

Recorder's Office Cover Sheet

Recording Requested By:

Name: Heather MacDonnell

Department: Airport



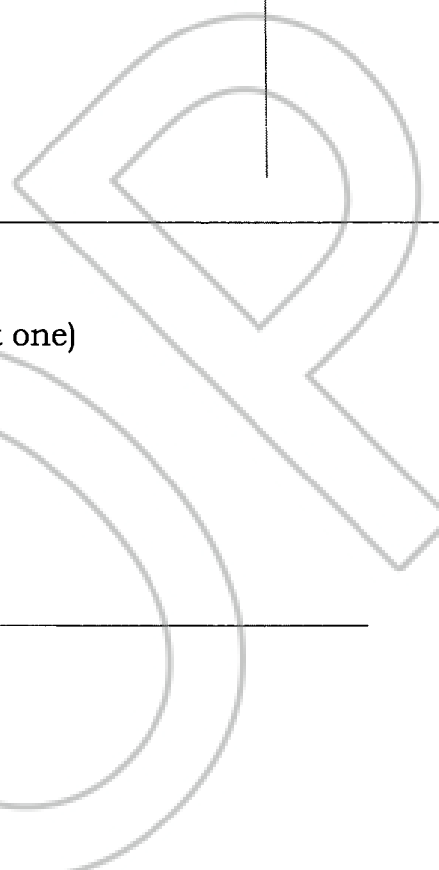
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SHAWNYNE GARREN, RECORDER

Type of Document: (please select one)

- Agreement
- Contract
- Grant
- Change Order
- Easement
- Other

specify: _____



FILED

NO. 2023.1100

7/21/23
DATE

DOUGLAS COUNTY CLERK
MINDEN, NV

BY AL DEPUTY

**TASK ORDER H
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED July 6, 2023**

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on August 2, 2018, between **DOUGLAS COUNTY, NEVADA (Sponsor)** and **ARMSTRONG CONSULTANTS, INC., (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Minden-Tahoe Airport - Minden, Nevada

3. **WORK PROGRAM** – Attached

- Element 1** – *Rehabilitate Taxilanes (Approx. 14,443 SY) (BIL Funded)*
- Element 2** – *Rehabilitate Apron Area (Approx. 562 SY) (BIL Funded)*

4. **FEES** - The fees will be as noted below. (All lump sums)

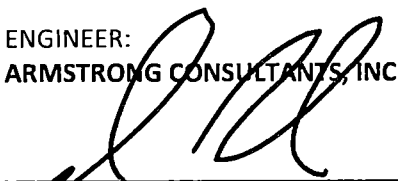
Elements 1 and 2 – Project Development	\$1,610.00
Elements 1 and 2 – Revise and Repackage Design	\$3,700.00
Elements 1 and 2 – Bidding Services	\$2,410.00
Elements 1 and 2 – Construction Period Services	
Construction Administration Services	\$7,080.00
Construction Inspection Services	\$39,990.00
Elements 1 and 2 – Project Closeout	\$3,390.00
Elements 1 and 2 – Special Services	
Categorical Exclusion Form (Element 2)	\$1,040.00
Engineering Total	\$59,220.00

5. **ATTACHMENTS** - Required Contact Provisions for A/E Contracts Under Airport Improvement Program

SPONSOR:
DOUGLAS COUNTY


Jennifer Davidson, County Manager

ENGINEER:
ARMSTRONG CONSULTANTS, INC.


Christopher S. Nocks, P.E., Engineering Ops
Manager

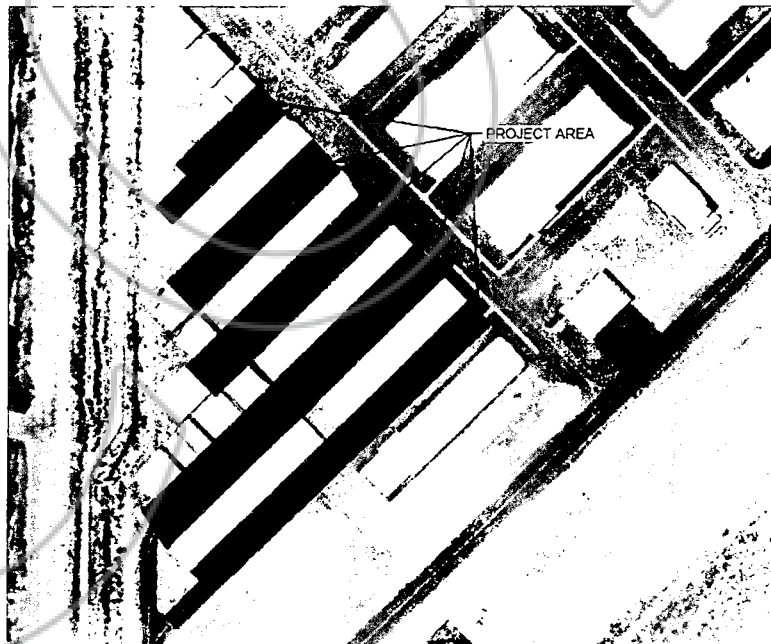
**SCOPE OF WORK
MINDEN-TAHOE AIRPORT
AIP NO. 3-32-0013-0XX-2023**

