

OFFICIAL RECORD

Requested By:
DC/MINDEN TAHOE AIRPORT

Assessor's Parcel Number: N/A

Date: SEPTEMBER 7, 2012

Recording Requested By:

Douglas County - NV
Karen Ellison - Recorder
Page: 1 Of 36 Fee: 0.00
BK-0912 PG- 1603 RPTT: 0.00



Name: BOBBI THOMPSON/MINDEN-TAHOE AIRPORT

Address: _____

City/State/Zip: _____

Real Property Transfer Tax: \$ N/A

CONTRACT #2012.194

(Title of Document)

CONTRACT FOR SERVICES OF INDEPENDENT CONTRACTOR

(Rev Oct, 2004)

A CONTRACT BETWEEN DOUGLAS COUNTY
AND
MEAD & HUNT INC.

Santa Rosa office
133 Aviation Boulevard Suite 100
Santa Rosa, California 95403

Handwritten signature
TED THIRAN
CLERK
DEPUTY

2012 SEP -7 AM 11:45

NO. 2012.194

FILED

WHEREAS, Douglas County, a political subdivision of the State of Nevada, requires the services of independent contractors; and

WHEREAS, it is deemed that the services of Contractor herein specified are both necessary and desirable and in the best interests of Douglas County; and

WHEREAS, Contractor represents that he is duly qualified, equipped, staffed, ready, willing and able to perform and render the services hereinafter described;

NOW, THEREFORE, in consideration of the agreements herein made, the parties mutually agree as follows:

1. EFFECTIVE DATE OF CONTRACT. This contract shall not become effective until and unless approved by the Douglas County Board of County Commissioners.

2. INDEPENDENT CONTRACTOR STATUS. The parties agree that Contractor shall have the status of an independent contractor and that this contract, by explicit agreement of the parties, incorporates and applies the provisions of NRS 284.173, as necessarily adapted, to the parties, including that Contractor is not a County employee and that

There shall be no:

- (1) Withholding of income taxes by the County;
- (2) Industrial insurance coverage provided by the County;
- (3) Participation in group insurance plans which may be available to employees of the County;
- (4) Participation or contributions by either the independent contractor or the County to the public employees retirement system;
- (5) Accumulation of vacation leave or sick leave;
- (6) Unemployment compensation coverage provided by the County if the requirements of NRS 612.085 for independent contractors are met.

3. INDUSTRIAL INSURANCE. Contractor further agrees, as a precondition to the performance of any work under this contract and as a precondition to any obligation of the County to make any payment under this contract, to provide the County with a work certificate and/or a certificate issued by a qualified insurer in accordance with NRS 616B.627. Contractor also agrees, prior to commencing any work under the contract, to complete and to provide the following written request to a qualified insurer:

Mead & Hunt Inc. has entered into a contract with Douglas County to perform work from August 1, 2012 to August 1, 2013 and requests that the insurer provide to Douglas County 1) a certificate of coverage issued pursuant to NRS 616B.627 and 2) notice of any lapse in coverage or nonpayment of coverage that the contractor is required to maintain. The certificate and notice should be mailed to:

Director of Airport Services
Minden-Tahoe Airport
1146 Airport Road
Minden, Nevada 89423

Contractor agrees to maintain required workers compensation coverage throughout the entire term of the contract. If contractor does not maintain coverage throughout the entire term of the contract, contractor agrees that County may, at any time the coverage is not maintained by contractor, order the contractor to stop work, suspend the contract, or terminate the contract. For each six month period this contract is in effect, contractor agrees, prior to the expiration of the six month period, to provide another written request to a qualified insurer for the provision of a certificate and notice of lapse in or nonpayment of coverage. If contractor does not make the request or does not provide the certificate before the expiration of the six month period, contractor agrees that County may order the contractor to stop work, suspend the contract, or terminate the contract.

Contractor may, in lieu of furnishing a certificate of an insurer, provide an affidavit indicating that he is a sole proprietor and that:

1. In accordance with the provisions of NRS 616B.659, has not elected to be included within the terms, conditions and provisions of chapters 616A to 616D, inclusive, of NRS; and
2. Is otherwise in compliance with those terms, conditions and provisions.

4. SERVICES TO BE PERFORMED. The parties agree that the services to be performed are as follows: Taxiway A North and Taxiway A1 Connector Rehabilitation, as detailed in Exhibit A, Design and Engineering Scope of Services; Construction Services for Taxiway A South Rehabilitation as detailed in Exhibit B, Scope of Services; and Construction Services for Taxiway A North and Taxiway A1 Connector as detailed in Exhibit C, Scope of Services, which are attached herein.

5. PAYMENT FOR SERVICES. Payment for services set forth in Paragraph 4 shall be in conformance with Exhibits A, B, and C. The payment under this Contract shall be as follows: a fixed fee of Thirty Thousand Dollars (\$30,000) for Exhibit A work; a not-to-exceed fee of Fifty-one Thousand Four Hundred Twenty-nine Dollars (\$51,429) charged on a time-and-materials basis for Exhibit B work; and a not-to-exceed fee of Fifty-one Thousand Four Hundred Twenty-nine Dollars (\$51,429) charged on a time-and-materials basis for Exhibit C work. The maximum payment for each scope of work will not exceed its respective fixed fee amount without written authorization from the County. Contractor agrees to submit billings to the County which will be paid within a reasonable time.

6. TERMINATION OF CONTRACT. This contract may be revoked without cause by either party, provided that a revocation shall not be effective until 30 days after a party has served written notice upon the other party.

7. CONSTRUCTION OF CONTRACT. This contract shall be construed and interpreted according to the laws of the State of Nevada.

8. COMPLIANCE WITH APPLICABLE LAWS. Contractor shall fully and completely comply with all applicable local, state and federal laws, regulations, orders, or requirements of any sort in carrying out the obligations of this contract, including, but not limited to, all federal, state, and local accounting procedures and requirements and all immigration and naturalization laws.

9. ASSIGNMENT. Contractor shall neither assign, transfer nor delegate any rights, obligations, or duties under this contract without the prior written consent of the County.

10. COUNTY INSPECTION. The books, records, documents and accounting procedures and practices of Contractor related to this contract shall be subject to inspection, examination and audit by the County, including, but not limited to, the contracting agency, the County Manager, the District Attorney, and, if applicable, the Comptroller General of the United States, or any authorized representative of those entities.

11. DISPOSITION OF CONTRACT MATERIALS. Any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials prepared by or supplied to Contractor in the performance of its obligations under this contract shall be the exclusive property of the County and all such materials shall be remitted and delivered, at Contractor's expense, by Contractor to the County upon completion, termination or cancellation of this contract. Alternatively, if the County provides its written approval to Contractor, any books, reports, studies, photographs, negatives or other documents, data, drawings or other materials prepared by or supplied to Contractor in the performance of its obligations under this contract must be retained by Contractor for a minimum of six years after final payment is made and all other pending matters are closed. If, at any time during the retention period, the County, in writing, requests any or all of the materials, then Contractor shall promptly remit and deliver the materials, at Contractor's expense, to the County. Contractor shall not use, willingly allow or cause to have such materials used for any purpose other than the performance of Contractor's obligations under this contract without the prior written consent of the County.


12. PUBLIC RECORDS LAW. Contractor expressly agrees that all documents ever submitted, filed, or deposited with the County by Contractor, unless designated as confidential by a specific statute of the State of Nevada, shall be treated as public records pursuant to NRS ch. 239 and shall be available for inspection and copying by any person, as defined in NRS 0.039, or any governmental entity. Contractor expressly and indefinitely waives all of its rights to bring, including but not limited to, by way of complaint, interpleader, intervention, or any third party practice, any claims, demands, suits, actions, judgments, or executions, for damages or any other relief, in any administrative or judicial forum, against the County or any of its officers or employees, in either their official or individual capacity, for violations of or infringement of the copyright laws of the United States or of any other nation.

13. **INDEMNIFICATION.** Contractor shall defend, indemnify and hold harmless the County, and the employees, officers and agents of the County from any liabilities, damages, losses, claims, actions or proceedings, including, without limitation, reasonable attorneys' fees, that are caused by the negligence, errors, omissions, recklessness or intentional misconduct of the Contractor or the employees or agents of the Contractor in the performance of the contract.

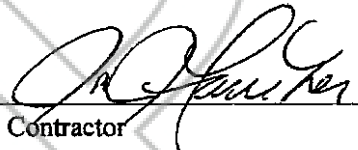
14. **MODIFICATION OF CONTRACT.** This contract constitutes the entire contract between the parties and may only be modified by a written amendment signed by the parties and approved by the Board of County Commissioners.

15. **SUSPENSION AND DEBARMENT REQUIREMENTS FOR FEDERAL CONTRACTS.** For federally-funded public works, the bidder certifies, by submission of this bid or acceptance of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this bid that it will include this clause without modification in all lower tier transactions, solicitations, bids, contracts, and subcontracts. Where the bidder/ contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to the solicitation/proposal.

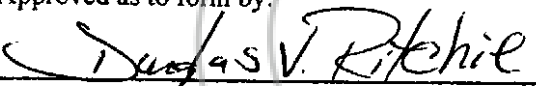
IN WITNESS WHEREOF, the parties hereto have caused this contract to be signed and intend to be legally bound thereby.



