

**TASK ORDER
NUMBER THREE (3)**

**SALINAS MUNICIPAL AIRPORT
SALINAS, CALIFORNIA
ON-CALL AIRPORT CONSULTING SERVICES
FEBRUARY 2016**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (“Kimley-Horn” or “the Kimley-Horn Team”), and the City of Salinas (“City” or “Client”) in accordance with the terms of the Master Agreement for Continuing Professional Services dated August 31, 2013, which is incorporated herein by reference.

SUMMARY

Project Description: is an electrical improvement project with the base bid of signage upgrade, PAPI replacement, supplementary wind cone replacement; additive alternative no. 1 of REIL replacement; additive alternative no. 2 of TWY B LED edge light upgrade; additive alternative no. 3 of regulator upgrade; additive alternative no. 4 of additional supplementary wind cone replacement. The project also includes an airport pavement management system (APMS) is to provide the Salinas Municipal Airport (SNS) with an objective evaluation of the functional (visual) condition of the airport’s pavement. This APMS will develop Pavement Condition Index (PCI) values, predict future conditions, and develop Pavement Classification Numbers (PCNs) for the airport’s runways. Additionally, the APMS will identify short- and long-term maintenance and rehabilitation requirements, along with Opinion of Probable Construction Costs (OPCC) for the recommended work.

Project Background:

- The Kimley-Horn Team completed the design under Task Order No Two (2).
- Bids were received on April 20, 2016. The lowest responsive bidder was KOBO Utility Construction Corp.in the base bid amount of \$241,347.50.

Task Order No. Three (3): Under this Task Order No. 3, the Kimley-Horn Team will provide Construction Phase Services and APMS as follows and as more particularly described in the detailed Scope of Services:

- 1.1. Construction Observation**
- 1.2. Quality Acceptance**
- 1.3. APMS**

Detailed Scope of Services

1. Construction Phase Services

1.1. Construction Observation

- 1.1.1. Preconstruction Meeting:** The Kimley-Horn Team will organize and conduct a Pre-Construction Conference prior to commencement of Work at the Site. Under this subtask, the Kimley-Horn Team will assist the City in conducting a pre-construction conference at the Airport prior to construction activities. The meeting will serve to discuss with the contractor consultation with the City and FAA as well as discussing the requirements for the contractor to perform his construction responsibilities. The Kimley-Horn Team will conduct the meeting in accordance with FAA Advisory Circular (AC) 150/5300-9A. The Kimley-Horn Team assumes that all of the effort in this subtask will be accomplished during a one (1) day trip to SNS. The Kimley-Horn Team will provide an agenda and minutes for the Pre-Construction Conference.
- 1.1.2. Shop Drawings and Samples** - The Kimley-Horn Team will review and approve or take other appropriate action in respect to Shop Drawings, Submittals and Samples and other data which the contractor is required to submit, but only for conformance with the information given in the Contract Documents and compatibility with the design concept of the completed Project as a functioning whole as indicated in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.
- 1.1.3. Substitutes and "or-equal"** – The Kimley-Horn Team and the subconsultant(s) where applicable, will evaluate and render an opinion as to the acceptability of substitute or “or-equal” materials proposed by the contractor, but subject to the provisions of applicable standards of the FAA.
- 1.1.4. Prepare Construction Management Plan:** After receiving and reviewing the Contractor’s Quality Control (QC) Plan, the Kimley-Horn Team will prepare the Construction Management Plan (CMP). A preliminary copy of the CMP will be submitted to the City and FAA for review after the pre-construction conference. After review comments are addressed, the CMP will be revised by the Kimley-Horn Team and issued to the Contractor, City and FAA for use and reference.
- 1.1.5. On-Site Observation and Representation.** The Kimley-Horn Team, using Kimley-Horn and/or subconsultant staff, will assist the City with on-site construction administration and observation services during the Construction Activities. The Kimley-Horn Team shall provide construction administration and Observation services as follows:
- a) Establish and maintain correspondence and project files.
 - b) Document contractor's general conformance to the contract documents.

