

Recorder's Office Cover Sheet

Recording Requested By:

Name: Heather MacDonnell

Department: Airport

Item ID/Agreement #: DC-715-2024



00184208202410104080110112

SHAWNYNE GARREN, RECORDER

Type of Document: (please select one)

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

specify: _____



7/24/24
DATE

DOUGLAS COUNTY CLERK
MINDEN, NV

BY [Signature] DEPUTY

**TASK ORDER A
ATTACHMENT TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN SPONSOR AND ENGINEER,
DATED June 20, 2024**

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 October 10, 2023, 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 – Reconstruct Taxiway A3 [Bid & Const.]

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

Element 1 – Project Development & Administration	\$6,630.00
Element 1 – Bidding Services	\$4,640.00
Element 1 – Construction Period Services	
Construction Administration Services	\$12,660.00
Construction Observation Services	\$38,980.00
Element 1 – Project Closeout	\$4,940.00
Element 1 – Special Services	
Categorical Exclusion Form	\$2,210.00
DBE Program Assistance	\$1,250.00
Acceptance Testing	\$33,650.00
Engineering Total	\$104,960.00

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

SPONSOR:
DOUGLAS COUNTY

ENGINEER:
ARMSTRONG CONSULTANTS, INC.

[Signature]
Jennifer Davidson, County Manager

[Signature]
Erik Vliet, Business Manager

**SCOPE OF WORK
MINDEN-TAHOE AIRPORT
AIP NO. 3-32-0013-044-2024**

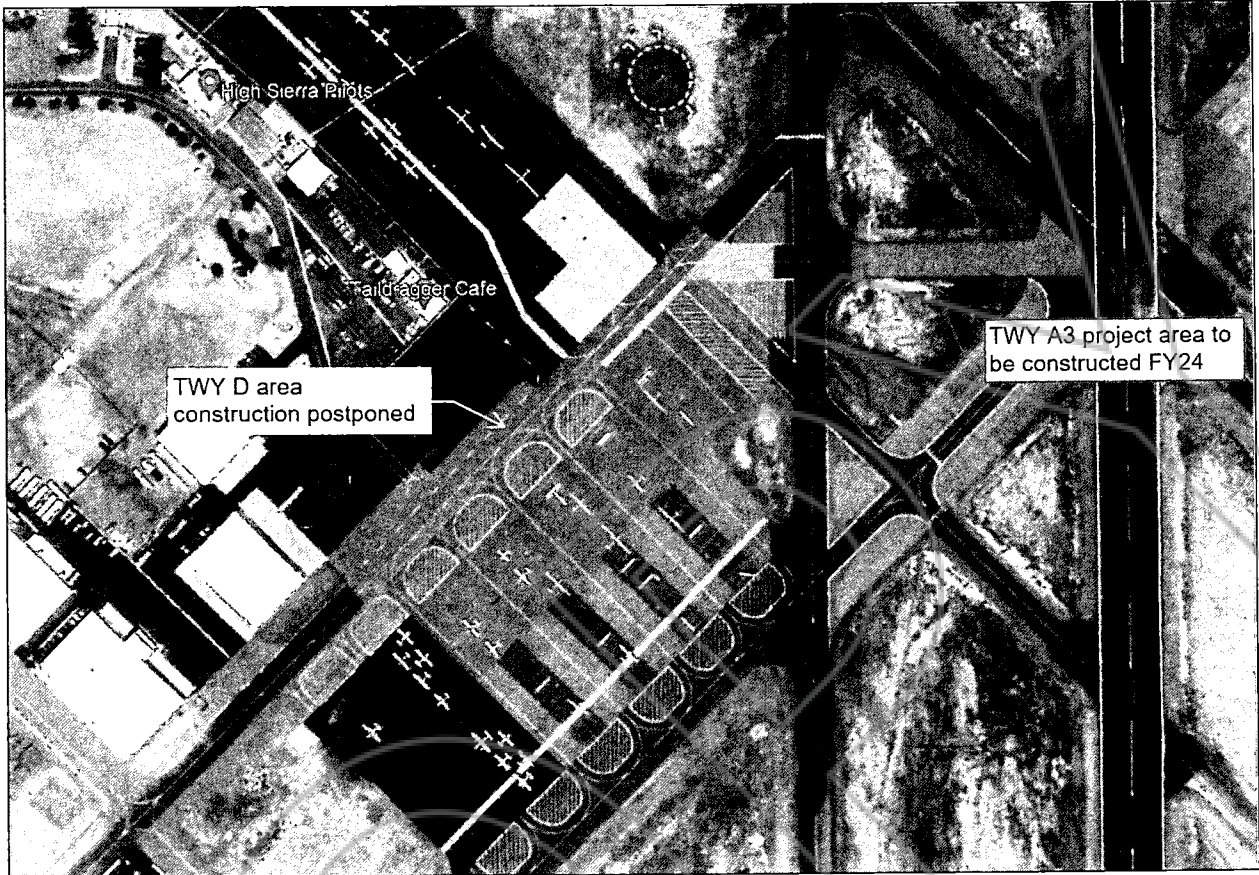
ELEMENT #1 RECONSTRUCT TWY A3 (BID AND CONST.)