Douglas County (Date) 9/6/12



Contractor (Date)
Jon J. Faucher
Vice President

Approved as to form by:


Deputy District Attorney

**MINDEN-TAHOE AIRPORT
County of Douglas, Nevada
Taxiway A North and Connector Taxiway A1 Rehabilitation
Design Engineering Work Scope**

AIP Project No. 3-32-0013-23
Mead & Hunt, Inc. Project No. 0419200-114628

August 2012

PROJECT DESCRIPTION

This Project consists of the design of the rehabilitation of Taxiway A North and Connector Taxiway A1 at the Minden-Tahoe Airport, for Douglas County (County) by Mead & Hunt, Inc. (Consultant). These pavement areas are described as follows:

- A. Taxiway A is approximately 7,700 feet x 50 feet of asphalt pavement and lies parallel to Runway 16-34. The pavement sections selected for rehabilitation under this Project consists of 3,600 feet of Taxiway A pavement north of the intersection with Runway 12-30, and provides an access to the hangars in the located north.
- B. Connector Taxiway A1 is approximately 400 feet x 50 feet of asphalt pavement and connects Runway 16-34 and Taxiway A.

This Project consists of the design and preparation of bid documents for the rehabilitation of Taxiway A North, and Connector Taxiway A1 based on the 30% design developed during the 2011 design of Taxiway A rehabilitation, and as presented in the 2012 Engineer's Design Report. Also included in this Project are shoulder grading and the application of pavement markings. This Scope of Services assumes construction costs of up to \$500,000. The Project will be funded by a Federal Aviation Administration (FAA) Grant for construction in 2013. All designs shall conform to FAA Standards.

I. SCOPE OF ENGINEERING SERVICES

- 1.1. GENERAL SERVICES. Provide a Project Manager who will be held responsible for all work performed by the Consultant. The Project Manager shall:
 - 1.1.1. Define tasks, schedules, and costs (including evaluation of County-provided input and recommendations that result in a better overall Project).
 - 1.1.2. Monitor work progress and resolve problems.
 - 1.1.3. Maintain up-to-date schedules.
 - 1.1.4. Coordinate with County Airport Department to receive their input; address their concerns; keep them informed regarding Project status; obtain their concurrence on Project scope, cost, and schedule; and obtain their appropriate concepts and final design.
 - 1.1.5. Focus the efforts of the Consultant and County staff to expedite the design and construction of a high-quality, cost-effective Project that meets the needs of the County.
 - 1.1.6. Provide coordination between County staff, other consultants, utility companies, and the FAA to ensure all work is completed in conformance with the Project schedule.
 - 1.1.7. Maintain quality control on all work of the Consultant, and subconsultants. Implement a program of claims avoidance and claims management.

- 1.1.8. Prepare invoices to submit to the County in accordance with the County standard invoice requirements.
- 1.1.9. Provide the County with computer disks containing files of all work products. The County recognizes that electronic files do not necessarily contain final deliverable product.
- 1.2. **BASIC ENGINEERING SERVICES**. The Consultant shall provide the following Basic Engineering Services for the Project:
 - 1.2.1 Prepare final designs based on the 30% design submitted to the County as part of the previous Taxiway A Rehabilitation Project. The design shall conform to the recommendations made in the Engineer's Design Report and 30% Plans for the previous Project. The Consultant shall receive prior approval from the County stating the previously submitted 30% design is acceptable before beginning development of detailed design and preparation of the final construction bid documents, including all forms necessary for receiving competitive bids.
 - 1.2.2 Prepare and submit the Construction Safety and Phasing Plan (CSPP) and FAA Form 7460 for the Project. Consultant will complete a notice of proposed construction or alteration as per FAA guidelines and submit to the FAA on the County's behalf.
 - 1.2.3 Prepare and submit revised Grant Application for the Project.
 - 1.2.4 Develop designs for the Project in conformance with all FAA standards and the FAA/application grant.
 - 1.2.5 Prepare 24-inch by 36-inch full size Contract Plan Sheets.
 - 1.2.6 Prepare Contract Documents including General Provisions, Technical Specifications, FAA Required Provisions, and Proposal Forms, conforming to FAA and County Standard Specifications. County standard language will be modified as required to meet all FAA requirements. Provide the County with Plans and Specifications on computer disk as appropriate.
 - 1.2.7 Prepare detailed estimates of quantities and construction costs for all Projects.
 - 1.2.8 Discuss the 90% Plans and Specifications with the County prior to development of final Bid Documents.
 - 1.2.9 Prepare a draft Construction Management Plan (CMP).
 - 1.2.10 Meet with the County to discuss the draft final Plans and Specifications.
 - 1.2.11 Prepare final Plans and Specifications incorporating County review comments.
- 1.3. **SERVICES DURING BIDDING**
 - 1.3.1 Attend a Prebid Conference (if one is required) and present the details of the Project to interested bidders.
 - 1.3.2 Assist the County in the bidding process, respond to questions from the contractors, and assist the County in the preparation of addenda as required.
 - 1.3.3 Prepare a bid abstract after bids are received, assist the County in evaluating bids, and coordinate acceptance of bids with the FAA.

II. ADDITIONAL SERVICES

- 2.1. **GENERAL.** If authorized in writing by the County, the Consultant may provide additional services of the types listed below.
 - 2.1.1. Revisions to the Drawings or Specifications previously approved by the County; services in connection with changes in the scope, extent, or character of portions of the Project or its design requirements; services in connection with Contract Change Orders requested by the County; and services to evaluate changes or substitutions proposed by the contractor after award of the Construction Contract
 - 2.1.2. Services resulting from County's request to evaluate additional alternative solutions beyond those identified in this Scope of Work, or services required as a result of County providing incomplete or incorrect Project information.
 - 2.1.3. Services during construction of the Project.
 - 2.1.4. Any miscellaneous services not specifically described in the "Scope of Services."

III. DELIVERABLES

- 3.1. Submit FAA form 7460 and CSPP to the FAA, and provide copy to the County for their records – Electronic copy.
- 3.2. Final Plans, Specifications, and Bid Documents – Electronic copy and up to four (4) hardcopies (as per County request).
- 3.3. Draft Construction Management Plan – Electronic copy.

IV. COUNTY'S RESPONSIBILITIES

- 4.1. The County shall provide all criteria and full information as to the County's requirements for the Project including: design objectives and constraints; space, capacity, and performance requirements, flexibility, and expandability, and any budgetary limitations; furnish copies of all design and construction standards that County will require to be included in the Drawings and Specifications; provide documentation stating FAA's clearance of potential environmental impacts of the Project; and furnish copies of the County's standard forms, conditions, and related documents for Consultant to include in the bidding documents, when applicable.
- 4.2. Provide access to and make all provisions for the Consultant to enter upon public and private lands as required for the Consultant to perform such work as surveys and inspections in the development of the Project
- 4.3. Furnish or otherwise make available such Project-related information and data as is reasonably required to enable Consultant to complete Basic and Additional Services.
- 4.4. Prepare, reproduce, and distribute bidding documents to interested contractors, maintain a list of plan holders and distribute the list to interested parties as requested.
- 4.5. Advertise for proposals from bidders (legal advertisement), open proposals at the appointed time and place, and pay all costs incidental of thereto.

- 4.6. Designate a County Representative with respect to the work to be performed under this Agreement. The County's Representative shall have complete authority to transmit instructions, receive information, and interpret and define the County's policy and decisions with respect to materials, equipment, elements, and systems pertinent to the work covered by this Agreement.
- 4.7. Obtain approvals and permits from governmental agencies.

V. PAYMENT FOR SERVICES

- 5.1. GENERAL. The Consultant shall be paid for services in connection with the Project as follows:
 - 5.1.1. The County shall pay the Consultant for the services set forth in "Scope of Engineering Services," Paragraphs 1.1, 1.2, and 1.3 a fixed fee of Thirty Thousand Dollars (\$30,000). A detailed cost estimate is included as Attachment 1 of this Exhibit. Said Consultant's fee shall be full compensation to the Consultant for faithful performance and completion of all services set forth in this Agreement, including all costs and expenses incurred by Consultant in connection with the performance and completion of all said services including, but not limited to: all costs of labor and services of all employees, subconsultants, and all other persons retained or employed by Consultant, long-distance telephone calls, travel, parking, typing, duplicating, office supplies, copies and all items of general overhead.
 - 5.1.2. The Consultant shall submit a cost summary letter report with each invoice. The cost summary shall include a detailed narrative and description of work being billed by the Consultant to the County.
 - 5.1.3. For any additional services authorized by the County, such as those listed in "Additional Services," the Consultant shall be compensated according to the Mead & Hunt, Inc. Standard Billing Rate Schedule (2012) shown in Attachment 2 of this Exhibit. The cost for any authorized work shall be negotiated and agreed upon by the County prior to the start of said work. Negotiated cost shall not be exceeded. This item of work will require a separate "Notice to Proceed," and the Consultant is not authorized to proceed with any additional services outlined in Section 2, until written authorization is received from the County.

VI. TIME OF COMPLETION

- 6.1. The Consultant shall submit the Bid Advertisement within five (5) working days of receipt of a signed contract and Notice to Proceed from the County.
- 6.2. The final documents for County use in bidding shall be submitted to the County within ten (10) working days from the receipt of the signed contract and Notice to Proceed from the County.