- c) Conduct weekly progress meetings and prepare meeting minutes and distribute.
- d) Prepare Daily Reports - The Kimley-Horn Team will maintain a daily log of the construction activities when on-site.
- e) Prepare Weekly and Monthly Status Reports for submittal to the FAA - The Kimley-Horn Team will prepare and submit weekly construction observation reports and monthly status report using the FAA's standard form. These reports will focus on the status of the project as observed by The Kimley-Horn Team as well as any testing provided by the contractor or our geotechnical subconsultant.
- f) Submit observed noncompliance or deficiency reports based on general observations by the Kimley-Horn Team or test results provided by the contractor or our geotechnical subconsultant.
- g) Review and assist with monitoring Contractor's Quality Control Plan.
- h) Review and assist with monitoring contractor's on-going quality control material testing program results.
- i) Review and assist with monitoring acceptance tests at the frequency stated in the specifications.
- j) Maintain copies of acceptance test reports on site.
- k) Maintain a diary, when on-site, and the contents of a diary may include:
 - Weather conditions and temperature.
 - Work in progress and location.
 - Equipment in use - types and numbers.
 - Size of work force including supervision.
 - Materials delivered.
 - Instructions to the contractor from the City.
 - Principal visitors
- l) Inspections and Tests - The Kimley-Horn Team will require such special inspections and tests of the contractor's work The Kimley-Horn Team deems appropriate, and receive and review certificates of inspections within their area of responsibility, tests, and approvals required by laws and regulations or the Contract Documents. The Kimley-Horn Team's review of such certificates will be for the purpose of determining that the results certified indicate general compliance with the Contract Documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests or approvals comply with the requirements of the Contract Documents. The Kimley-Horn Team shall be entitled to rely on the accuracy and completeness of such tests and data.

- m) Defective Work – The Kimley-Horn Team will inform the contractor of deficiencies so that corrections can be made and retests performed. Recommendations with Respect to Defective Work - The Kimley-Horn Team will recommend to the City that the contractor's work be disapproved and rejected while it is in progress if, on the basis of such observations and/or testing results, The Kimley-Horn Team believes that such work will not produce a completed project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the completed Project as a functioning whole as indicated in the Contract Documents.
- n) Applications for Payment. Based on its observations and on review of applications for payment and accompanying supporting documentation, the Kimley-Horn Team will determine the amounts that the Kimley-Horn Team recommends Contractor be paid. Such recommendations of payment will be in writing and will constitute the Kimley-Horn Team's representation to Client, based on such observations and review, that, to the best of the Kimley-Horn Team's knowledge, information and belief, Contractor's work has progressed to the point indicated and that such work-in-progress is generally in accordance with the Contract Documents subject to any qualifications stated in the recommendation. In the case of unit price work, the Kimley-Horn Team's recommendations of payment will include determinations of quantities and classifications of Contractor's work, based on general observations and measurements of quantities provided by Contractor with pay requests.

By recommending any payment, the Kimley-Horn Team shall not thereby be deemed to have represented that its observations to check Contractor's work have been exhaustive, extended to every aspect of Contractor's work in progress, or involved detailed inspections of the Work beyond the responsibilities specifically assigned to the Kimley-Horn Team in this Agreement. It will also not impose responsibility on the Kimley-Horn Team to make any examination to ascertain how or for what purposes Contractor has used the moneys paid on account of the Contract Price, nor to determine that title to any portion of the work in progress, materials, or equipment has passed to Client free and clear of any liens, claims, security interests, or encumbrances, nor that there may not be other matters at issue between Client and Contractor that might affect the amount that should be paid.