ELEMENT #1 REHABILITATE TAXILANES (Approx 14,443 SY)

1. This project includes bidding and construction period services associated with rehabilitating five taxilanes on the southwest side of the Airport. The design for this project was completed under a previous project, which included a complete investigation of the existing pavement and subgrade conditions. While the original design included the rehabilitation of a total of 8 taxilanes, the construction associated with 3 of the taxilanes was completed under the previous project. The included project sketch depicts the general layout for the project.
 - 1.1. Work includes removal of the existing asphalt surface course, preparing the existing base course, and placing a new asphalt surface course.
 - 1.2. New pavement markings meeting FAA AC 150/5340-1M requirements are included in the work. Type I, Gradation A glass beads will be used in the markings.
 - 1.3. Surface grading and drainage patterns are not changed as a result of this project, and, as such, no new drainage structures will be installed.
 - 1.4. Work does not include installation of any taxiway edge lights or reflectors.

Estimated Construction Cost (Element 1) is: \$400,000

Estimated Construction Period (Element 1) is: 21 days¹



Project Sketch – Element 1 (Taxilanes)

Element #2 REHABILITATE APRON AREA (Approx. 562 SY)

2. This project includes design, bidding and construction period services to rehabilitate a small area of the apron that is adjacent to the FBO apron. The existing asphalt pavement is showing signs of severe distress and needs to be rehabilitated. The included project sketch depicts the general layout for the project.
 - 2.1. Given the nature and scope of this work, a full design will not be completed for this work element. Instead, the existing failed pavement will be removed, the underlying base material will be prepared and recompact, and a new asphalt surface course, equivalent in thickness to the surrounding pavement, will be placed.
 - 2.2. This element does not include any pavement markings nor taxiway lighting/reflectors.
 - 2.3. The surface will be restored to existing grades, there will be no changes to surface drainage patterns.

Estimated Construction Cost (Element 2) is: \$25,000

Estimated Construction Period (Element 2) is: 5 days¹



Project Sketch – Element 2 (FBO Apron)

Note: ¹ Should the Contractor exceed the specified construction period, additional construction period fees will be assessed at a rate of \$2,250/day. The Sponsor may offset these fees by charging the Contractor liquidated damages in accordance with the Contract Agreement and Special Provisions developed as part of the bid documents for the project.

I. PROJECT DEVELOPMENT

The project development phase is intended to complete the necessary preliminary actions required to initiate the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a scoping conference with the Sponsor and FAA to establish parameters for the project definition and work areas, budget, and schedule.
2. Validate cost estimates for the proposed work.
3. Develop a draft Scope of Work narrative for review and approval. The Sponsor may be required to have an independent fee estimate (IFE) performed to validate the proposed engineering fees. The Engineer will assist the Sponsor in getting reimbursed for the cost of this IFE as part of the grant by preparing a request for reimbursement. Upon receiving approval of the scope of work narrative, engineering fees will be calculated and provided with the final Scope of Work. The Engineer will assist the Sponsor with the submittal of a Record of Negotiations to document the fee negotiation performed for the project.
4. Prepare final Scope of Work and Contract.

II. REVISE AND REPACKAGE DESIGN

The revise-and-repackage design process will evaluate the requirements for the second and final phase of construction. The engineer will provide updated and well-defined construction requirements. The repackaged design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project.

Tasks include:

1. The design for this project, which included a topographical survey and geotechnical investigation, was completed under AIP 3-32-0013-037-2021.
2. Update the Construction Safety and Phasing Plan (CSPP). The final CSPP will be coordinated, by the FAA Program Manager and with other FAA Lines of Business (LOBs) when necessary. Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertised for the project.
3. Update construction plans. The Engineer will update construction plans originally developed under AIP 3-32-0013-037-2021. Plans will be updated to reflect any necessary changes due to items that have changed since the original design was completed. New construction plans will be developed for Element 1 and will include the addition of Element 2.
4. Update contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clause and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared as early as possible during the design phase and submitted to the FAA and Owner for review.
5. Update technical specifications. The Engineer will update and assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized for Element 1 and Element 2 may include but not limited to the following items:

Item C-100	Contractor Quality Control Program
Item C-105	Mobilization
Item C-110	PWL Calculation
Item P-101	Preparation/Removal of Existing Pavements
Item P-401	Plant Mix Bituminous Pavement
Item P-610	Structural Portland Cement Concrete
Item P-620	Runway and Taxiway Marking

6. Update Special Provisions. The Engineer will update contract special provisions originally developed under AIP No. 3-32-0013-037-2021 will be updated to reflect any necessary changes due to items that have changed since the original design was completed.

7. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items.
8. Prepare Estimate of Probable Construction Cost. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
9. The Engineer's Design Report was completed as a part of the original design under AIP 3-32-0013-037-2021, and therefore will not be developed for this project.
10. Coordinate schedules for construction. This task involves dividing the construction work into schedules to assure minimum disruption of the airport aircraft operations. This item will also identify continuous working times or other unusual conditions that could affect the Contractor's normal progress of the work.
11. Prepare and submit final plans and specifications. Copies will be submitted to the FAA and Owner. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA and Owner's review.

III. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Airport in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below and the fees listed on page 1 cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the web site of Armstrong Consultants. The Sponsor, State, and FAA will be given a hard copy set of the final plans, specifications and contract documents.
2. Provide technical assistance and recommendations to the Airport during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda. The pre-bid conference will be held on-site and attended by the Senior Project Manager.
4. Provide an on-line bidding platform and read the bids aloud via online video conference at the date, and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.
6. Prepare Federal Grant Application to apply for Bipartisan Infrastructure Law (BIL) funding. The application will include:
 - a. Prepare the following forms: SF424 and FAA Form 5100-100.
 - b. Prepare DOT Title VI Assurances.
 - c. Prepare DOT Title VI Pre-award Checklist.
 - d. Prepare Project Narrative and Sketch.
 - e. Prepare Preliminary Estimate.
 - f. Prepare the Sponsor's Certifications, including Certification for Contract, Grants, and Cooperative Agreements.
 - g. Attach the current Grant Assurances.
 - h. Attach the current FAA AIP Advisory Circulars for use in AIP funded projects.

The Engineer will submit the application to the Sponsor for approval and signatures.

7. Assist in award notification to successful bidder and notify and return bid bonds to the unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

IV. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Airport with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

A. Construction Administration Services

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review contractor's bonds, insurance certificates, construction schedules. Review contractor's sub-contracts.
2. Assist the Sponsor in obtaining a Nevada Public Works Project number for the project and coordinate Notice of Award and Notice of Completion forms.
3. Provide Sponsor and FAA with digital copies of the Contract Documents, Specifications, and Construction Plans (hard copies upon request). Provide Contractor with hard and digital copies (one each) of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.
4. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.
5. Conduct pre-construction conference. Pre-construction conference will be held on-site and attended by the Project Manager and Resident Project Representative.
6. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the resident inspector and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.
7. Provide technical assistance and recommendations to the airport during construction. This item also includes daily construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor, inspector and Owner for project updates, questions, and instruction.
8. Construction Site Visits. This item includes two (2) additional trips for Element 1 and Element 2 to the job site for on-site clarification by the Project Manager.
9. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.
10. Prepare and confirm monthly payment requests. Payment requests will be reviewed for accuracy with contractor and resident inspector. Engineer will prepare FAA payment documents for the Sponsor. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.

B. Construction Inspection Services

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.
2. Provide a full-time resident inspector to monitor and document construction progress for Elements 1 and 2, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.
3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA and Sponsor no later than the following week that the report refers to.
4. Conduct final project inspection with the Sponsor, FAA and the contractor. Any punch list items will be noted and coordinated with the contractor for necessary action.
5. Acceptance Testing will not be conducted by the Engineer for this project. Instead, the Contractor will be required to hire an independent and certified testing firm to perform any required acceptance testing on the project.

V. PROJECT CLOSEOUT

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Prepare Summary of Tests report to document the acceptance testing performed on the project.
2. Assist the Sponsor with completing all necessary grant closeout certifications and forms, including final SF425, SF271, draft grant closeout request letter and Nevada Public Works Project Notice of Completion form.
3. Prepare record drawings, indicating changes made to the design during construction. The FAA, State, and Sponsor will each receive one copy of the record drawings in electronic format.
4. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance.

VI. SPECIAL SERVICES

Special Services are those services that aren't considered "basic" services such as those listed above. When a Special Service is needed that we do not provide in-house, we will contract with other firms that provide those services. The following are activities that are included in this project that fall under Special Service tasks.

Activities include:

1. Prepare and submit a Categorical Exclusion (CatEx) package for Element 2. Given the nature of the project, work is not anticipated to require any site specific cultural or biological survey work. If deemed necessary, any survey work would be funded separately by the Sponsor.



Douglas County State of Nevada

CERTIFIED COPY

I certify that the document to which this certificate is attached is a full and correct copy of the original record on file in the Clerk-Treasurer's Office on this

21 day of July, 2023

By [Signature] Deputy