MINDEN-TAHOE AIRPORT
County of Douglas, Nevada
Taxiway A South Rehabilitation
Construction Services Work Scope

AIP Project No. 3-32-0013-23

August 2012

PROJECT DESCRIPTION

This Project consists of the construction of Taxiway A South Rehabilitation at the Minden-Tahoe Airport, for Douglas County (COUNTY) under the direction of MEAD & HUNT, Inc. (CONSULTANT). Taxiway A is approximately 7,700 feet x 50 feet of asphalt pavement and lies parallel to Runway 16-34. The sections of this pavement receiving rehabilitation under this project are described as follows:

- A. Taxiway A Intersection – This section lies between Runway 12-30 and Taxiway C pavements. It is one of the busiest areas on the Airport and serves as the primary linkage point between all pavements.
- B. South Taxiway A – Includes all Taxiway A pavement lying south of Taxiway C (approximately 2,900 linear feet) providing aircraft access to Runway 34, which is the preferred runway for take-offs.

This Work Scope includes all construction engineering services rendered after the award of a construction contract. This Scope of Work assumes a mobilization phase of fifteen (15) working days; a construction phase of twelve (12) working days; with ten (10) working days of full-time construction observation. Materials testing will be performed in conformance with the Specifications by a competent geotechnical lab (Kleinfelder Inc.) under the direction of MEAD & HUNT, Inc. (CONSULTANT).

PHASE I PRE-CONSTRUCTION

1.0 PRE-CONSTRUCTION CONFERENCE

- 1.1. CONSULTANT will arrange for and conduct the pre-construction conference. The Project Manager will establish this meeting to review Federal Aviation Administration (FAA) and project-specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the COUNTY, representatives of FAA Airports District Office, Contractor, subcontractors, Airport tenants affected by construction, and utility companies. This task will include the following:
 - a. Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.
 - b. Obtain and review the project construction schedules from the Contractor or Contractors prior to presentation at the pre-construction conference. The COUNTY should be provided with copies of all the construction schedules.

- c. Prior to the pre-construction conference, furnish the COUNTY with the name of the Resident Engineer or Construction Observer and qualifications for COUNTY's approval.
- d. Provide the Contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- e. Preside at the pre-construction conference, prepare a detailed record of the conference, submit record to the COUNTY for review and comment, and distribute the final record.

2.0 PREPARE CONSTRUCTION MANAGEMENT PLAN (CMP)

- 2.1. The CONSULTANT will obtain the Contractor's Quality Control (QC) Plan and will then prepare the Construction Management Plan (CMP). The CMP combines data from the QC Plan with information of project responsibilities from the COUNTY and CONSULTANT. The CMP will outline the submittal requirements and materials testing requirements, as set forth in the construction documents and contained in Federal Advisory Circular 150/5370-10F. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the COUNTY and FAA for approval. After FAA review, the CMP may be revised or issued to the Contractor for use.

3.0 PREPARE PROJECT FILES

- 3.1. The CONSULTANT will verify that the construction contracts are in order, the Contractor has met the Disadvantaged Business Enterprise (DBE) goals or made a good-faith effort towards meeting the goals, the Contractor has provided proof of insurance and the bonds have been completed, and the Contractor has been provided with adequate copies of the construction plans.

The construction plans will be updated to include all addenda items issued during bidding. The quantity sheets, testing sheets, and construction report format will be prepared.

4.0 COORDINATE AND SCHEDULE SUBCONSULTANTS.

- 4.1 The CONSULTANT will contact all subconsultants and establish a preliminary schedule for their activities, arrange for security badges, and discuss access issues. All subconsultants will be asked to attend the preconstruction conference.

PHASE I DELIVERABLES

- Pre-Construction Meeting Minutes – Ten (10) copies and electronic file.
- Construction Management Plan – Three (5) copies and electronic file.

PHASE II CONSTRUCTION MANAGEMENT

5.0 CONSTRUCTION MANAGEMENT

- 5.1. The CONSULTANT agrees to provide Construction Management Services required for the execution of the contracted work. A Project Manager (PM) will be assigned to the project and

EXHIBIT B

will be responsible for the overall administration and review of construction progress, Pay Requests, Change Orders, and other documentation. The PM will review and provide comment on project compliance issues for quality control testing performed by the Contractor.

The PM will review the project on a daily basis and will make site visits to monitor construction activities. A total of two (2) site visits are included in this Work Scope. Construction Management Services will include, but are not limited to, the following:

- a. Check construction activities to obtain compliance with plans and specifications.
- b. Provide interpretation of plans and specifications.
- c. Supervise and coordinate subconsultant contracts for field inspection and testing.
- d. Review shop drawings and Contractor submittals of certificates for compliance with design concepts.
- e. Review all pay estimates and provide an explanation of variation between the contract and pay quantities.
- f. Review weekly progress reports (3 assumed).
- g. Prepare and recommend approval of change orders (1 assumed).
- h. Meet with the COUNTY for consultation and advice during construction.
- i. Assist COUNTY with the preparation of reimbursement requests from grant projects.
- j. Verify that all testing required by the specifications is performed, and review all materials reports prepared in accordance with the Construction Management Plan.
- k. Review payroll reports and monitor Contractor's compliance with paying employees, per the Davis-Bacon Act requirements.
- l. Monitor Contractor's compliance with Disadvantaged Business Enterprise program.

PHASE II DELIVERABLES

- Electronic or hard copy review of Contractor' submittals.
- Weekly progress reports to COUNTY and to the FAA.
- Monthly Contractor Pay Requests (2 assumed).
- Change Orders (1 assumed).
- Executed copies and electronic files of all.

PHASE III CONSTRUCTION OBSERVATION AND MATERIAL TESTING**6.0 CONSTRUCTION OBSERVATION AND MATERIAL TESTING**

- 6.1. This task will include construction observation and material testing during construction, and on-site construction administration for the duration of the project. A dedicated Construction Observer (CO) will be assigned to this project, as will a qualified materials lab. The CO will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes.

EXHIBIT B

Additionally, the CO will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary and report non-compliance issues to COUNTY.

The CO shall maintain a construction diary to record the construction history of the project. The diary will be made available to the COUNTY upon request for review during inspections or visits. The project diary should include, but not be limited to, the following information: weather conditions, job site conditions, work in progress, general location of work, equipment in use, Contractor's work force and hours worked, delivered materials, tests performed, failed tests (if any) and action taken, instructions to Contractors, record of visitors to project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and any delays to construction and the reason for delays. The diary should be in a bound book of good quality that is easy to handle and carry.

- 6.2. Construction Observation services shall include, but are not limited to, the following:
- a. Review and check layout and surveys conducted by the Contractor in accordance with the plans and specifications.
 - b. Check construction activities for compliance with plans and specifications.
 - c. Make necessary acceptance tests in accordance with the cited requirements and standard methods of FAA, ASTM, and AASHTO; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; record all deviating tests; conduct materials inspections and acceptance tests required by the FAA and observe and evaluate all such tests made by the Contractor in the field and laboratory as necessary in accordance with plans and specifications; and monitor Contractor's performance of the required quality control tests and furnish copies of all test reports to the COUNTY. Any non-compliance issues shall immediately be reported to the Contractor and COUNTY.
 - d. Prepare change orders which include a cost estimate, cost/price analysis, and record of negotiations. Prepare and negotiate all necessary interpretations and clarifications, additions and deletions to change orders, and supplemental agreements as required. Copies of the change order(s) shall be submitted to the COUNTY and the FAA for approval and signature before proceeding with the work. Any additional design would not be considered in the scope of this task order.
 - e. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor. Evaluate the Contractor's suggestions on drawings or specifications modifications and report those suggestions to the COUNTY.
 - f. Furnish the COUNTY and FAA with weekly construction progress and inspection reports.
 - g. Review Contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain necessary records of construction progress.
 - h. Receive from Contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.

- i. Prepare and submit periodic estimates, including the final estimate, during the construction project. Determine the amount owed to the Contractor and recommend those payment amounts in writing to the Contractor. Submit periodic payment recommendations to the COUNTY for concurrence and the FAA for federal participation payment requests. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The CONSULTANT, as an experienced and qualified professional, will make payment recommendations from information that is gathered during on-site visits, provided by the Contractor, reviewed from payment applications and accompanying data and schedules, and/or measured in the field.
- j. Conduct an inspection to determine if the work is completed and ready for final acceptance. After consultation with the COUNTY, the CONSULTANT will furnish the Contractor with a list of items that were observed and require completion or correction.
- k. Inspect the project in order to monitor the Contractor's compliance to the project plans and specifications.
- l. Monitor the Contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the Contractor.
- m. Establish and conduct weekly construction progress meetings with the Contractor to discuss pertinent construction issues such as schedules, runway and taxiway closures, materials submittals, mix design approvals, secured area access, and the need for traffic control or gate guards.

PHASE IV POST CONSTRUCTION SERVICES

7.0 FINAL INSPECTION AND DOCUMENTATION

7.1 Final Inspection

CONSULTANT will schedule and conduct a final inspection with the COUNTY, Contractor, and State and FAA representatives to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the Contractor a listing of those items.

7.2 Final Punch List

CONSULTANT will prepare a punch list correspondence to include the deficient items and will forward the correspondence to the Contractor. It will state the items in need of correction and will request a schedule for completion. The CONSULTANT will send a copy to the COUNTY and include a copy in the Grant Close-out Report.

7.3 Final Construction Certifications

Once all of the punch list items have been completed to the satisfaction of the COUNTY, State, and FAA, the CONSULTANT will prepare a COUNTY Certification of Final Construction Acceptance for the project. This certification will also be included in the Final Construction Report.