- o) Change Orders and Supplemental Agreements - The Kimley-Horn Team will review any change orders submitted or proposed by the contractor and make recommendations related to change orders to the City and the FAA. The Kimley-Horn Team will not be responsible for preparing any Supplemental Agreements that may be required.
- p) Clarifications and Interpretations - The Kimley-Horn Team will issue clarifications and interpretations of the Contract Documents to the contractor as appropriate to facilitate the orderly completion of the contractor's work. Such clarifications and interpretations will be consistent with the intent of and

reasonably inferable from the Contract Documents. Field Orders authorizing variations from the requirements of the Contract Documents will be authorized by the City.

- q) Disagreements between the City and the Contractor - The Kimley-Horn Team will, as requested, render a written decision on claims submitted by the contractor relating to the acceptability of the contractor's work or the interpretation of the requirements of the Contract Documents pertaining to the execution and progress of contractor's work. In rendering such decisions, The Kimley-Horn Team shall be fair and not show impartiality to the contractor and shall not be liable in connection with any decision rendered in good faith in such capacity.

- 1.1.6. Quality Assurance Testing and Reporting:** The Kimley-Horn Team's subconsultant will perform the Quality Assurance (QA) testing, reporting and associated construction inspection services during the project and utilizing the contractor provided testing laboratory as required. The Kimley-Horn Team's subconsultant will also be available on an "as needed" basis during the construction period if their presence is requested or additional testing is reasonably required by The Kimley-Horn Team or the City. Daily reports will be prepared for each day on-site. Test results will be transmitted to The Kimley-Horn Team for subsequent transmission to the contractor, and a summary construction observation report incorporating QA test results will be prepared after construction is complete.
- 1.1.7. Prepare Clean-Up Item List** - Following the final inspection, The Kimley-Horn Team will prepare a list of the items the contractor needs to clean up before the final payment can be made.
- 1.1.8. Substantial Completion.** The Kimley-Horn Team will, after notice from Contractor that it considers the entire Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list. If after considering any objections of Client, the Kimley-Horn Team considers the Work substantially complete, the Kimley-Horn Team will notify Client and Contractor.
- 1.1.9. Final Notice of Acceptability of the Work.** The Kimley-Horn Team will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that the Kimley-Horn Team may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, the Kimley-Horn Team shall also provide a notice that the Work is generally in accordance with the Contract Documents to the best of the Kimley-Horn Team's knowledge, information, and belief based on the extent of its services and based upon information provided to the Kimley-Horn Team upon which it is entitled to rely.
- 1.1.10. Prepare and Submit Final Testing Summaries** - Prior to the completion of the Final Engineer's Report, The Kimley-Horn Team will compile and submit copies of the

testing results and summaries in a format acceptable to the FAA. This report will be reviewed by the City and the FAA prior to the release of retainage to the contractor.

1.1.11. Final Engineer's Report - The Kimley-Horn Team will provide a Final Engineer's Report that includes Project Description, and copies of:

- Pre-Construction Documents - Contract schedule, agenda, minutes, contractor's quality control plan, contractor's storm water pollution prevention plan;
- Construction Documents - Weekly FAA inspection reports, monthly applications for payments, submittals and the submittal control log;
- Final Documents - Final quantity computations and quantities, and final change order;
- Appendix Materials - Contractor's certified payrolls, field test results and scale tickets.

Deliverables – Task 1.1

1. Review of contractor's Quality Control Plan
2. Review of contractor's material submittals
3. FAA daily, weekly, monthly reports
4. Review of contractor's Request for Reimbursements (RFR)
5. Change Orders, Field orders
6. Recommendations with respect to defective work
7. Construction Management Plan
8. Subconsultant will deliver a construction observation summary report upon completion of the project.
9. Substantial completion form.
10. Final punch list.
11. Final Engineer's Report - two (2) copies to the City; one (1) copy to the FAA.

