

## **SCHEDULE A**

### **SCOPE OF WORK**

**Project Title:** *Runway 8-26 and Helipad Pavement Rehabilitation Project*  
**Airport Name:** *Salinas Municipal Airport*  
**Services Provided:** *Construction Management*

**Project Description:**

The CONSULTANT shall provide required construction management services for the Runway 8-26 and Helipad Pavement Rehabilitation Project (the “Project”). The Project will be performed and constructed by the SPONSOR with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) with a potential matching grant from CALTRANS.

C&S will provide construction management and observation services during construction. Once construction is complete, C&S will produce the final construction report and assist with the grant closeout process.

This project will include crack seal, paint removal, seal coat and new pavement markings on the runway, connector taxiways and the helipad. The project has been separated into two work areas, one being the runway and its connectors and the other being the helipad. The allowed contract time for this agreement is 30 calendar days.

Therefore, the CONSULTANT has prepared a workplan proposal with these assumed calendar days for construction management and observation services.

Services to be provided by the CONSULTANT shall include civil engineering services, as applicable, required to accomplish the following items (“Basic Services”):

**CONSTRUCTION MANAGEMENT AND OBSERVATION PHASE**

This Phase shall consist of observation of the construction to become generally familiar with the progress and quality of the Contractor’s work to determine if the work is proceeding in general conformity with the Contract Documents. In addition, the CONSULTANT shall aid the SPONSOR by acting as its liaison and Project coordinator with FAA during the construction of the Project.

1. Provide consultation and advice to the SPONSOR during construction, including the holding of a pre-construction conference, weekly construction coordination meetings, and other meetings required during the course of construction. Prepare and distribute minutes of all meetings.
2. Prepare reimbursement request packages; coordinate their execution by the SPONSOR; and submit to the funding agencies.
3. Maintain a Project record in accordance with requirements of the FAA for aviation capital projects.
4. Review documents and submissions by Contractor(s) pertaining to scheduling and advise the SPONSOR as to their acceptability.
5. Observe the Work to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Work. Monitor the suitability of materials on the Project site or brought to the Project site to be used in construction; interpret the contract plans and specifications and check the construction activities for general compliance with the design intent;

measure, compute, or check quantities of Work performed and quantities of materials in-place for partial and final payments to the Contractor. Neither the activities of the inspector and/or supporting staff nor the presence of any of them at a construction/Project site shall relieve Contractor nor make Consultant responsible for, Contractor's obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the Work in accordance with the Contract Documents and any health or safety precautions or measures required by regulatory agencies.

6. Prepare and submit inspection reports of construction activity and problems encountered as required by the SPONSOR and the FAA.
7. Prepare, review, and approve monthly and final payments to Contractor(s).
8. Conduct pre-final and final inspections of the completed Project with the SPONSOR's airport personnel, the FAA and the Contractor.
9. Issue certificates of construction completion to the SPONSOR and the FAA.
10. Perform an orderly closeout of the Project as required by the SPONSOR and the FAA.

#### **RESPONSIBILITIES/DUTIES OF INSPECTION STAFF**

In general, the on-site inspection staff is responsible for monitoring construction activity on a project and documenting their observations in a formal project record.

Inspection activity generally consists of the following records and duties:

1. Inspector's Daily Reports
2. Summary of Inspector's Daily Reports
3. Preparation of FAA Weekly Reports
4. Review and Compile Contractor Daily Reports
5. Prepare statement of days charged on a weekly basis
6. Conduct Wage Rate Interviews with prime/subcontractors employees
7. Conduct Project meetings with Sponsor and Contractors
8. Field measure quantities on a daily basis
9. Collect and monitor weekly payrolls for Davis Bacon Act Compliance
10. Preparation of Periodic Payment Request for Contractor
11. Record deviations from the contract plans for preparation of record drawings
12. Preparation and review of Change Orders/Force Account Work

The Construction Observer will assist the SPONSOR and Contractor regarding construction activity as it relates to aircraft operations and coordination of Notice to Airmen (NOTAMS) as required.

**EXCLUSIONS TO BE PERFORMED BY KIMLEY-HORN:**

1. Review, approve, or take other appropriate action on all Contractor-required submittals, such as construction schedules and phasing programs, shop drawings, product data, catalog cuts, and samples.
2. Review alternative construction methods proposed by the Contractor and advise the SPONSOR of the impact of these methods on the schedule and quality of the Project.
3. Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist the SPONSOR in resolving contractor claims and disputes.
4. Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of the SPONSOR when necessary.
5. Furnish the SPONSOR one reproducible set of the record drawings for the completed Project taken from the annotated record drawings prepared by the resident inspector based upon Contractor-provided information.

**WORKPLAN**  
**SALINAS MUNICIPAL AIRPORT**  
**RUNWAY 8-26 AND HELIPAD REHABILITATION PROJECT**  
**CONSTRUCTION MANAGEMENT SERVICES**

TASK	ADMIN ASST	PROJ ENG	DEPT MAN	INSP	DIRECT COSTS	TOTALS	TOTAL HOURS PER TASK
<b>Construction Administration Phase</b>						<b>\$17,630</b>	
Coordination with City, FAA		16	10			\$5,338	26
Final Closeout Report	4	36	6	10		\$9,238	56
Project Closeout	4	10	4			\$3,054	18
<b>Construction Observation Phase</b>						<b>\$28,840</b>	
Construction Observation				206		\$28,840	206
<b>Direct Expenses</b>						<b>\$8,542</b>	
C&S					\$8,542	\$8,542	
	8	62	20	216	\$8,542	<b>\$55,012</b>	306



# ENGINEERING COST SCHEDULE "B" CONSTRUCTION PHASE

PROJECT NAME: Runway 8-26 and Helipad Rehabilitation  
PROJ DESCRIPTION: Design support and construction observation pavement preservation  
CLIENT: City of Salinas  
CLIENT MANAGER: Brett Godown

DATE: 03-May-19  
A/E: C & S ENGINEERS, INC.  
PROJECT NO: V21  
C&S CONTACT: Jessica Bryan

## I. LABOR RATE COSTS:

TITLE		LABOR RATE (\$/HR)	@	HOURS		COST
A.	DEPARTMENT MANAGER	\$273.00	X	20	=	\$5,460
B.	PROJECT ENGINEER	\$163.00	X	62	=	\$10,106
C.	ADMINISTRATIVE ASSISTANT	\$83.00	X	8	=	\$664
D.	INSPECTOR	\$140.00	X	216	=	\$30,240
TOTAL CONSTRUCTION MANAGEMENT SERVICES:						\$46,470

## II. ESTIMATE OF DIRECT EXPENSES:

A.	TRAVEL, BY AUTO (FROM SAC):	8	TRIPS @	360	MILES/TRIP @	\$0.570	=	\$1,642.00
B.	PER DIEM:	30	DAYS @	1	PERSONS @	\$230.00	=	\$6,900.00

TOTAL ESTIMATE OF DIRECT EXPENSES: \$8,542

III. TOTALS: TOTAL CONSTRUCTION MANAGEMENT SERVICES & FAA ELIGIBLE: \$55,012