8.0 RECORD DRAWINGS AND EQUIPMENT MANUALS

8.1 Record Drawings

The Project Team will collaboratively assemble the project Record Drawings. The Record Drawings will detail field constructed conditions included as part of this project and will include any field surveying required to compute final quantities. Any drawings will become record information. The CONSULTANT will provide the COUNTY with a set of reproducible Record Drawings in both digital and hardcopy format.

8.2 Equipment Manuals Not Included in Contract (NIC)

9.0 FINAL CONSTRUCTION REPORT (FCR)

9.1 Once the project is complete, an FCR will be prepared and assembled in conformance with FAA Standards. Components of the report will include a summarization of the project description, project pay requests, change orders, project certifications, documentation of final project acceptance, and test results for all material testing performed during construction. As part of this task, the project closeout will be coordinated with the COUNTY and FAA.

10.0 UPDATE AIRFIELD SIGNAGE PLAN TO REFLECT CONSTRUCTION CHANGES – NIC

11.0 UPDATE AIRPORT LAYOUT PLAN TO REFLECT AS-BUILT CHANGES - NIC

12.0 UPDATE AIRPORT PAVEMENT MANAGEMENT SYSTEM (APMS) - NIC

PHASE IV DELIVERABLES

- Final inspection letter and Final Construction Report – Three (3) bound copies and electronic file.
- As-built drawings – reproducible hardcopy and electronic file

SCHEDULE OF COMPLETION

The CONSULTANT will complete all work called for under Phase I – Pre-construction Services, Phase II –Construction Management, and Phase III – Construction Observation and Material Testing, on a schedule submitted by the Contractor and approved by the COUNTY. The total duration of this project is twenty-seven working days with ten working days of full time Construction Observation. Construction is expected to begin in September 2012 and be completed by October 2012. The CONSULTANT will complete the Final Construction Report and Record Drawings within fifteen (15) working days of the receipt of a copy of the Notice of Completion filed by the COUNTY.

COMPENSATION FOR SERVICES

- A. Payment for all work outlined in this Work Scope, Phases I, II, III, and IV shall be made on a time-and-expense basis in conformance with the Mead & Hunt, Inc., Standard Billing Rate Schedule (2012) included as Attachment 1 to this Work Scope. The fee for these services is Fifty-one Thousand Four Hundred Twenty-nine Dollars (\$51,429); this fee shall not be exceeded without written authorization from the COUNTY. A copy of the Engineer's estimate used to determine this fee is included as Attachment 2.

- B. Payment for any additional services requested by the COUNTY will be performed on a time-and-expense basis in conformance with the Mead & Hunt, Inc. Standard Billing Rate Schedule included as Attachment 1 to this Work Scope. The CONSULTANT will establish the budget for additional services prior to the start of work and may not exceed the budget without written authorization from the COUNTY. Any additional services must be authorized in writing by the COUNTY.

DRAFT

MEAD & HUNT, Inc.
Standard Billing Rate Schedule
Western United States
Effective January 1, 2011

Standard Billing Rates

Clerical	\$71.00 / hour
Interior Designer, Technical Editor	\$95.00 / hour
Senior Technical Editor	\$129.00 / hour
Senior Editor	\$145.00 / hour
Registered Land Surveyor	\$110.00 / hour
Accounting, Administrative Assistant	\$88.00 / hour
Technician I, Technical Writer	\$80.00 / hour
Technician II, Surveyor - Instrument Person	\$98.00 / hour
Technician III	\$108.00 / hour
Technician IV	\$120.00 / hour
Senior Technician	\$165.00 / hour
Engineer I, Scientist I, Architect I, Planner I	\$118.00 / hour
Engineer II, Scientist II, Architect II, Planner II	\$129.00 / hour
Engineer III, Scientist III, Architect III, Planner III	\$145.00 / hour
Senior Engineer, Senior Scientist, Senior Architect, Senior Planner, Senior Economist	\$170.00 / hour
Project Engineer, Project Scientist, Project Architect, Project Planner	\$180.00 / hour
Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Planner	\$210.00 / hour
Senior Associate	\$255.00 / hour
Principal	\$270.00 / hour
Senior Client/Project Manager	\$270.00 / hour

Expenses

Geographic Information or GPS Systems	\$32.00 / hour
Total Station Survey Equipment	\$16.00 / hour
Charges for other equipment may appear in a proposal	
Out-Of-Pocket Direct Job Expenses	cost plus 15%
Such as reproductions, sub-consultants / contractors, etc.	

Travel Expense

Company or Personal Car Mileage	\$0.90 / mile
Air and Surface Transportation	cost plus 15%
Lodging and Sustenance	cost plus 15%

Billing & 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, 2011, and will remain in effect until December 31, 2011, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

Construction Engineering Fee Estimate

PROJECT NUMBER: 04192-00-
 DATE:
 REV. NO

AIRPORT: Minden Tahoe Airport
 LOCATION: Minden, Nevada
 AIP PROJECT NO.
 PROJECT DESCRIPTION: Taxiway A South Rehabilitation

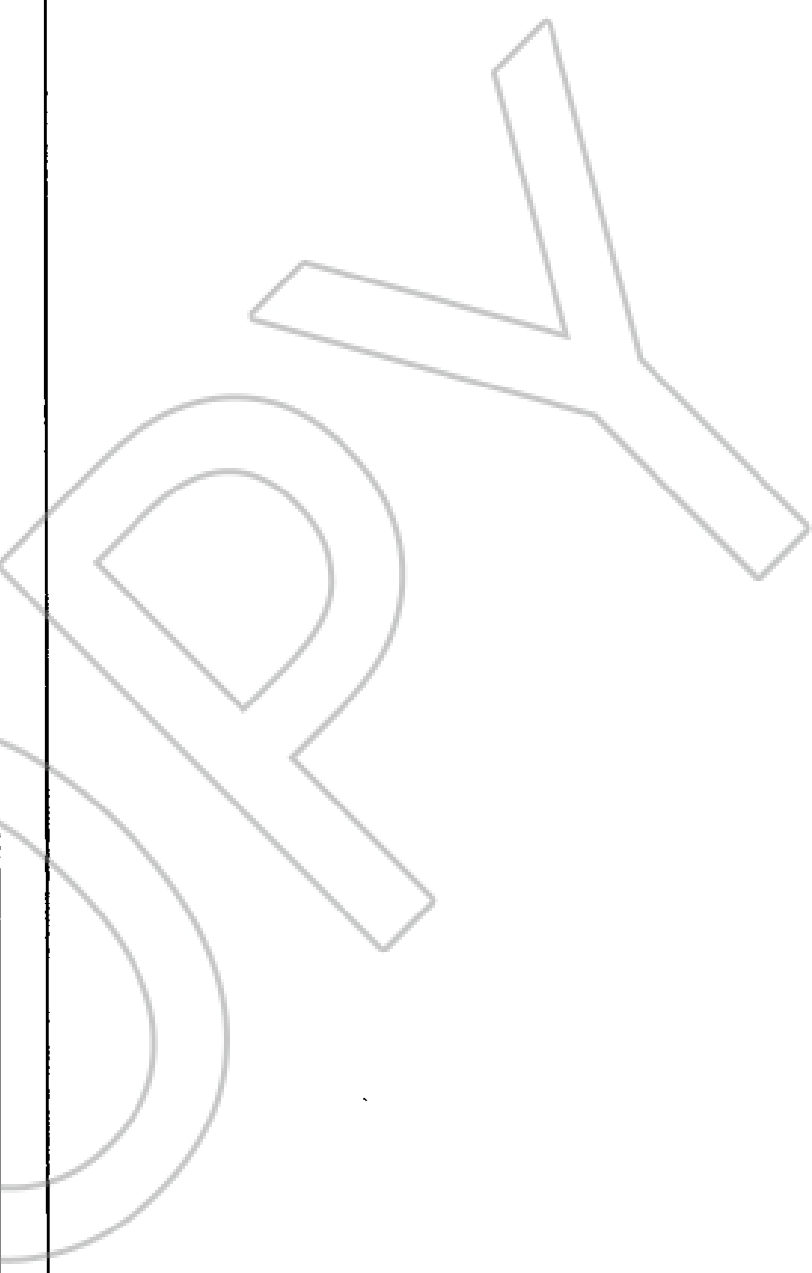
PHASE I - PRE-CONSTRUCTION:	Engineering Fee
1.0 Pre-Construction Conference	\$2,478.00
2.0 Prepare Construction Management Plan (CMP)	\$826.00
3.0 Prepare Project Files	\$570.00
4.0 Schedule & Coordinate Subconsultants Expenses	\$483.00
TOTAL PHASE I - PRE-CONSTRUCTION	\$4,855.00
PHASE II - CONSTRUCTION MANAGEMENT	
5.0 Construction Management Expenses	\$3,749.00
TOTAL PHASE II - CONSTRUCTION MANAGEMENT	\$3,749.00
PHASE III - CONSTRUCTION OBSERVATION AND MATERIAL TESTING	
6.0 Construction Observation	\$2,700.00
Material Testing Subconsultant	\$31,000.00
Topo Survey Subconsultant	\$0.00
Expenses	\$1,150.00
TOTAL PHASE III - RESIDENT ENGINEERING & MATERIAL TESTING	\$34,850.00
PHASE IV - POST CONSTRUCTION SERVICES	
7.0 Final Inspection and Documentation	\$2,794.50
8.0 Record Drawings & Equipment Manuals	\$1,595.00
9.0 Final Construction Report (FCR)	\$3,085.00
10.0 Update Airfield Signage Plan (to reflect construction changes)	\$0.00
11.0 Update Airport Layout Plan (to reflect as-built changes)	\$0.00
12.0 Update APMS Expenses	\$500.00
TOTAL PHASE IV - POST CONSTRUCTION SERVICES	\$7,974.50
TOTAL MINDEN TOWER	\$51,228.50