Assumptions, Clarifications and Exclusions, Task 1.1

1. Assumptions on the construction phase services schedule are as follows:
 - i. Construction Phase Services by Kimley-Horn begins once KOBO Utility Construction Corp. has preconstruction meeting. (Approx. August, 2016)
 - ii. Assumes that all work will be complete and this Task closed out by January 31, 2017, broken down as follows:
 1. Two Weeks of preconstruction.
 2. Eight weeks of construction.
 3. Two weeks of post construction.
 - iii. Assumes up to 83 calendar days from NTP to the notice of substantial

completion.

iv. Approximate breakdown or approach to on-site versus office support for planning and budgeting purposes only. These may fluctuate based on available resources and project needs:

1. Budget, scope and time allocation for work to be performed by Kimley-Horn:
 - a. Kimley-Horn will facilitate two (2) preconstruction meetings.
 - b. Kimley-Horn will review and make recommendations on all submittals, requests for information and change orders.
 - c. Kimley-Horn will participate in weekly construction meetings for approx. 18 weeks of pre-construction and construction time.
 - d. Kimley-Horn will provide a full time, on-site Engineer for up to 85 days of construction, if requested by the city.
 - e. Kimley-Horn will complete the final construction report and grant closeout documents.
2. Assumptions for work to be performed by City of Salinas:
 - a. **Quantity verification:** Assumes the City of Salinas will be verifying quantities for submittal for reimbursement.
 - b. **Construct Observation:** Assumes the City of Salinas will primarily be responsible for Construction Observation with KHA assisting the City as needed.
 - c. **Certified Payroll/DBE:** Assumes the City of Salinas will be responsible for verifying certified payrolls and performing payroll interview as needed.
2. Any modifications of these assumptions will require a modification to the consultant contract including schedule and fee.
3. Any other services except as detailed within this scope of services are not included in this Agreement.
4. Limitation of Responsibilities. The Kimley-Horn Team shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. The Kimley-Horn Team shall not have the authority or responsibility to stop the work of any Contractor.

5. Observations by the Kimley-Horn Team are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Based on information obtained during such visits and such observations, the Kimley-Horn Team will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and the Kimley-Horn Team will keep Client informed of the general progress of the Work.

The purpose of the Kimley-Horn Team's observations will be to enable the Kimley-Horn Team to better carry out the duties and responsibilities specifically assigned in this Agreement to the Kimley-Horn Team, and to provide Client a greater degree of confidence that the completed Work will conform in general to the Contract Documents. the Kimley-Horn Team shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall The Kimley-Horn Team have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, the Kimley-Horn Team neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

- 1.2. **Quality Acceptance:** Sub-consultants, under subcontract with Kimley-Horn, will provide Quality Acceptance testing for this Task Order. Quality Assurance testing will comply with the testing frequencies defined in the construction contract documents.

- 1.3. **APMS:**

- 1.3.1. Evaluate Existing Record Drawing Documentation – Consultant will have on-site a representative from our team review available record drawings of prior rehabilitation projects as well as any other available information including historical photographs and technical reports in an effort to determine pavement types; pavement ages; pavement thickness; subgrade types, thickness, and support values; base thickness, support values, pavement joint details, and other pertinent pavement structural section information. The Consultant will work with the City's Project Manager to locate all available existing data related to record drawing documentation including electronic CAD drawings from previous pavement evaluations (if available). Aircraft fleet mix data will also be obtained to be used in the PCN analysis. Should the Consultant not be able to access the records drawings on-site, a formal request for documentation will be made to the City's Project Manager

- 1.3.2. Develop/Update Network Definition Map – Following the completion of the Records Review, the Consultant will update the existing (if available) or develop a new Network Definition Map. The Consultant will use the existing ALP provided to the Consultant in electronic format (AutoCAD) as the basis of the Network Definition. This work will be done in accordance with the FAA Advisory Circular (AC) 150/5380-6B, *Guidelines and Procedures for Maintenance of Airport Pavements* and ASTM Standard D5340-12, *Standard Test Method for Airport Pavement Condition Index Surveys*.

This map is a primary component for the completion of the visual pavement condition index survey. If applicable, the network definition map will be developed following City of Salinas standards.

