\$240	\$184	\$172	\$154	\$132		1.15	1.15		\$0.70	\$ 25	1	1		
TASK 1 - Preliminary Design																			
1.1 Task 1 Project Management and Coordination																			
1.1.1 Prepare Contract and Project Setup	0.5	1	1						1	\$ 871.00			\$ -					\$ -	\$ 871.00
1.1.2 Prepare Project Management Plan (PMP)		0.5	1	1	1				1	\$ 1,021.00		\$ -					\$ -	\$ 1,021.00	
1.1.3 Prepare Schedule			1			2				\$ 628.00		\$ -					\$ -	\$ 628.00	
1.1.4 Coordinate Internal Design Team			4	2						\$ 1,520.00		\$ -					\$ -	\$ 1,520.00	
1.1.5 Coordinate Subconsultants		0.5	2			1			1	\$ 985.00		\$ -					\$ -	\$ 985.00	
1.1.6 Quality Control Program			1.5	0.5	0.5	0.5	0.5	0.5		\$ 885.00		\$ -					\$ -	\$ 885.00	
1.1.7 Project Controls - <i>three (3) invoices anticipated</i>	0.5		3						1	\$ 1,093.00		\$ -					\$ -	\$ 1,093.00	
1.1.8 Scope Development - <i>NIC</i>										\$ -		\$ -					\$ -	\$ -	
1.2 Task 1 Project Meetings and Communication																			
1.2.1 Internal Project Kickoff Meeting			2	1		1	1	1	1	\$ 1,402.00		\$ -					\$ -	\$ 1,402.00	
1.2.2 Project Kickoff Meeting with OWNER			3	2					1	\$ 1,392.00		\$ -					\$ -	\$ 1,392.00	
1.2.3 Site Investigation			2	2						\$ 1,000.00		\$ -	30	2			\$ 71.00	\$ 1,071.00	
1.2.4 Bi-Weekly Internal Progress Meetings - <i>up to six (6) anticipated</i>			5	3		3	3	3	3	\$ 3,946.00		\$ -					\$ -	\$ 3,946.00	
1.2.5 Monthly Progress Meetings with OWNER - <i>up to three (3) anticipated</i>			4	3					1	\$ 1,892.00		\$ -					\$ -	\$ 1,892.00	
1.2.6 Present Preliminary Submittal to OWNER			3	2					1	\$ 1,392.00		\$ -					\$ -	\$ 1,392.00	
1.2.7 Present Preliminary Submittal to FAA			2	2					1	\$ 1,132.00		\$ -					\$ -	\$ 1,132.00	
1.2.8 General Communication with OWNER			4	2						\$ 1,520.00		\$ -					\$ -	\$ 1,520.00	
1.3 Topographic Surveying																			
1.3.1 Coordination and File Preparation for PSOMAS (CONSULTANT)			2				2			\$ 864.00		\$ -					\$ -	\$ 864.00	
1.3.2 Field Work and Drawing Preparation (by subconsultant - PSOMAS)										\$ -	\$ 48,340.00	\$ 55,591.00					\$ -	\$ 55,591.00	
1.3.3 Convert Survey Data for CAD Software (by CONSULTANT)			1			2	2			\$ 912.00		\$ -					\$ -	\$ 912.00	
1.4 Geotechnical Investigation																			
1.4.1 Coordination and Testing Requirements for Twining (by CONSULTANT)			2				2			\$ 864.00		\$ -					\$ -	\$ 864.00	
1.4.2 Field Work, Laboratory Testing, and Report Preparation (Subconsultant - Twining)										\$ -	\$ 16,948.00	\$ 19,490.20					\$ -	\$ 19,490.20	
1.4.3 Analyze Data (by CONSULTANT)			1	2		2				\$ 1,108.00		\$ -					\$ -	\$ 1,108.00	
1.5 Preliminary Pavement Design - <i>NIC</i>										\$ -		\$ -					\$ -	\$ -	
1.6 Preliminary Geometric Design - <i>NIC</i>										\$ -		\$ -					\$ -	\$ -	
1.7 Preliminary Surface Grading Design		0.5	1	2		4	20			\$ 5,065.00		\$ -					\$ -	\$ 5,065.00	