Item No.	Senior Associate	Project Engineer (Engineer III)	Engineer (III)	Engineer I	Electrical Engineer	Associate Electrical Eng.	Senior Engineering Technician	Administrative Assistant	Clerical	Total Hours	Cost Summary
PHASE I - PRE-CONSTRUCTION											
1.0 Pre-Construction Conference											
	0.5	14	0	0	0	0	2	1	1	18.5	\$2,476.00
	\$125.00	\$1,890.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$88.00	\$73.00		\$2,476.00
2.0 Prepare Construction Management Plan (CMP)											
	0.5	4	0	0	0	0	0	1	1	6.5	\$826.00
	\$125.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88.00	\$73.00		\$826.00
3.0 Prepare Project Files											
	0	2	0	0	0	0	2	0	0	4	\$570.00
	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$0.00	\$0.00		\$570.00
4.0 Schedule & Coordinate Subconsultants											
	0.5	2	0	0	0	0	0	1	0	3.5	\$483.00
	\$125.00	\$270.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$88.00	\$0.00		\$483.00
Expenses											
										Rate	
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	500	0	0	0	0	0	0	0	500 Miles	\$500.00
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$150.00
Travel and Airfare Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$800.00
Computer Costs	0	0	0	0	0	0	0	0	0	0	\$50.00
Trips	0	0	0	0	0	0	0	0	0	0	\$25.00
Other	0	0	0	0	0	0	0	0	0	0	\$45.00
Other	0	0	0	0	0	0	0	0	0	0	\$50.00
Other	0	0	0	0	0	0	0	0	0	0	\$100.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
										Total Expenses	\$600.00
											\$4,855.00

PHASE II - CONSTRUCTION MANAGEMENT											
5.0 Construction Management											
	2	20	0	0	0	0	2	2	1	27	\$3,749.00
	\$500.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$176.00	\$73.00		\$3,749.00
Expenses											
										Rate	
Auto Rental	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	0	0	0	0	0	0	0	0	0 Miles	\$0.50
Lodging and Per Diem	0	0	0	0	0	0	0	0	0	0 Days	\$150.00
Travel and Airfare Costs	0	0	0	0	0	0	0	0	0	0 Trips	\$800.00
Computer Costs	0	0	0	0	0	0	0	0	0	0	\$50.00
Other	0	0	0	0	0	0	0	0	0	0	\$25.00
Other	0	0	0	0	0	0	0	0	0	0	\$45.00
Other	0	0	0	0	0	0	0	0	0	0	\$50.00
Other	0	0	0	0	0	0	0	0	0	0	\$100.00
Other	0	0	0	0	0	0	0	0	0	0	\$0.00
										Total Expenses	\$600.00
											\$3,749.00

Item No	Senior Associate \$250.00	Project Engineer (Engineer III) \$135.00	Engineer III \$135.00	Electrical Engineer \$180.00	Associate Electrical Eng \$110.00	Senior Engineering Technician \$150.00	Administrative Assistant \$88.00	Clerical \$73.00	Total Hours	Cost Summary
PHASE II CONSTRUCTION OBSERVATION & MATERIAL TESTING										
6.0 Construction Observation & Material Testing										
* Field Inspection	0	2	0	0	0	0	0	0		
Hours per Day	0	10	0	0	0	0	0	0		
Total Hours	0	20	0	0	0	0	0	0	20	\$2,700.00
Subcontractant										
* Material Testing Sub	1	0	0	0	0	0	0	0	1	\$31,000.00
* Topographic Survey Sub	0	0	0	0	0	0	0	0	0	\$100.00
Estimated Total Subcontractants										
Expenses										
Auto Rental	0	0	0	0	0	0	0	0	0 Days	\$0.00
Mileage	0	1000	0	0	0	0	0	0	1000 Miles	\$1,000.00
Lodging and Per Diem	0	1	0	0	0	0	0	0	1 Days	\$150.00
Travel and Airfare Costs	0	0	0	0	0	0	0	0	0 Trips	\$600.00
Computer Costs	0	0	0	0	0	0	0	0	0	\$50.00
Material Testing Subcontractant	0	0	0	0	0	0	0	0	0	\$0.00
Survey Check Subcontractant	0	0	0	0	0	0	0	0	0	\$45.00
Other	0	0	0	0	0	0	0	0	0	\$50.00
Other	0	0	0	0	0	0	0	0	0	\$100.00
Other	0	0	0	0	0	0	0	0	0	\$50.00
Total Expenses										\$1,750.00
PHASE III CONSTRUCTION OBSERVATION & MATERIAL TESTING TOTAL \$3,850.00										



Item No	Senior Associate \$250.00	Project Engineer (Engineer III) \$135.00	Engineer III \$135.00	Electrical Engineer \$180.00	Associate Electrical Eng. \$116.00	Senior Engineering Technician \$150.00	Administrative Assistant \$98.00	Clerical \$73.00	Total Hours	Cost Summary
PHASE IV - POST-CONSTRUCTION SERVICES										
7.0 Final Inspection and Documentation										
7.1 Final Inspection	1	12	0	0	0	0	2	1	16	\$2,115.00
7.2 Final punch list	1	2	0	0	0	0	0	0	3	\$520.00
7.3 Final construction certifications	0	0.5	0	0	0	0	1	0	1.5	\$155.50
Estimated Total Man-hours	2	14.5	0	0	0	0	3	1	20.5	\$2,784.50
Summary Costs	\$500.00	\$1,957.50	\$0.00	\$0.00	\$0.00	\$0.00	\$284.00	\$73.00		\$2,784.50
8.0 Record Drawings & Equipment Manuals										
8.1 Record Drawings	0.5	2	0	0	0	8	0	0	10.5	\$1,585.00
8.2 Equipment manuals	0	0	0	0	0	0	0	0	0	\$0.00
Estimated Total Man-hours	0.5	2	0	0	0	8	0	0	10.5	\$1,585.00
Summary Costs	\$125.00	\$270.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00		\$1,595.00
9.0 Final Construction Report (FCR)										
Estimated Total Man-hours	2	16	0	0	0	0	4	1	23	\$3,085.00
Summary Costs	\$500.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$352.00	\$73.00		\$3,085.00
10.0 Update Airfield Signage Plan										
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
11.0 Update Airport Layout Plan										
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
12.0 Update APMS										
Estimated Total Man-hours	0	0	0	0	0	0	0	0	0	\$0.00
Summary Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Expenses										
Auto Rental	0	0	0	0	0	0	0	0	0 Days	\$75.00
Mileage	0	500	0	0	0	0	0	0	500 Miles	\$500.00
Lodging and Per Diem	0	0	0	0	0	0	0	0	0 Days	\$150.00
Travel and Airline Costs	0	0	0	0	0	0	0	0	0 Trips	\$600.00
Computer Costs	0	0	0	0	0	0	0	0	0	\$50.00
Other	0	0	0	0	0	0	0	0	0	\$25.00
Other	0	0	0	0	0	0	0	0	0	\$45.00
Other	0	0	0	0	0	0	0	0	0	\$50.00
Other	0	0	0	0	0	0	0	0	0	\$100.00
Other	0	0	0	0	0	0	0	0	0	\$50.00
Total Expenses										\$500.00
PHASE IV - POST CONSTRUCTION SERVICES TOTAL:										\$7,974.50

**MINDEN TAHOE AIRPORT
ENGINEERING SERVICES COST ESTIMATE
DESIGN FOR TAXIWAY A NORTH REHABILITATION
Aug-12
BASIC ENGINEERING DESIGN SERVICES**

General Administration, Coordination & Trips

Senior Associate	5	Hours	@	\$ 250.00	\$ 1,250.00
Engineer III	8	Hours	@	\$ 135.00	\$ 1,080.00
Administrative Assistant	4	Hours	@	\$ 88.00	\$ 352.00
Trip		Each	@	\$ 600.00	\$ -

Subtotal \$ 2,682.00

Develop Final Design from 30% Documents

Senior Associate	5	Hours	@	\$ 250.00	\$ 1,250.00
Engineer III	20	Hours	@	\$ 135.00	\$ 2,700.00
Senior Engineering Technician	32	Hours	@	\$ 150.00	\$ 4,800.00

Subtotal \$ 8,750.00

Construction Sequencing (CSPP, CMP Preparation)

Senior Associate	5	Hours	@	\$ 250.00	\$ 1,250.00
Engineer III	16	Hours	@	\$ 135.00	\$ 2,160.00
Senior Engineering Technician	16	Hours	@	\$ 150.00	\$ 2,400.00
Clerical	4	Hours	@	\$ 73.00	\$ 292.00

Subtotal \$ 6,102.00

Specifications & Bid Documents

Senior Associate	5	Hours	@	\$ 250.00	\$ 1,250.00
Engineer III	20	Hours	@	\$ 135.00	\$ 2,700.00
Senior Engineering Technician	20	Hours	@	\$ 150.00	\$ 3,000.00
Clerical	16	Hours	@	\$ 73.00	\$ 1,168.00
Trip	1	Each	@	\$ 600.00	\$ 600.00
Expenses	1	[cost +15%]	@	\$ 500.00	\$ 500.00