- 1.3.3. Pavement Management System Update/Development – The Consultant will update and/or develop the APMS database in the most current reliable version of the PAVER software.

Any previous systems will be imported if capable and will include importing historical pavement inventory data, condition data, and customization information available. Additionally, the Consultant will develop relevant inventory information comprising of historical construction data, cross section information, and changes to the existing network definition based on the findings of Task 1.3.1

1.3.4. Pavement Condition Index Surveys (Functional Data) – Using procedures detailed in the FAA Advisory Circular (AC) 150/5380 6B, "Guidelines and Procedures for Maintenance of Airport Pavements," ASTM D5340-12, "Standard Test Method for Airport Pavement Condition Index Surveys" a visual condition survey of the pavements shall be conducted. The condition survey results shall be used in evaluating the performance history of the pavement using the Pavement Condition Index (PCI). For the purpose of this evaluation, network level inspection methodology (random sampling) will be implemented on approximately 20% of the pavement.

The specific objectives of the condition survey are to:

- Determine the functional (visual) condition of pavement network in terms of operational surface condition;
- Provide a common index for comparing the functional condition of pavements in years to come, using the PCI;
- Generate quantities for distress repair that can be incorporated into short term maintenance budget estimates; and
- Project future functional conditions of operational surfaces, aid in the determination of the pavement life and develop rehabilitation alternatives based on the visual condition.

During this visual inspection, distress type, severity, and quantity are measured for each pavement area. The field crew will create a photographic record throughout the PCI inspections, which will be incorporated into the project report and provided in digital format. Inspectors will take note of serious distresses or safety concerns that require immediate attention and will alert the Project Manager if any locations are identified.

The following tasks are necessary for performing condition surveys and determining the PCI:

- Reviewing any existing APMS and identifying the pavement specific sample units to be re-inspected if available. If not these will be developed for this program. Identify the previous distresses in those pavements to compare in the field to the current condition.
- Developing the network definition based on identified problem areas and recent pavement rehabilitation / reconstruction activities.
- Developing pavement branches and sections based on construction history, pavement cross-section, and traffic.
- Divide and number new or recently constructed pavement features into sample units (for AC pavements, approximately 5,000 sq. ft. \pm 2,000 sq. ft. and for PCC pavements approximately 20 slabs \pm 8).
- Inspect individual sample units and record distress types and their severity levels and densities.
- Identify additional sample units that require inspections (field determination)
- Enter the visual inspection data into the recommended program and error check

- Compute PCI for each sample.
- Compute PCI for each section.
- Compare current PCI values to previous PCI values.

It is anticipated that the visual PCI surveys will be completed during daytime hours under airport escort. Badging will **not** be required for proper airport access. Proper coordination will be maintained between the Consultant and airport operations.

1.3.5. Pavement Management System Customization – Consultant will meet with the City and Airport staff to develop the APMS customization information including the critical PCI (condition at which major rehabilitation is identified), prioritization guidelines, maintenance policies (specific to SNS), unit costs for M&R activities (in-house as well as contracted), budget expectations, fiscal year planning, etc. This information provides the basis for the functional analysis and development of a 5-year CIP.

Stop-gap (emergency) and localized preventive maintenance policies will be developed for each pavement type. These policies will reflect current M&R practices at SNS. Consultant will provide guidance in the development of these policies based on best practices for pavement maintenance and rehabilitation as well as industry standards.

Consultant will also develop current unit costs for the assigned M&R activities at SNS. Estimates of construction costs will be based on recent local construction pricing information. The estimates will reflect the necessity for nighttime construction (if appropriate) and in-house versus contracted maintenance activities, if applicable.

1.3.6. Functional Data Analysis – Specific objectives shall consist of:

- Computation of PCI and preparation of color coded PCI drawing graphically depicting the current and projected future condition (5-year) for all pavements evaluated at SNS.
- Identification of functional remaining pavement life, preferred short-term maintenance, rehabilitation, and long-term reconstruction alternatives.
- Analysis of functional condition and future functional performance using visual condition survey results and statistical extrapolation techniques.

