

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

AGENDA STAFF REPORT

AGENDA DATE: April 17, 2012

ACTION REQUESTED: Approve a Resolution to Approve and Sign a Scope of Work with USKH for the Tie-down Apron Improvement Project.

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BACKGROUND: The 2012 Tie-Down Apron Project at Bowers Field consists of redesign and rehabilitation of the current tie-down apron area. USKH was selected to perform the design, construction and administration of the project. (Scope Attached)

Funding for this project is comprised of FAA, WSDOT Aviation, and Local dollars.

FAA -	\$312,300.00 (90% Share)
WSDOT Aviation -	\$17,350.00 (5% Match)
Local Funds-	\$17,350.00 (5% Match)

INTERACTION: Public Works; FAA; USKH

RECOMMENDATION: I recommend the Board of County Commissioners Approve and Sign a Scope of Work with USKH for the Tie-down Apron Improvement Project.

HANDLING: Return two originals to Public Works

ATTACHMENTS: Resolution; USKH Task Form; Scope of Work

LEAD STAFF: Kelly Carlson  
Airport Manager

**BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON**

**RESOLUTION NO. \_\_\_\_\_  
TO APPROVE AND SIGN A SCOPE OF WORK WITH USKH FOR THE TIE-  
DOWN APRON IMPROVEMENT PROJECT FOR THE KITITAS COUNTY  
AIRPORT/BOWERS FIELD.**

- WHEREAS:** Kittitas County/Bowers Field completed the Airfield Needs Assessment which produced a Capital Improvement list; and
- WHEREAS:** The tie-down apron was identified for necessary improvements and maintenance; and
- WHEREAS:** USKH was selected as the consultant to perform the design, construction and administration for the project; and
- WHEREAS:** The Federal Aviation Administration has approved funding for this project in the amount of 90% through AIP (Airport Improvement Project) funding; and
- WHEREAS:** The Scope of Work with USKH is for Contract Administration, Design, and Construction Administration in a lump sum amount of \$71,717.00 (\$45,067-design/bidding and \$26,650-construction management); and
- NOW, THEREFORE BE IT RESOLVED** the Kittitas County Board of County Commissioners declares it be in the best interest of the public, and does hereby authorize the Scope of Work with USKH in the amount of \$71,717.00 for the tie-down apron improvement project at the Bowers Field Airport.

**DATED** this 17<sup>th</sup> day of April, 2012, at Ellensburg, Washington.

**BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON**

\_\_\_\_\_  
Alan Crankovich, Chair

\_\_\_\_\_  
Obie O'Brien, Vice-Chair

\_\_\_\_\_  
Paul Jewell, Commissioner

**ATTEST:**

\_\_\_\_\_  
Clerk of the Board



# TASK FORM

# Scope of Work & Fee Approval

WORK ORDER NUMBER: 1353900	PROJECT NAME: Bowers Field Airport
CLIENT: Kittitas County	Apron Improvement Project
ADDRESS: 411 N. Ruby, Suite 1	
CITY: Ellensburg	STATE: WA ZIP CODE: 98926
PHONE: 509-962-7663	FAX: 509-962-7663
CLIENT CONTACT: Kelly Carlson, Airport Manager	E-MAIL: kelly.carlson@co.kittitas.wa.us
LEGAL OWNERS: Kittitas County	LEGAL DESCRIPTION: Bowers Field Airport
<p>DESCRIPTION OF WORK:</p> <p>USKH will perform Design, Bidding, and Construction Management and Administration services for the Bowers Field Airport Apron Improvement Project. The improvements to the apron layout will integrate new general aviation (GA) and business aircraft parking positions on the existing tie-down apron.</p> <p>A scope and fee are attached to this task order that detail the approved services by the Federal Aviation Administration (FAA), dated _____.</p>	
<p>COST OF WORK: Design, Bidding, and Construction Management combined is <u>\$71,717</u></p> <p>LUMP SUM: \$45,067 (Design/Bidding) TIME and MATERIALS (Not to Exceed): \$ 26,650 (Construction Management)</p>	
PROJECT COMPLETION DATE: Summer 2012	
<p>I/We (herein "Client") have read the foregoing work order including the terms and conditions. Said order is in all respects correct and reflects the understanding of the parties and I/We agree to be bound thereby. By signing below, each Client agrees and acknowledges that he is jointly and severally bound to the terms of this Agreement.</p>	
DATE: <u>4/11</u> , 2012 COMPANY: Kittitas County SIGNATURE: <u>[Signature]</u> NAME & TITLE: Kirk Holmes, Directory of Public Works	DATE: _____, 2012 COMPANY: _____ BY: _____ TITLE: _____
DATE: _____, 2012 SIGNATURE: <u>[Signature]</u> NAME & TITLE: Jeffrey Logan, P.E., Principal	USKH STANDARD BILLING RATES ATTACHED: YES _____ NO <u>x</u> OTHER ATTACHMENTS: YES <u>x</u> NO _____ NOTES: This project will abide by all contractual agreements approved under the USKH Term Contract for Professional Services, approved by Kittitas County on January 14, 2010.