1.8 Preliminary Storm Drain Design		0.5	1	8		12	16			\$ 7,289.00		\$ -					\$ -	\$ 7,289.00	
1.9 Preliminary Pavement Marking Design - <i>NIC</i>										\$ -		\$ -					\$ -	\$ -	
1.10 Preliminary Electrical Design - <i>NIC</i>										\$ -		\$ -					\$ -	\$ -	

**Riverside Municipal Airport (RAL)
Runway 9-27 RSA Improvements
Engineering Design Fee Estimate** Date: 10/29/2025

PHASES and TASKS	Mead & Hunt (labor hours and rates)										Subconsultant fee			Expenses					Total Combined Cost
	Senior Associate	Senior Project Engineer	Sr. Project Engineer / PM	Senior Civil Engineer	Senior Engineer (Construction Manager)	Engineer/III	Engineer/II	Engineer/I	Administrative Assistant	Total Mead & Hunt Labor Cost	Twining, Inc	PSOMAS	Total Subconsultant Cost (incl m/u)	Mileage (Per Mile)	Meals (Per Meal)	Parking/Tolls, Rental Car, Travel, Lodging/Hotel	Reproduction and Shipping	Total Expenses Cost	
	\$362	\$298	\$280	\$240	\$240	\$184	\$172	\$154	\$132		1.15	1.15		\$0.70	\$ 25	1	1		
1.11 Prepare Preliminary Plans																			
General (4 New Sheets)			1	1		1		4		\$ 1,300.00			\$ -					\$ -	\$ 1,300.00
Civil Site (2 New Sheets)		1	1	1		2		6		\$ 2,090.00			\$ -					\$ -	\$ 2,090.00
Civil Grading and Drainage (10 New Sheets)		2	4	8	1	8	24	8		\$ 10,628.00			\$ -					\$ -	\$ 10,628.00
1.12 Prepare Preliminary Engineer's Design Report (EDR)	0.5		1	2	1	8			2	\$ 2,897.00			\$ -					\$ -	\$ 2,897.00
1.13 Prepare Preliminary Cost Estimate																			
1.13.1 Preliminary Earthwork Analysis				0.5		4	8			\$ 2,232.00			\$ -					\$ -	\$ 2,232.00
1.13.2 Calculate Estimated Preliminary Quantities				0.5		4	6			\$ 1,732.00			\$ -					\$ -	\$ 1,732.00
1.13.3 Prepare Preliminary Cost Estimate	0.5		1	1	1	2	4			\$ 1,717.00			\$ -					\$ -	\$ 1,717.00
1.14 Submit FAA Form 7460-1 - up to two (2) anticipated			1				4			\$ 948.00			\$ -					\$ -	\$ 948.00
1.15 Grant Application Assistance - NIC										\$ -			\$ -					\$ -	\$ -
1.16 Prepare Preliminary Submittal																			
1.16.1 Internal QA Review		8			8	3	3	6	3	\$ 6,692.00			\$ -					\$ -	\$ 6,692.00
1.16.2 Submit Preliminary Deliverables to OWNER			1	2						\$ 740.00			\$ -				\$ 200.80	\$ 200.80	\$ 940.80
Task 1 Subtotal	2	14	55.5	48.5	12.5	53.5	93.5	36.5	17	\$ 67,757.00	\$ 46,340.00	\$ 16,948.00	\$ 75,081.20	30	2	0	\$ 200.80	\$ 271.80	\$ 143,110.00

**Riverside Municipal Airport (RAL)
Runway 9-27 RSA Improvements
Engineering Design Fee Estimate** Date: 10/29/2025

PHASES and TASKS	Mead & Hunt (labor hours and rates)									Total Mead & Hunt Labor Cost	Subconsultant fee			Expenses				Total Expenses Cost	Total Combined Cost
	Senior Associate	Senior Project Engineer	Sr. Project Engineer / PM	Senior Civil Engineer	Senior Engineer (Construction Manager)	Engineer III	Engineer II	Engineer I	Administrative Assistant		Twining, Inc	PSOMAS	Total Subconsultant Cost (incl m/u)	Mileage (Per Mile)	Meals (Per Meal)	Parking/Tolls, Rental Car, Travel, Lodging/Hotel	Reproduction and Shipping		