Three aspects of the PCI data will be analyzed: the composite index, the type of distress, rate of deterioration, and functional remaining life.

Using data gathered in previous tasks outlined in this scope of work, Consultant will complete a functional analysis of the airside pavement infrastructure at SNS by analyzing various analysis (funding) scenarios. The results of the various analysis scenarios provide the baseline for the development of the CIP. Analysis scenarios to be evaluated will include:

- Unlimited budget scenario
- No funding budget scenario
- Minimum condition budget scenario
- \$'s per year to eliminate backlog budget scenario
- Constrained budget scenario(s) – 2 maximum

1.3.7. Structural Data Analysis – Specific tasks shall consist of:

- Analysis of aircraft fleet mix data

- Computation of the Pavement Classification Number (PCN) per FAA AC 150/5335-5C, "Standardized Method of Reporting Airport Pavement Strength - PCN." This will be performed on the two runway facilities.
- Aircraft Traffic Evaluation - Airfield traffic, including types of aircraft, frequency, and operational weight will be reviewed and updated as necessary.
- PCN Classification - The FAA standard for reporting pavement strength is the PCN classification as described in AC 150/5335-5C, "Standardized Method of Reporting Airport Pavement Strength - PCN."

1.3.8. Economic Analysis and Budget Costs Estimates - Based on pavement rehabilitation needs identified, a preliminary CIP will be developed for pavement rehabilitation and maintenance of airport pavements. The evaluation and design sequences will have identified areas of pavement requiring rehabilitation and preferred options such as overlays, mill and AC overlay, or reconstruction with AC and PCC. This task will include preparation of an Opinion of Probable Construction Costs (OPCC) for each identified alternative and will provide an economic analysis of the costs and benefits of implementing each option.

OPCC's will be based on bidding history for past work. The estimates will reflect the necessity for off-peak and/or accelerated construction, as applicable.

1.3.9. Airfield Geometry Evaluation for Adherence to FAA Advisory Circular – New FAA requirements require when existing pavement is reconstructed that it be constructed to meet the new design requirements outlined in FAA Advisory Circular 150/5300-13A "Change 1". Consultant will conduct a geometric evaluation of all pavement sections identified for reconstruction based on their current and predicted functional and/or structural condition for adherence with new design requirements. Should existing geometry not meet current standards the Consultant will modify the engineer's opinion of probable construction costs to include those costs required to bring the facility up to current design standards.

1.3.10. Pavement Management Program and Report – The purpose of this task is to finalize a usable basic reference to support management and engineering decisions concerning pavement rehabilitation, maintenance, and funding for each calendar year.

The results of the pavement evaluation will be analyzed, summarized, and presented in a written report. The report will summarize all evaluation methodologies.

A preliminary APMS and report will be developed and submitted for review and comment. After review, comments and necessary changes will be incorporated into the final report and Executive Summary.

1.3.11. Project Management and Administration – This task consists of the project management aspects of the APMS implementation. It will include time associated with meetings and working with sub-consultants (as necessary).

- Kickoff Meeting – in person in Salinas, CA
- CIP Workshop – to present the CIP to City and Airport staff for comment, in person in Salinas, CA

- Bi-monthly Progress Meetings – via teleconference.

Additional internal project team meetings will be held to keep the project on track with the milestones and costs.