- |                                                              |                                                        |                                               |                                             |
|--------------------------------------------------------------|--------------------------------------------------------|-----------------------------------------------|---------------------------------------------|
| <input type="checkbox"/> 2515 A Street                       | <input type="checkbox"/> Anchorage, Alaska 99503       | <input type="checkbox"/> Phone (907) 276-4245 | <input type="checkbox"/> Fax (907) 258-4653 |
| <input type="checkbox"/> 544 4th Avenue, Suite 102           | <input type="checkbox"/> Fairbanks, Alaska 99701       | <input type="checkbox"/> Phone (907) 452-2128 | <input type="checkbox"/> Fax (907) 452-4225 |
| <input type="checkbox"/> 3031 Clinton Drive, Suite 200       | <input type="checkbox"/> Juneau, Alaska 99801          | <input type="checkbox"/> Phone (907) 790-2901 | <input type="checkbox"/> Fax (907) 790-3901 |
| <input type="checkbox"/> 351 W. Parks Highway, Suite 200     | <input type="checkbox"/> Wasilla, Alaska 99654         | <input type="checkbox"/> Phone (907) 376-7815 | <input type="checkbox"/> Fax (907) 376-7819 |
| <input checked="" type="checkbox"/> 621 W. Mallon, Suite 309 | <input type="checkbox"/> Spokane, Washington 99201     | <input type="checkbox"/> Phone (509) 328-5139 | <input type="checkbox"/> Fax (509) 328-0423 |
| <input type="checkbox"/> 2376 Main Street, Suite 2           | <input type="checkbox"/> Ferndale, Washington 98248    | <input type="checkbox"/> Phone (360) 312-1815 | <input type="checkbox"/> Fax (360) 312-0124 |
| <input type="checkbox"/> 5 North Colville Street             | <input type="checkbox"/> Walla Walla, Washington 99362 | <input type="checkbox"/> Phone (509) 522-4843 | <input type="checkbox"/> Fax (509) 522-1902 |

## SCOPE OF WORK

### **Bowers Field Airport Apron Improvements**

Kittitas County  
Ellensburg, Washington

Bowers Field Airport is owned and operated by the Department of Public Works, Kittitas County. The Airport is located in the city of Ellensburg, Washington.

#### **Project Objective**

The objective of this project is to provide professional consultant services to aid the County in the design and construction management for improving the apron area at Bowers Field Airport. The existing apron primarily is set up for general aviation (GA) parking. The improvements to the layout will integrate new GA and business parking positions.

During the interview process, several alternative layouts were presented, along with the proposed Airport Layout Plan (ALP). A final configuration and layout will be established during the predesign coordination efforts based on the County's preference and Federal Aviation Administration (FAA) approval.

Additional improvements will include new pavement and structural sections, apron and taxiway airfield markings, tie-down removal, lighting luminaires, and other associated work. The work will be designed in conformance to the most current FAA Advisory Circulars (AC) guidelines and specifications.

This project is scheduled to be designed and bid during the spring of 2012 with construction commencing the summer of 2012. Funding for this project will be provided by FAA. Design and construction will occur in accordance with the most current applicable FAA AC, in particular 150/5300-13 (Airport Design) and 5370-10F (Standards for Specifying Construction of Airports).