Subtotal \$ 9,218.00

Bidding

Senior Associate	5	Hours	@	\$ 250.00	\$ 1,250.00
Engineer III	6	Hours	@	\$ 135.00	\$ 810.00
Clerical	8	Hours	@	\$ 73.00	\$ 584.00
Trip	1	Each	@	\$ 600.00	\$ 600.00

Subtotal \$ 3,244.00

TOTAL BASIC ENGINEERING	\$ 29,996.00
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MEAD & HUNT, Inc.
Standard Billing Rate Schedule
Western United States
Effective January 1, 2012

Standard Billing Rates

Clerical.....	\$73.00 / hour
Interior Designer, Technical Editor	\$100.00 / hour
Senior Editor	\$148.00 / hour
Registered Land Surveyor	\$114.00 / hour
Accounting, Administrative Assistant.....	\$88.00 / hour
Technician I, Technical Writer	\$80.00 / hour
Technician II, Surveyor - Instrument Person	\$95.00 / hour
Technician III.....	\$108.00 / hour
Technician IV.....	\$120.00 / hour
Senior Technician.....	\$150.00 / hour
Engineer I, Scientist I, Architect I, Planner I	\$112.00 / hour
Engineer II, Scientist II, Architect II, Planner II	\$122.00 / hour
Engineer III, Scientist III, Architect III, Planner III	\$135.00 / hour
Senior Engineer, Senior Scientist, Senior Architect, Senior Planner, Senior Economist.....	\$154.00 / hour
Project Engineer, Project Scientist, Project Architect, Project Planner	\$165.00 / hour
Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Planner	\$200.00 / hour
Senior Associate.....	\$250.00 / hour
Principal.....	\$265.00 / hour
Senior Client/Project Manager	\$265.00 / hour

Expenses

Geographic Information or GPS Systems	\$32.00 / hour
Total Station Survey Equipment.....	\$16.00 / hour
Charges for other equipment may appear in a proposal	
Out-Of-Pocket Direct Job Expenses.....	cost plus 15%
Such as reproductions, sub-consultants / contractors, etc	

Travel Expense

Company or Personal Car Mileage	\$0.90 / mile
Air and Surface Transportation.....	cost plus 15%
Lodging and Sustenance	cost plus 15%

Billing & 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, 2012, and will remain in effect until December 31, 2012, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

W:\Admin\Fee Schedule\2012 Western Std. Rates

**MINDEN-TAHOE AIRPORT
County of Douglas, Nevada
Taxiway A North and Taxiway A1 Connector Rehabilitation
Construction Services Work Scope**

AIP Project No. 3-32-0013-23

August 2012

PROJECT DESCRIPTION

This Project consists of the construction of the rehabilitation of Taxiway A North and Connector Taxiway A1 at the Minden-Tahoe Airport, for Douglas County (COUNTY) under the direction of MEAD & HUNT, Inc. (CONSULTANT). The sections of pavement receiving rehabilitation under this project are described as follows:

- A.** Taxiway A is approximately 7,700 feet x 50 feet of asphalt pavement and lies parallel to Runway 16-34. The pavement sections selected for rehabilitation under this Project consists of 3,600 feet of Taxiway A pavement north of the intersection with Runway 12-30, and provides an access to the hangars in the located north.
- B.** Connector Taxiway A1 is approximately 400 feet x 50 feet of asphalt pavement and connects Runway 16-34 and Taxiway A.

Also included in this Project are shoulder grading and the application of pavement markings. This Scope of Services assumes construction costs of up to \$500,000. The Project will be funded by a Federal Aviation Administration (FAA) Grant.

This Work Scope includes all construction engineering services rendered after the award of a construction contract. This Scope of Work assumes a mobilization phase of fifteen (15) working days; a construction phase of twelve (12) working days; with ten (10) working days of full-time construction observation. Materials testing will be performed in conformance with the Specifications by a competent geotechnical lab (Kleinfelder Inc.) under the direction of MEAD & HUNT, Inc. (CONSULTANT).

PHASE I PRE-CONSTRUCTION

1.0 PRE-CONSTRUCTION CONFERENCE

- 1.1.** CONSULTANT will arrange for and conduct the pre-construction conference. The Project Manager will establish this meeting to review Federal Aviation Administration (FAA) and project-specific requirements prior to commencing construction. The meeting will be conducted at the Airport and will include the COUNTY, representatives of FAA Airports District Office, Contractor, subcontractors, Airport tenants affected by construction, and utility companies. This task will include the following:
 - a.** Schedule meeting, send invitations, provide meeting materials, and prepare pre-meeting exhibits and materials.

EXHIBIT C

- b. Obtain and review the project construction schedules from the Contractor or Contractors prior to presentation at the pre-construction conference. The COUNTY should be provided with copies of all the construction schedules.
- c. Prior to the pre-construction conference, furnish the COUNTY with the name of the Resident Engineer or Construction Observer and qualifications for COUNTY's approval.
- d. Provide the Contractor with a list of required submittals that they must provide and discuss at the pre-construction conference.
- e. Preside at the pre-construction conference, prepare a detailed record of the conference, submit record to the COUNTY for review and comment, and distribute the final record.

2.0 PREPARE CONSTRUCTION MANAGEMENT PLAN (CMP)

- 2.1. The CONSULTANT will obtain the Contractor's Quality Control (QC) Plan and will then prepare the Construction Management Plan (CMP). The CMP combines data from the QC Plan with information of project responsibilities from the COUNTY and CONSULTANT. The CMP will outline the submittal requirements and materials testing requirements, as set forth in the construction documents and contained in Federal Advisory Circular 150/5370-10F. The CMP will summarize the types and frequency of testing required for quality acceptance, in addition to the credentials of those performing the testing. A preliminary copy of the CMP will be submitted to the COUNTY and FAA for approval. After FAA review, the CMP may be revised or issued to the Contractor for use.

3.0 PREPARE PROJECT FILES

- 3.1. The CONSULTANT will verify that the construction contracts are in order, the Contractor has met the Disadvantaged Business Enterprise (DBE) goals or made a good-faith effort towards meeting the goals, the Contractor has provided proof of insurance and the bonds have been completed, and the Contractor has been provided with adequate copies of the construction plans.

The construction plans will be updated to include all addenda items issued during bidding. The quantity sheets, testing sheets, and construction report format will be prepared.

4.0 COORDINATE AND SCHEDULE SUBCONSULTANTS.

- 4.1 The CONSULTANT will contact all subconsultants and establish a preliminary schedule for their activities, arrange for security badges, and discuss access issues. All subconsultants will be asked to attend the preconstruction conference.

PHASE I DELIVERABLES

- Pre-Construction Meeting Minutes – Ten (10) copies and electronic file.
- Construction Management Plan – Three (5) copies and electronic file.

PHASE II CONSTRUCTION MANAGEMENT

5.0 CONSTRUCTION MANAGEMENT

- 5.1. The CONSULTANT agrees to provide Construction Management Services required for the execution of the contracted work. A Project Manager (PM) will be assigned to the project and will be responsible for the overall administration and review of construction progress, Pay Requests, Change Orders, and other documentation. The PM will review and provide comment on project compliance issues for quality control testing performed by the Contractor.

The PM will review the project on a daily basis and will make site visits to monitor construction activities. A total of two (2) site visits are included in this Work Scope. Construction Management Services will include, but are not limited to, the following:

- a. Check construction activities to obtain compliance with plans and specifications.
- b. Provide interpretation of plans and specifications.
- c. Supervise and coordinate subconsultant contracts for field inspection and testing.
- d. Review shop drawings and Contractor submittals of certificates for compliance with design concepts.
- e. Review all pay estimates and provide an explanation of variation between the contract and pay quantities.
- f. Review weekly progress reports (3 assumed).
- g. Prepare and recommend approval of change orders (1 assumed).
- h. Meet with the COUNTY for consultation and advice during construction.
- i. Assist COUNTY with the preparation of reimbursement requests from grant projects.
- j. Verify that all testing required by the specifications is performed, and review all materials reports prepared in accordance with the Construction Management Plan.
- k. Review payroll reports and monitor Contractor's compliance with paying employees, per the Davis-Bacon Act requirements.
- l. Monitor Contractor's compliance with Disadvantaged Business Enterprise program.

PHASE II DELIVERABLES

- Electronic or hard copy review of Contractor' submittals.
- Weekly progress reports to COUNTY and to the FAA.
- Monthly Contractor Pay Requests (2 assumed).
- Change Orders (1 assumed).
- Executed copies and electronic files of all.

PHASE III CONSTRUCTION OBSERVATION AND MATERIAL TESTING

6.0 CONSTRUCTION OBSERVATION AND MATERIAL TESTING

- 6.1. This task will include construction observation and material testing during construction, and on-site construction administration for the duration of the project. A dedicated Construction Observer (CO) will be assigned to this project, as will a qualified materials lab. The CO will be on-site to coordinate and schedule staff, answer questions, observe quality control activities, process progress reports and pay requests, and record as-built changes. Additionally, the CO will monitor compliance with plans and specifications, acquire field measurements, provide entries in the construction diary and report non-compliance issues to COUNTY.

The CO shall maintain a construction diary to record the construction history of the project. The diary will be made available to the COUNTY upon request for review during inspections or visits. The project diary should include, but not be limited to, the following information: weather conditions, job site conditions, work in progress, general location of work, equipment in use, Contractor's work force and hours worked, delivered materials, tests performed, failed tests (if any) and action taken, instructions to Contractors, record of visitors to project and verbal or written instructions given, record of telephone conversations and any verbal instructions received or authorizations granted, engineering field force activity and hours worked, and any delays to construction and the reason for delays. The diary should be in a bound book of good quality that is easy to handle and carry.