	\$362	\$298	\$280	\$240	\$240	\$184	\$172	\$154	\$132				\$0.70	\$ 25	1	1			
TASK 2 - 90% DESIGN																			
2.1 Task 2 Project Management and Coordination																			
2.1.1 Update PMP			0.5	1					1	\$ 502.00			\$ -					\$ -	
2.1.2 Update Schedule			1	2						\$ 740.00			\$ -					\$ -	
2.1.3 Coordinate Internal Design Team			3							\$ 780.00			\$ -					\$ -	
2.1.4 Coordinate Subconsultants			1			2				\$ 628.00			\$ -					\$ -	
2.1.5 Quality Control Program			1.5	0.5	0.5	0.5	0.5	0.5		\$ 885.00			\$ -					\$ -	
2.1.6 Project Controls	0.5		3						1	\$ 1,093.00			\$ -					\$ -	
2.2 Task 2 Project Meetings and Communication																			
2.2.1 Bi-Weekly Internal Progress Meetings - up to six (6) anticipated			4	3		3	3	3	3	\$ 3,686.00			\$ -					\$ -	
2.2.2 Monthly Progress Meetings with OWNER - up to three (3) anticipated			4	3					1	\$ 1,892.00			\$ -					\$ -	
2.2.3 Present 90% Submittal to OWNER and Site Visit			5	4			1		1	\$ 2,564.00			\$ -	30	2			\$ 71.00	
2.2.4 General Communication with OWNER			5	3						\$ 2,020.00			\$ -					\$ -	
2.3 90% Pavement Design - NIC										\$ -			\$ -					\$ -	
2.4 90% Geometric Design - NIC										\$ -			\$ -					\$ -	
2.5 90% Surface Grading Design			0.5	2	2		8	32		\$ 8,125.00			\$ -					\$ -	
2.6 90% Storm Drain Design			0.5	2	8		16	16		\$ 8,285.00			\$ -					\$ -	
2.7 90% Electrical Design - NIC										\$ -			\$ -					\$ -	
2.8 Prepare 90% Plans																			
General (Update 4 Sheets + 5 New Sheets)			0.5	1	2		2		8	\$ 2,489.00			\$ -					\$ -	
Geotechnical (2 New Sheets)					1		1		2	\$ 732.00			\$ -					\$ -	
Civil General (Update 2 Sheets + 10 New Sheets)			1	4	6	4	16	24	8	\$ 12,042.00			\$ -					\$ -	
Civil Grading and Drainage (Update 10 Sheets + 3 New Sheets)			1	4	6	4	12	8	36	\$ 12,866.00			\$ -					\$ -	
Civil Cross Sections (4 New Sheets)			0.5	1	2	2	8	16		\$ 5,593.00			\$ -					\$ -	
2.9 Prepare 90% Specifications																			
2.9.1 Bidding and Contract Documents			1						3	\$ 656.00			\$ -					\$ -	
2.9.2 Owner General Provisions									1.5	\$ 198.00			\$ -					\$ -	
2.9.3 Required Federal Contract Provisions			0.5	1					2	\$ 634.00			\$ -					\$ -	
2.9.4 Project-Specific Special Provisions for Airport Construction			0.5	1	2			8	2	\$ 2,490.00			\$ -					\$ -	
2.9.5 FAA Standard Specifications for Construction of Airports			1	4	4		12		8	\$ 5,300.00			\$ -					\$ -	
2.10 Prepare 90% Engineers' Design Report (EDR)			1	2	2	4	8		4	\$ 3,860.00			\$ -					\$ -	
2.11 Prepare 90% Cost Estimate																			
2.11.1 90% Earthwork Analysis				1		6	14			\$ 3,752.00			\$ -					\$ -	
2.11.2 Calculate Estimated 90% Quantities				1		2		6		\$ 1,532.00			\$ -					\$ -	