The work will be conducted in multiple phased tasks:

- Task 1 – Project Management and Predesign Coordination
- Task 2 – Site Investigation and Data Collection
- Task 3 – Preliminary Design (65% Design Submittal)
- Task 4 – Final Design (95% and 100% Submittals)
- Task 5 – Services during Bidding
- Task 6 – Construction Management and Administration
- Task 7 – Project Closeout

## Assumptions/Considerations

- Survey: USKH currently has topographic data in the area where the new asphalt is proposed, collected by the County and Encompass Engineering and Surveying, which was obtained during Phase 1 of the Airport Industrial Park Utility Project. Further data will be required to located exact existing tie-down anchors and existing asphalt edges to the west of the proposed asphalt location. USKH will coordinate with County survey personnel to acquire the additional survey information.
- Geotechnical: The existing apron consists of 4" of pavement over 6" of aggregate. To the west, it abuts to an existing concrete surface ranging from 6" to 9" over 6" aggregate. These existing surfaces will remain in place and will not warrant removal of either surface. With current FAA AC guidelines and based on the type of aircraft that will be designated to use this area, it is estimated that the new pavement to the south will consist of 3" to 4" of pavement over 6" of aggregate. Because this phase does not consist of a large quantity of asphalt nor does it exceed a gross weight load bearing capacity greater than 12,500 pounds, WSDOT specifications will be used for a flexible pavement.

Budinger and Associates prepared a geotechnical report for the Bowers Field Airport Industrial Park on May 2010. The project area under that report included areas adjacent to this apron project. Since test pits are identified near this project area, that report and information obtained under the geotechnical soils exploration will be retained for calculating the airfield structural pavement section. Budinger will be retained to recommend a structural section for the new pavement section based on their previous soils report findings.

- Construction Management and Administration: The County has in-house inspection capability and experience with qualified personnel. USKH will provide a part-time inspector for this project for the duration of construction, which is estimated for a period of up to 10 days. USKH will oversee the County inspection efforts and perform periodic site visits during critical periods of the project, including layout confirmation, paving, testing, etc.

## Task 1 – Project Management and Predesign Coordination

- **Subtasks**
  - 1.1 Assist in Project Scope review and formulation. Prepare a Scope of Professional Services. The Scope of Work will include a listing of all work tasks in a spreadsheet identifying for man-hours, hourly rates, direct expenses, and lump sum costs. Provide a "draft" scope for review by the Airport and FAA. Discuss review comments and revise accordingly.
  - 1.2 Attend a project predesign meeting and site visit with the Airport and telephone conference with FAA.
  - 1.3 Maintain and distribute project files and documents.
  - 1.4 Predesign coordination with County personnel and reviewing agencies.
  - 1.5 Prepare invoices and provide the Airport with bi-weekly status updates of project progress in performing the work.



- **Products**

- Provide project draft & final scope, fee and schedule.
- Monthly invoices and progress reports that will outline in written and graphical form the current status of various tasks and compare actual progress with the original project schedule.

## **Task 2 – Site investigation and Data Collection**

- **Subtasks**

- 2.1 Initial site investigation and data collection.
- 2.2 Acquire additional survey information to assemble existing base map information. It is anticipated that County personnel will be able to provide USKH with survey point data to locate existing tie-down anchor locations, along with the remaining existing edge of asphalt locations where the business aircraft positions are proposed.
- 2.3 Final determination of the preferred apron layout with the County.
- 2.4 Conduct site visit with County personnel (to be in conjunction with predesign coordination).
- 2.5 Coordinate preferred apron layout with FAA.

- **Products**

- Prepare final base map to be used for design.
- Submit preferred apron layout exhibit to FAA and County/Airport for approval.

## **Task 3 – Preliminary Design (65% Design Submittal)**

The design (65% submittal) phase shall include the preparation of the layout and detailed construction plans, specifications, and cost estimate. Preliminary design services shall include the following work tasks:

- **Subtasks**

- 3.1 Prepare 65% design plans for the project. It is estimated the plan set will require 6 sheets. The plan sheet set will include:

Sheet 1 Cover, Title, Vicinity Map & Index

Sheet 2 Survey Control, Legend & Notes

It is anticipated that survey and base map information from previous Airport projects will be used to establish existing conditions of the proposed pavement area and surrounding terrain. Existing Airport horizontal and vertical control will be utilized from these surveys.

Sheet 3 Safety and Phasing Plan

The preliminary construction safety and phasing plan will show the sequence of construction activities for evaluation by the County/ Airport, Airport users and FAA. The safety plan will be developed in accordance with AC 150/5370-2E (Operational Safety on Airports during Construction), AC 150/5210-5D (Painting, Marking, and Lighting of Vehicles Used on an Airport), and AC 150/5210-2O (Ground Vehicle Operations on Airports). FAA requires a construction Safety Plan showing construction haul routes and staging areas, NOTAMs, and temporary marking or lighting for operational surface shutdowns during each phase of construction.