- 6.2. Construction Observation services shall include, but are not limited to, the following:
- a. Review and check layout and surveys conducted by the Contractor in accordance with the plans and specifications.
 - b. Check construction activities for compliance with plans and specifications.
 - c. Make necessary acceptance tests in accordance with the cited requirements and standard methods of FAA, ASTM, and AASHTO; record all test results on the appropriate forms; prepare a summary and disposition of all testing and materials inspection; record all deviating tests; conduct materials inspections and acceptance tests required by the FAA and observe and evaluate all such tests made by the Contractor in the field and laboratory as necessary in accordance with plans and specifications; and monitor Contractor's performance of the required quality control tests and furnish copies of all test reports to the COUNTY. Any non-compliance issues shall immediately be reported to the Contractor and COUNTY.
 - d. Prepare change orders which include a cost estimate, cost/price analysis, and record of negotiations. Prepare and negotiate all necessary interpretations and clarifications, additions and deletions to change orders, and supplemental agreements as required. Copies of the change order(s) shall be submitted to the COUNTY and the FAA for approval and signature before proceeding with the work. Any additional design would not be considered in the scope of this task order.
 - e. Evaluate and determine the acceptability of substitute materials and equipment proposed by the Contractor. Evaluate the Contractor's suggestions on drawings or specifications modifications and report those suggestions to the COUNTY.
 - f. Furnish the COUNTY and FAA with weekly construction progress and inspection reports.

- g. Review Contractor's weekly submitted payrolls for compliance with Federal and State law on classification and wage rates; check and submit reports on shop drawings and construction submittals; and prepare and maintain necessary records of construction progress.
- h. Receive from Contractor and review the required maintenance and operating instructions, schedules, guarantees, bonds, inspection certificates, tests, approvals, etc.
- i. Prepare and submit periodic estimates, including the final estimate, during the construction project. Determine the amount owed to the Contractor and recommend those payment amounts in writing to the Contractor. Submit periodic payment recommendations to the COUNTY for concurrence and the FAA for federal participation payment requests. The payment recommendations will demonstrate that work has progressed to the point indicated for payment and that, to the CONSULTANT's best knowledge, information, and belief, the quality of such work is in accordance with the contract documents. The CONSULTANT, as an experienced and qualified professional, will make payment recommendations from information that is gathered during on-site visits, provided by the Contractor, reviewed from payment applications and accompanying data and schedules, and/or measured in the field.
- j. Conduct an inspection to determine if the work is completed and ready for final acceptance. After consultation with the COUNTY, the CONSULTANT will furnish the Contractor with a list of items that were observed and require completion or correction.
- k. Inspect the project in order to monitor the Contractor's compliance to the project plans and specifications.
- l. Monitor the Contractor's compliance with the Construction Operations and Safety Plan and immediately bring any non-compliance issues to the attention of the Contractor.
- m. Establish and conduct weekly construction progress meetings with the Contractor to discuss pertinent construction issues such as schedules, runway and taxiway closures, materials submittals, mix design approvals, secured area access, and the need for traffic control or gate guards.

PHASE IV POST CONSTRUCTION SERVICES

7.0 FINAL INSPECTION AND DOCUMENTATION

7.1 Final Inspection

CONSULTANT will schedule and conduct a final inspection with the COUNTY, Contractor, and State and FAA representatives to determine whether the project has reached substantial completion and verify that the work is in accordance with the plans and specifications. The CONSULTANT will document items found to be deficient and will provide the Contractor a listing of those items.

7.2 Final Punch List

CONSULTANT will prepare a punch list correspondence to include the deficient items and will forward the correspondence to the Contractor. It will state the items in need of correction

and will request a schedule for completion. The CONSULTANT will send a copy to the COUNTY and include a copy in the Grant Close-out Report.

7.3 Final Construction Certifications

Once all of the punch list items have been completed to the satisfaction of the COUNTY, State, and FAA, the CONSULTANT will prepare a COUNTY Certification of Final Construction Acceptance for the project. This certification will also be included in the Final Construction Report.

8.0 RECORD DRAWINGS AND EQUIPMENT MANUALS

8.1 Record Drawings

The Project Team will collaboratively assemble the project Record Drawings. The Record Drawings will detail field constructed conditions included as part of this project and will include any field surveying required to compute final quantities. Any drawings will become record information. The CONSULTANT will provide the COUNTY with a set of reproducible Record Drawings in both digital and hardcopy format.

8.2 Equipment Manuals **Not Included in Contract (NIC)**

9.0 FINAL CONSTRUCTION REPORT (FCR)

9.1 Once the project is complete, an FCR will be prepared and assembled in conformance with FAA Standards. Components of the report will include a summarization of the project description, project pay requests, change orders, project certifications, documentation of final project acceptance, and test results for all material testing performed during construction. As part of this task, the project closeout will be coordinated with the COUNTY and FAA.

10.0 UPDATE AIRFIELD SIGNAGE PLAN TO REFLECT CONSTRUCTION CHANGES – NIC

11.0 UPDATE AIRPORT LAYOUT PLAN TO REFLECT AS-BUILT CHANGES - NIC

12.0 UPDATE AIRPORT PAVEMENT MANAGEMENT SYSTEM (APMS) - NIC

PHASE IV DELIVERABLES

- Final inspection letter and Final Construction Report – Three (3) bound copies and electronic file.
- As-built drawings – reproducible hardcopy and electronic file

SCHEDULE OF COMPLETION

The CONSULTANT will complete all work called for under Phase I – Pre-construction Services, Phase II – Construction Management, and Phase III – Construction Observation and Material Testing, on a schedule submitted by the Contractor and approved by the COUNTY. The total duration of this project is twenty-seven working days with ten working days of full time Construction Observation. Construction is expected to begin in September 2012 and be completed by October 2012. The CONSULTANT will complete the Final Construction Report and Record Drawings within fifteen (15) working days of the receipt of a copy of the Notice of Completion filed by the COUNTY.

COMPENSATION FOR SERVICES

- A.** Payment for all work outlined in this Work Scope, Phases I, II, III, and IV shall be made on a time-and-expense basis in conformance with the Mead & Hunt, Inc., Standard Billing Rate Schedule (2012) included as Attachment 1 to this Work Scope. The fee for these services is Fifty-one Thousand Four Hundred Twenty-nine Dollars (\$51,429); this fee shall not be exceeded without written authorization from the COUNTY. A copy of the Engineer's estimate used to determine this fee is included as Attachment 2.
- B.** Payment for any additional services requested by the COUNTY will be performed on a time-and-expense basis in conformance with the Mead & Hunt, Inc. Standard Billing Rate Schedule included as Attachment 1 to this Work Scope. The CONSULTANT will establish the budget for additional services prior to the start of work and may not exceed the budget without written authorization from the COUNTY. Any additional services must be authorized in writing by the COUNTY.

MEAD & HUNT, Inc.
Standard Billing Rate Schedule
Western United States
Effective January 1, 2011

Standard Billing Rates

Clerical	\$71.00 / hour
Interior Designer, Technical Editor	\$95.00 / hour
Senior Technical Editor	\$129.00 / hour
Senior Editor	\$145.00 / hour
Registered Land Surveyor	\$110.00 / hour
Accounting, Administrative Assistant	\$88.00 / hour
Technician I, Technical Writer	\$80.00 / hour
Technician II, Surveyor - Instrument Person	\$98.00 / hour
Technician III	\$108.00 / hour
Technician IV	\$120.00 / hour
Senior Technician	\$165.00 / hour
Engineer I, Scientist I, Architect I, Planner I	\$118.00 / hour
Engineer II, Scientist II, Architect II, Planner II	\$129.00 / hour
Engineer III, Scientist III, Architect III, Planner III	\$145.00 / hour
Senior Engineer, Senior Scientist, Senior Architect, Senior Planner, Senior Economist	\$170.00 / hour
Project Engineer, Project Scientist, Project Architect, Project Planner	\$180.00 / hour
Senior Project Engineer, Senior Project Scientist, Senior Project Architect, Senior Project Planner	\$210.00 / hour
Senior Associate	\$255.00 / hour
Principal	\$270.00 / hour
Senior Client/Project Manager	\$270.00 / hour

Expenses

Geographic Information or GPS Systems	\$32.00 / hour
Total Station Survey Equipment	\$16.00 / hour
Charges for other equipment may appear in a proposal	
Out-Of-Pocket Direct Job Expenses	cost plus 15%
Such as reproductions, sub-consultants / contractors, etc.	

Travel Expense

Company or Personal Car Mileage	\$0.90 / mile
Air and Surface Transportation	cost plus 15%
Lodging and Sustenance	cost plus 15%

Billing & 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, 2011, and will remain in effect until December 31, 2011, unless unforeseen increases in operational costs are encountered. We reserve the right to change rates to reflect such increases.