1. This project involves the bidding and reconstruction of existing Taxiway A3 and a portion of Taxiway D. The existing pavement on Twy A3 is in extremely poor condition as it is a high use area on the airport, therefore it is a high priority for the airport to reconstruct. The portion of pavement on Twy D which is connected to Twy A3 is extremely rutted due to the high volume of heavy aircraft traffic and requires reconstruction. The included project sketch depicts the general layout for the project.
 - 1.1. Taxiway A3 is 50' wide and 425' long. The total length planned for reconstruction extends passed the Taxiway A intersection towards Taxiway D, which equates to about 610'. The PCI (2023 evaluation) for the pavement section east of Taxiway A is 19, while the area west of Taxiway A is 33.
 - 1.2. The section of Taxiway D which requires rehabilitation is 45' wide and 775' long. This section of Taxiway D will coincide with the area of Taxiway A3 that will be reconstructed. The PCI (2023 evaluation) for this pavement section is 50, however visual inspection proves this particular area requires prompt remediation.
 - 1.2.1. Taxiway D was included in the first bidding effort for this project. Due to limited federal funding, it is not included in the construction phase of the project.
 - 1.3. Based on the approved Airport Layout Plan, the appropriate Runway Design Code (RDC) for this project and Runway 16/34 is C-III-VIS, and the appropriate Taxiway Design Group (TDG) is TDG-2A. The pavement geometry design will be in accordance with FAA AC 150/5300-13A. Specifically, Tables 3-5, 4-1 and 4-2 will be utilized to determine appropriate pavement geometry and required separations.
 - 1.4. The pavement section was designed to accommodate the anticipated aircraft fleet mix, which is assumed to include aircraft weighing up to 100,000 DWG. FAA FAARFIELD software was used during the design of the pavement section.
 - 1.5. New pavement markings were designed to meet FAA AC 150/5340-1M. Type I, Gradation A glass beads were specified for the painted surfaces. No striated markings will be used.

Estimated Construction Cost (Element 1) is: \$550,000

Estimated Construction Period (Element 1) is: 15 days¹

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.



PROJECT SKETCH

I. PROJECT DEVELOPMENT AND ADMINISTRATION

The project development and administration phase is intended to complete the necessary preliminary actions required to initiate and manage 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, schedule, and needs for topographic survey and geotechnical investigations.
2. Develop preliminary cost estimates and conceptual layout exhibits required for preliminary project actions such as scoping, grant applications, and other preliminary documents.
3. Develop and submit a detailed Scope of Work for review and approval. Upon submittal, the Engineer will solicit feedback from the Sponsor and FAA and refine the detailed Scope of Work based on feedback received. This task assumes one round of edits based on Sponsor input and a separate round of edits based on FAA input.
4. Following approval of the detailed Scope of Work, the Engineer will prepare a detailed fee estimate showing an hourly breakdown of staff resources required for each task, including incidental expenses related to travel, printing, and/or shipping.
5. Prepare appropriate documents and assist the Sponsor with obtaining an Independent Fee Review based on the approved detailed Scope of Work.
6. Conduct fee negotiations with the Sponsor and assist in preparing a Record of Negotiations to document the independent fee review, if required, and any subsequent fee negotiations.
7. Incorporate final detailed Scope of Work and negotiated fees into a final Agreement for Professional Services and coordinate final approval and signature with the Sponsor.
8. Prepare Preliminary FAA Grant Application and submit to Sponsor for signature and submittal. Application packet will include the following:
 - a. Form 424, Application for Federal Assistance
 - b. Form 5100-100
 - c. Program Narrative
 - d. Project Cost Estimate
 - e. Airport Sponsor Assurances
 - f. Project Sketch clearly identifying major work items
 - g. Exhibit "A" Property Map
 - h. Standard DOT Title VI Assurance
 - i. Sponsor Certification for Project Plans and Specifications
 - j. Sponsor Certification for Selection of Consultants
 - k. Sponsor Certification for Disclosure of Potential Conflicts of Interest
 - l. Sponsor Certification for Equipment and Construction Contracts
 - m. Current listing of FAA Advisory Circulars for AIP/PFC Projects
 - n. Sponsor Certification for Drug-Free Workplace