2.11.3 Prepare 90% Cost Estimate			0.5	1		2	6			\$ 1,770.00			\$ -					\$ -	
2.12 Prepare Construction Safety and Phasing Plan (CSPP)	1		1		1	15	4		4	\$ 4,838.00			\$ -					\$ -	
2.13 Prepare 90% Submittal																			
2.13.1 Internal QA Review			10			10	4	4	4	\$ 7,948.00			\$ -					\$ -	
2.13.2 Submit 90% Deliverables to OWNER				2	2					\$ 1,000.00			\$ -			\$ 200.50		\$ 200.50	
Task 2 Subtotal	1.5	14	49.5	56.5	29.5	101.5	156.5	67.5	35.5	\$ 98,900.00	\$ -	\$ -	\$ -	30	2	0	\$ 200.50	\$ 271.50	

**Riverside Municipal Airport (RAL)
Runway 9-27 RSA Improvements
Engineering Design Fee Estimate** Date: 10/29/2025

PHASES and TASKS	Mead & Hunt (labor hours and rates)								Total Mead & Hunt Labor Cost	Subconsultant fee			Expenses				Total Expenses Cost	Total Combined Cost	
	Senior Associate	Senior Project Engineer	Sr. Project Engineer / PM	Senior Civil Engineer	Senior Engineer (Construction Manager)	Engineer/III	Engineer/II	Engineer/I		Administrative Assistant	Twining, Inc	PSOMAS	Total Subconsultant Cost (incl m/u)	Mileage (Per Mile)	Meals (Per Meal)	Parking/Tolls, Rental Car, Travel, Lodging/Hotel			Reproduction and Shipping
	\$362	\$298	\$280	\$240	\$240	\$184	\$172	\$154	\$132	1.15	1.15		\$0.70	\$ 25	1	1			
TASK 3 - FINAL DESIGN																			
3.1 Task 3 Project Management and Coordination																			
3.1.1 Update PMP			1									\$ 260.00					\$ - \$ 260.00		
3.1.2 Update Schedule			2									\$ 520.00					\$ - \$ 520.00		
3.1.3 Coordinate Internal Design Team			2									\$ 520.00					\$ - \$ 520.00		
3.1.4 Coordinate Subconsultants			1			1						\$ 444.00					\$ - \$ 444.00		
3.1.5 Quality Control Program			1	0.5		0.5	0.5	0.5				\$ 635.00					\$ - \$ 635.00		
3.1.6 Project Controls	0.5		2						1			\$ 833.00					\$ - \$ 833.00		
3.2 Task 3 Project Meetings and Communication																			
3.2.1 Bi-Weekly Internal Progress Meetings - up to four (4) anticipated			3	2		2	2	2	2			\$ 2,544.00					\$ - \$ 2,544.00		
3.2.2 Monthly Progress Meetings with OWNER - up to two (2) anticipated			3	2					1			\$ 1,392.00					\$ - \$ 1,392.00		
3.2.3 General Communication with OWNER			2	1								\$ 760.00					\$ - \$ 760.00		
3.3 Prepare Final Plans (Update 40 sheets)			2	4	8	24	32	40				\$ 19,480.00					\$ - \$ 19,480.00		
3.4 Prepare Final Specifications			1	2	2	3		4	4	8		\$ 4,378.00					\$ - \$ 4,378.00		
3.5 Prepare Final Engineer's Design Report (EDR)			1	1	1	1	2	4		2		\$ 2,060.00					\$ - \$ 2,060.00		
3.6 Prepare Final Cost Estimate																			
3.6.1 Calculate Estimated Final Quantities			0.5			1	2	4				\$ 1,274.00					\$ - \$ 1,274.00		
3.6.2 Prepare Final Cost Estimate			1	2	2	4						\$ 1,776.00					\$ - \$ 1,776.00		
3.7 Prepare Final Construction Safety and Phasing Plan (CSPP)	0.5		1			2	5		2			\$ 1,933.00					\$ - \$ 1,933.00		