Sheet 4 Site/Utility Layout and Striping Plan

Sheet 5 Grading and Paving Plan

The preliminary grading plan will include existing and finished grade contours, with final point elevations and tables in order for contractor survey staking efforts.

Sheet 6 Detail Sheet

- 3.2 Assemble specifications including FAA General Provisions (AC 150/5370-10C), and prepare project specific technical and supplemental special provisions, and FAA technical and supplemental specifications to be used for bidding the proposed grading improvements. Specifications are to be based on FAA format.
  - 3.3 Prepare a preliminary construction cost estimate for the apron improvements.
  - 3.4 Prepare and distribute review 65% design submittal package which includes preliminary plan sheets, technical specifications, and estimate for the review by the County/Airport and FAA.
  - 3.5 Review Design Plan Submittal (65% complete) with County/Airport staff. Anticipate one (1) review meeting with the County/Airport via teleconference, including attendance by project manager and project engineer. Review phasing and safety plan, preliminary design drawings, and project schedules with County/Airport. Coordinate with Airport users, if necessary.
  - 3.6 Review and coordinate design comments from FAA. Provide written response to address comments received from FAA during their review. Finalize contract documents based on comments received during review.
- **Products**
    - 65% preliminary review submittal consisting of plan set, technical specifications, and cost estimate.
    - Written response to review comments by the FAA and County/Airport as needed.

**Task 4 – Final Design (95% and 100% Submittals)**

The final design (95% and 100% submittals) phase shall include the preparation of detailed construction plans and specifications, cost estimates, bid and contract documents suitable for obtaining final approval and competitive bids for construction of improvements. Final design services shall include the following work tasks:

- **Subtasks**
  - 4.1 Prepare up final plan sheets for the apron improvements. The estimated plan set will consist of 6 sheets as outlined in Task 3.1.
  - 4.2 Assemble final specification documents to be used for final approvals and bidding the proposed improvements. Specifications are to be based on FAA format.
  - 4.3 Prepare final Engineer's Estimate of probable construction costs for the proposed improvements based on historical costs of similar projects in the vicinity, where possible.
  - 4.4 Prepare engineers design report and modifications to standards documentation.
  - 4.5 Perform internal Quality Assurance/Quality Control (QA/QC) on project. Project plans and specifications will be reviewed by Senior and Principle engineers.

- 4.6 Prepare and distribute final design submittal packages (95% and 100% submittal stages). Includes plan set, technical specifications, and estimate for final approval by the County/Airport and FAA. Upon approval, plans and specifications to be distributed for project advertising and bidding.
  - 4.7 Project review meetings with County/Airport and FAA.
  - 4.8 Incorporate all review comments into final bid packages.
- **Products**
    - Final bidding document set of contract plans (95% and 100% submittal stages), specifications and construction cost estimate for final approval and bidding.

### **Task 5 –Project Advertising and Bidding**

- **Subtasks**
  - 5.1 Prepare advertisement for bid. The County will be responsible for sending the advertisement to the various publications and paying for the publication costs. The consultant will be in charge of distributing the bid sets and holding the bidders list.
  - 5.2 Respond to questions that arise during the Contractor's or supplier's bid preparation process. Provide clarification and interpretation to the county as needed during the advertisement period.
  - 5.3 Prepare addenda if modifications to the contract documents are deemed warranted by the County during the bidding process. The consultant will be responsible for distributing any addenda.
  - 5.4 Provide pre-bid conference coordination to familiarize bidders and interested parties with the construction project scope and requirements. Prepare a detailed agenda and displays, prepare and issue conference minutes.
  - 5.5 Attend bid opening at the County office. Check bids for accuracy and prepare a bid summary tabulation. Provide Engineer's letter of recommendation of award to the Owner.
  - 5.6 Based upon the bids received, recommend the lowest qualified bidder. The Consultant will assist in the process and preparation of documents for the Bid Award, Notice of Intent to Award, review and execution of Contract, Notice to Proceed, and conformed specification of the project.
- **Products**
  - Advertisement for Bid.
  - Up to two Addenda, if required.
  - Engineer's recommendation of award letter.
  - Contract Documents including; Notice of Intent to Award, Contract Award Documents, and Notice to Proceed.

### **Task 6 – Construction Management and Administration**

During the construction phase of the project, USKH will provide construction management and administration through the duration of the project. USKH will assist the County/Airport to monitor and inspect on a part-time basis. USKH will document progress for quality and cost, review payment



requests, complete necessary quality control testing, continually inform the County/Airport on project progress, conduct the final project inspection, and complete the contract documentation.