o. Title VI Pre-award Sponsor Checklist

9. Prepare monthly invoicing and FAA grant drawdown packets. In addition to the Engineer's invoices, the Engineer will incorporate other eligible projects expense invoices provided by the Sponsor in the packet. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system.
10. Project Management and Administration. Project management and administration includes coordination between Engineer staff, Sponsor, State, and FAA that isn't related to a specific task but is essential to the project process. This work includes:
 - a. Drafting project correspondence for Sponsor's use in coordination with State and FAA.
 - b. Perform the business aspects of the project.
 - c. Perform the grant administration for the project.
 - d. Participation in monthly project management and project status update meetings with Sponsor staff.

II. BIDDING SERVICES

During the bidding phase of the project, the Engineer will assist the Sponsor 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 digital copy of the final plans, specifications and contract documents.
2. Assist the Sponsor in obtaining a Nevada Public Works Project number for the project.
3. Provide technical assistance and recommendations to the Sponsor during construction bidding.
4. 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 by the Project Manager and Engineer.
5. Provide an on-line bidding platform and read the bids aloud via online video conference at the date, and time agreed by the Sponsor.
6. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.
7. Update preliminary Federal Grant Application prepared during Project Development phase based on bids. The Engineer will submit the application to the Sponsor for approval and signatures.
8. Assist in award notification to successful bidder and assist in notification to 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.

III. CONSTRUCTION PERIOD SERVICES

During the construction phase of the project, the Engineer will assist the Sponsor 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. Prepare and submit a Nevada Public Works Project Notice of Award form.
3. Provide Sponsor, State, and FAA with a digital copy of the Contract Documents, Specifications, and Construction Plans. Provide Contractor with a digital copy 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. Coordinate a Construction Management Plan with the Contractor prior to paving operations commencing.
6. Conduct pre-construction conference. The pre-construction conference will be held on-site and will be attended by the Project Manager and Resident Project Representative (RPR).
7. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the RPR 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.
8. Provide technical assistance and recommendations to the Sponsor 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, RPR and Owner for project updates, questions, and instruction.
9. Construction Site Visits. This item includes one (1) additional trip for Element 1 to the job site for on-site clarification by the Project Manager and Engineer.
10. Conduct pre-paving conference to review Contractor's laydown, testing and surveying plans. Meeting will be held on-site, and will be attended by Senior Project Manager and RPR.
11. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.

12. Review and certify monthly Contractor payment requests. Pay requests will be reviewed for accuracy with the Contractor and RPR.

B. Construction Observation 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 Project Representative (RPR) to monitor and document construction progress, 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, State, and Sponsor.
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. The final inspection will be held on-site and will be attended by the Senior Project Manager and RPR.

IV. 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. Update Airport Layout Plan as needed to reflect as-built conditions.
4. Prepare record drawings, indicating changes made to the design during construction. The FAA, State, and Sponsor will each receive drawings in pdf format. AutoCAD files can be provided upon request.
5. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance.

V. 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.
2. Assist the Sponsor with the Disadvantage Business Enterprise (DBE) Program.
 - a. Review Sponsor's DBE Goal Calculations for the current fiscal year. Add or update any missing project goals and correct any identified issues to keep the Airport in compliance.
 - b. Assist the Sponsor in submitting updated goals to the FAA Civil Rights Office.
 - c. Assist the Sponsor with fiscal year DBE utilization reporting and in submitting these items to the FAA Civil Rights Website.
 - d. Assist Sponsor in ensuring record compliance found in USDOT 49 CFR Part 26 requirements are met.
 - e. Update and maintain website link for Sponsor's Civil Rights Programs.
 - f. Coordinate the Sponsor's DBE plan requirements and goals through construction and closeout.
 - g. Research the current State DOT certified DBE listings and area contractors to determine the availability of potential DBE contractors. Use the preliminary cost estimate, developed during the Project Development phase, to determine potential DBE work items.
 - h. Assist Sponsor with DBE issues during bidding including analyzing Contractors Good Faith Efforts.
 - i. Monitor DBE usage and document final utilization.

Subconsultant Services

1. Acceptance Testing will be conducted by a subconsultant hired by the Engineer in accordance with the requirements listed in the technical specifications developed for the project for the following items:

Item P-152	Excavation and Embankment
Item P-208	Crushed Aggregate Base Course
Item P-401	Plant Mix Bituminous Pavement

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

24th day of July, 2024

By *Amara Balala* Deputy