Construction Engineering Fee Estimate

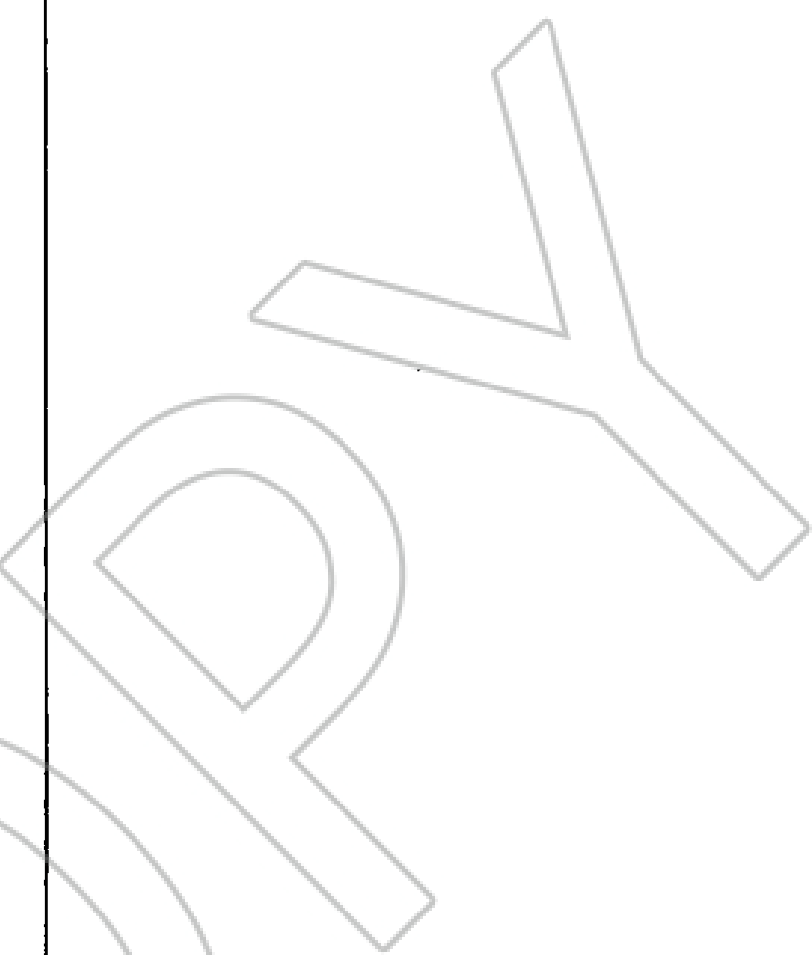
PROJECT NUMBER: 0419200-114628.04
 DATE: 8/9/12
 REV NO

airport: Minden Tahoe Airport
 LOCATION: Minden, Nevada
 AIP PROJECT NO.
 PROJECT DESCRIPTION: Taxiway A North and Taxiway A1 Connector Rehabilitation

PHASE I - PRE-CONSTRUCTION		Engineering Fee
1.0	Pre-Construction Conference	\$2,476.00
2.0	Prepare Construction Management Plan (CMP)	\$626.00
3.0	Prepare Project Files	\$570.00
4.0	Schedule & Coordinate Subconsultants Expenses	\$483.00
		\$500.00
	TOTAL PHASE I - PRE-CONSTRUCTION	\$4,855.00
PHASE II - CONSTRUCTION MANAGEMENT		
5.0	Construction Management Expenses	\$3,749.00
		\$0.00
	TOTAL PHASE II - CONSTRUCTION MANAGEMENT	\$3,749.00
PHASE III - CONSTRUCTION OBSERVATION AND MATERIAL TESTING		
6.0	Construction Observation	\$2,700.00
	Material Testing Subconsultant	\$31,000.00
	Topo Survey Subconsultant	\$0.00
	Expenses	\$1,150.00
	TOTAL PHASE III - RESIDENT ENGINEERING & MATERIAL TESTING	\$34,850.00
PHASE IV - POST-CONSTRUCTION SERVICES		
7.0	Final Inspection and Documentation	\$2,794.50
8.0	Record Drawings & Equipment Manuals	\$1,595.00
9.0	Final Construction Report (FCR)	\$3,085.00
10.0	Update Airfield Signage Plan (to reflect construction changes)	\$0.00
11.0	Update Airport Layout Plan (to reflect as-built changes)	\$0.00
12.0	Update APMS Expenses	\$0.00
		\$500.00
	TOTAL PHASE IV - POST CONSTRUCTION SERVICES	\$7,974.50
TOTAL REPAIRS FEES		\$5,142,850



Item No	Senior Associate	Project Engineer (Engineer III)	Engineer III	Engineer	Electrical Engineer	Associate Electrical Engineer	Senior Engineering Technician	Administrative Assistant	Clerical	Total Hours	Cost Summary
PHASE III - CONSTRUCTION OBSERVATION & MATERIALS TESTING											
6.0	Construction Observation & Material Testing										
	0	2	0	0	0	0	0	0	0		
	0	10	0	0	0	0	0	0	0		
	0	20	0	0	0	0	0	0	0	20	\$2,700.00
Subconsultant											
	1	0	0	0	0	0	0	0	0	1	\$31,000.00
	0	0	0	0	0	0	0	0	0	0	\$100.00
	Estimated Total Subconsultants										\$31,000.00
Expenses											
	0	0	0	0	0	0	0	0	0	0 Days	\$0.00
	0	1000	0	0	0	0	0	0	0	1000 Miles	\$1,000.00
	0	1	0	0	0	0	0	0	0	1 Days	\$150.00
	0	0	0	0	0	0	0	0	0	0 Trips	\$600.00
	0	0	0	0	0	0	0	0	0	0	\$0.00
	0	0	0	0	0	0	0	0	0	0	\$0.00
	0	0	0	0	0	0	0	0	0	0	\$25.00
	0	0	0	0	0	0	0	0	0	0	\$45.00
	0	0	0	0	0	0	0	0	0	0	\$50.00
	0	0	0	0	0	0	0	0	0	0	\$100.00
	0	0	0	0	0	0	0	0	0	0	\$50.00
	Total Expenses										\$1,150.00
PHASE III - CONSTRUCTION OBSERVATION & MATERIALS TESTING TOTAL											
											\$34,850.00



Item No	Senior Associate \$250.00	Project Engineer (Engineer III) \$135.00	Engineer III \$135.00	Engineer I \$118.00	Electrical Engineer \$160.00	Associate Electrical Eng. \$118.00	Senior Engineering Technician \$150.00	Administrative Assistant \$88.00	Clerical \$73.00	Total Hours	Cost Summary
PHASE IV - POST-CONSTRUCTION SERVICES											
70	Final Inspection and Documentation										
71	1	12	0	0	0	0	0	2	1	18	\$2,119.00
72	0	2	0	0	0	0	0	0	0	3	\$520.00
73	0	0.5	0	0	0	0	0	1	0	1.5	\$155.50
	Estimated Total Man-hours										
	2	14.5	0	0	0	0	0	3	1	20.5	\$2,784.50
	Summary Costs										
	\$500.00	\$1,957.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$264.00	\$73.00		\$2,784.50
80	Record Drawings & Equipment Manuals										
81	0.5	2	0	0	0	0	0	0	0	10.5	\$1,685.00
82	0	0	0	0	0	0	0	0	0	0	\$0.00
	Estimated Total Man-hours										
	0.5	2	0	0	0	0	0	0	0	10.5	\$1,685.00
	Summary Costs										
	\$125.00	\$270.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$0.00		\$1,685.00
90	Final Construction Report (FCR)										
	2	18	0	0	0	0	0	4	1	23	\$3,085.00
	Estimated Total Man-hours										
	2	18	0	0	0	0	0	4	1	23	\$3,085.00
	Summary Costs										
	\$500.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$352.00	\$73.00		\$3,085.00
100	Update Airfield Signage Plan										
	0	0	0	0	0	0	0	0	0	0	\$0.00
	Estimated Total Man-hours										
	0	0	0	0	0	0	0	0	0	0	\$0.00
	Summary Costs										
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
110	Update Airport Layout Plan										
	0	0	0	0	0	0	0	0	0	0	\$0.00
	Estimated Total Man-hours										
	0	0	0	0	0	0	0	0	0	0	\$0.00
	Summary Costs										
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
120	Update APMS										
	0	0	0	0	0	0	0	0	0	0	\$0.00
	Estimated Total Man-hours										
	0	0	0	0	0	0	0	0	0	0	\$0.00
	Summary Costs										
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Expenses											
	0	0	0	0	0	0	0	0	0	0	\$0.00
	Auto Rental										
	0	500	0	0	0	0	0	0	0	0	\$75.00
	Mileage										
	0	0	0	0	0	0	0	0	0	500 Miles	\$500.00
	Lodging and Per Diem										
	0	0	0	0	0	0	0	0	0	0	\$150.00
	Travel and Airline Costs										
	0	0	0	0	0	0	0	0	0	0	\$600.00
	Computer Costs										
	0	0	0	0	0	0	0	0	0	0	\$50.00
	Other										
	0	0	0	0	0	0	0	0	0	0	\$25.00
	Other										
	0	0	0	0	0	0	0	0	0	0	\$45.00
	Other										
	0	0	0	0	0	0	0	0	0	0	\$50.00
	Other										
	0	0	0	0	0	0	0	0	0	0	\$100.00
	Other										
	0	0	0	0	0	0	0	0	0	0	\$50.00
	Other										
	0	0	0	0	0	0	0	0	0	0	\$0.00
	Total Expenses										
											\$600.00
PHASE IV - POST-CONSTRUCTION SERVICES TOTAL											\$7,974.50

COPY

CERTIFIED COPY

The document to which this certificate is attached is a full, true and correct copy of the original on file and on record in my office.

DATE: Sept 7 2012
Morgan Clerk of the 90th Judicial District Court
of the State of Nevada, and for the County of Douglas.
By David Hullock Deputy