3.8 Prepare Final Submittal																			
3.8.1 Internal QC Review			8			8	4	4	4	4		\$ 6,872.00					\$ - \$ 6,872.00		
3.8.2 Submit Final Deliverables to OWNER			1	2								\$ 740.00			\$ 200.00		\$ 200.00 \$ 940.00		
Task 3 Subtotal	1	9	24.5	15.5	22	38.5	57.5	54.5	20	\$ 46,421.00	\$ -	\$ -	\$ -	0	0	0	\$ 200.00	\$ 200.00	\$ 46,621.00

Riverside Municipal Airport (RAL) Runway 9-27 RSA Improvements Engineering Design Fee Estimate														Date: 10/29/2025					
PHASES and TASKS	Mead & Hunt (labor hours and rates)										Subconsultant fee			Expenses			Total Combined Cost		
	Senior Associate	Senior Project Engineer	Sr. Project Engineer / PM	Senior Civil Engineer	Senior Engineer (Construction Manager)	Engineer/III	Engineer/II	Engineer/I	Administrative Assistant	Total Mead & Hunt Labor Cost	Twining, Inc	PSOMAS	Total Subconsultant Cost (incl m/u)	Mileage (Per Mile)	Meals (Per Meal)	Parking/Tolls, Rental Car, Travel, Lodging/Hotel		Reproduction and Shipping	Total Expenses Cost
	\$362	\$298	\$280	\$240	\$240	\$184	\$172	\$154	\$132		1.15	1.15		\$0.70	\$ 25	1	1		
TASK 4 - BID ADMINISTRATION																			
4.1	Task 4 Project Management and Coordination																		
4.1.1	Update Schedule																		
			2																\$ 520.00
4.1.2	Project Invoices - two (2) invoices anticipated																		
	0.5		2							1									\$ 833.00
4.2	Task 4 Project Meetings and Communication																		
4.2.1	Monthly Progress Meetings with OWNER - up to one (1) anticipated																		
			1.5	1															\$ 630.00
4.2.2	Pre-Bid Conference																		
			4			4													\$ 1,728.00
4.2.3	General Communication with OWNER																		
			2	1															\$ 760.00
4.3	Advertisement for Bids - NIC																		
																			\$ -
4.4	Bid Documents Distribution - NIC																		
																			\$ -
4.5	Respond to Bidders' Questions																		
			1	2	2			2	1										\$ 1,660.00
4.6	Bid Addenda - up to one (1) anticipated																		
			1	1			4		1										\$ 1,320.00
4.7	Bid Opening - NIC																		
																			\$ -
4.8	Bid Review, Bid Tabulation, and Cost/Price Analysis																		
			1	1		2			1										\$ 1,000.00
4.9	Prepare Recommendation for Award																		
			1	1		1			1										\$ 816.00
4.10	Federal Grant Closeout Report - NIC																		
																			\$ -
4.11	Prepare Issued For Construction Documents - NIC																		
																			\$ -
	Task 4 Subtotal																		
	0.5	0	15.5	7	2	3	8	2	5					15	2	0	\$ 50.00	\$ 110.50	\$ 9,377.50
	TOTAL PROJECT BUDGET																		\$ 222,345.00
																			\$ 75,081.20
																			\$ 853.80
																			\$ 298,280.00

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.