Deliverables – Task 1.3

1. Microsoft Excel spreadsheet summarizing the construction documents reviewed as part of the records research as well as an updated construction history summary.
2. Electronic network definition map in approved format.
3. Consultant will provide a PAVER database.
4. Consultant will provide a table summarizing the customization information specific to SNS that identifies all of the project specific data required for the program including maintenance policies, unit costs, pavement ranking, and prioritization guidelines. Change Orders, Field orders
5. Consultant will summarize the results of the PAVER functional analysis.
6. Consultant will summarize the PCNs developed for the two runway facilities.
7. Consultant will develop preliminary and final CIP plans that will be developed and presented to the City's Project Manager..
8. Consultant will develop a series of spreadsheets summarizing CIP recommendations and OPCC's.
9. Consultant will develop exhibits graphically summarizing the recommended CIP.
10. Draft report and executive summary summarizing findings and recommendations with supporting documentation.
11. Graphical exhibits and electronic files summarizing findings and recommendations.
12. Final report and executive summary summarizing findings and recommendations with supporting documentation.

Assumptions, Clarifications and Exclusions, Task 1.3

1. Assumes no shoulder pavement will be inspected
2. CIP recommendations assume SNS will consider other factors, including adherence to FAA design advisory circulars, operational impacts, an future airport plans when developing a logical and cost effective CIP.

Additional Information

1. **Special Considerations:** Standards: formatting standards for drawings, documents and reports will be defined by The Kimley-Horn Team using AutoCAD 2015 software for drawings, the Microsoft Word software for word processing and the Microsoft Excel software for quantities and estimating purposes. Work by the Kimley-Horn Team will conform to or be compatible with these conventions.
2. **Owner's Responsibilities**
 - a. Provide copies of all existing pertinent records/reports/studies in its possession.

- b. Provide consultant access to the project.
 - c. Participate in meetings and planning activities.
 - d. Participate in the development of the project plans and specifications. Assist the consultant in the developing or obtaining wage rates, DBE, legal, bonding and other provisions necessary for the contract documents.
 - e. Timely review and response (2 weeks from Receipt).
 - f. Perform additional responsibilities as detailed in contract terms and conditions.
 - g. The Kimley-Horn Team and its Subconsultants shall be entitled to rely upon the accuracy and completeness of all surveys, reports and information furnished by the Client and its Co-the Kimley-Horn Teams or Assigned Subconsultants.
3. **Schedule:** Construction Phase Services by Kimley-Horn will begin upon the issuance of an NTP to the Contractor. Assumes that all work will be complete and this Task closed out by January 31, 2017.
 4. **Terms of Compensation** (same rates and terms as included in the Master Agreement) Based on available information, Kimley-Horn estimates that the total fee, including all labor and expenses, to complete **Task Order Number Three (3)** will be approximately **\$162,376**

Kimley-Horn will not exceed this amount without prior authorization from the Client. Services rendered and compensation will be based on the rate schedule below.

Title	Hourly Rate
Principal	\$295.00
Project Manager	\$230.00
Senior Engineer/Task Manager	\$215.00
Engineer/ Analyst	\$140.00
Accounting and Professional Support	\$120.00
Clerical/Administrative	\$103.00

⁽¹⁾ Beginning on June 30, 2017 and each year anniversary thereafter during the term of the professional services agreement, the Consultant will automatically increase the compensation Fee schedule under this agreement. The amount of the annual increase shall be determined by multiplying the compensation rate by the percentage change in the Consumer Price Index ** (“CPI”) for the preceding year or 5%, whichever is less.

In the event the above-mentioned index is discontinued prior to the expiration of this agreement, the Consultant shall immediately request the Bureau of Labor Statistics of the U.S. Department of Labor to supply a formula for the conversion of the above-mentioned index to a similar index then available; and, said formula shall thenceforth be the basis for the computation.

**U.S. Bureau of Labor Statistics, U.S. City Average, All Items Series A (1982-1984=100) “Urban Wage Earners and Clerical Workers.”

⁽²⁾ Direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.05 times cost. Technical use of computers for design, analysis, GIS, and graphics, etc. will be billed at \$10.00 per hour. All permitting, application, and similar project fees will be paid directly by the CITY.

⁽³⁾ Subconsultant expenses and costs will be billed at 1.05 times cost.

END OF TASK ORDER NO 3