- **Subtasks/Products**

- 6.1 Request and review contract, bonds, insurance certificates, construction schedules, security phasing plan, shop drawings, and other submittals during construction.
- 6.2 Conduct preconstruction conference. Provide preconstruction coordination; prepare a detailed agenda and displays, conduct a preconstruction conference on behalf of the County. Anticipate one meeting to be held at the Airport. Prepare and issue minutes of the Pre-Construction Conference meeting. Advise the FAA of Pre-Construction Conference dates and include required FAA items in conference agenda.
- 6.3 Provide project representative to monitor and document construction progress, confirm conformance with schedules, plans and specifications, quantities and document construction pay quantities. A ten (10) working day job is assumed for periodic part-time site inspection visits during critical periods of the project, including layout confirmation, paving, testing, etc.
- 6.4 Provide office administration support and assistance to answer questions that may arise or as field activities may require. Attend bi-weekly project meetings with the County, resident project representative, and contractor. Anticipate 2 meetings during project duration.
- 6.5 Perform project change order requests if required. Change orders will be forwarded to County and FAA for review prior to approval.
- 6.6 Prepare FAA weekly reports.
- 6.7 Review Contractor payment request.
- 6.8 Conduct a final project inspection with the County/Airport, resident project representative, project manager and the FAA. Anticipate 1 trip.
- 6.9 Assist Sponsor with review of Contractor Wage and EEO documentation. Onsite resident project representative to conduct wage interviews with Contractor personnel as required.

## **Task 7 – Project Closeout**

- **Subtasks/Products**

- 7.1 Prepare as-built drawings for project improvements. Provide County and FAA with copies of record drawings and one electronic copy to be submitted to the FAA as required.
- 7.2 Update ALP with new apron layout.
- 7.3 Document the Project work and accomplishments in a Final Construction Closeout Report in accordance with FAA guidelines.
- 7.4 Coordinate with Contractors on County's behalf to obtain lien releases from subcontractors and prime Contractors in preparation to making final payment. Assist County with overall budget status analysis and reports, closeout documentation review, and coordination with the FAA for closeout. Assist County with preparation of required project certifications.



USKH INC.

621 W. Mallon, Suite 309  
Spokane, Washington 99201

509-328-5139

Bowers Field Airport  
Apron Improvements  
Ellensburg, Kittitas County, WA

2/24/2012  
1353900

## FEE PROPOSAL

TASK	ITEM	Principal	Senior Eng.	Aviation PM	Civil Engineer II	Civil Designer	Onsite Insp. Engineer II	Admin/Secretarial	Survey II	Task Labor Total
		\$160.00	\$135.00	\$115.00	\$110.00	\$85.00	\$110.00	\$60.00	\$105.00	
<b>Task 1 - Project Management/Predesign Coordination</b>										
1.1	Scope of Services, Project Formulation, Grant Assistance	1	2	2	8			2		\$1,660
1.2	Attend Project Predesign Meeting			2	2					\$450
1.3	Maintain/Distribute Project Files/Documents				2	2		1		\$450
1.4	Predesign Coordination with County/Agencies			4	2			1		\$740
1.5	Prepare Invoices, FAA RFRs, Progress Reports	1		2				2		\$510
Total		2	2	10	14	2		6		\$3,810
<b>Task 2 - Site Investigation and Data collection</b>										
2.1	Site Investigation and Collect Data			2	2					\$450
2.2	Additional Survey Coordination/Assemble Base Map Data			2	4	2				\$840
2.3	Determine Preferred Apron Layout			4	4	2				\$1,070
2.4	Conduct Site visit with Airport Personnel			2	2					\$450
2.5	Coordinate Preferred Apron Layout with FAA		1	4	2	2				\$985
2.6	Travel (1 trip that will include predesign coordination)				6					\$660
Total		1	1	14	20	6				\$4,455
<b>Task 3 - Preliminary Design (65% Design Submittal)</b>										
3.1	65% Plans (Estimate 6 Sheets)									
1	Cover, Title, Vicinity Map, and Index			2	2	2				\$620
2	Survey Control, Legend & Notes			2	4	2				\$840
3	Safety and Phasing Plan	1		12	4	2				\$2,125
4	Site/Utility Layout and Striping Plan			4	12	4				\$2,120
5	Grading and Paving Plan			4	12	2				\$1,950
6	Detail Sheet			2	4	2				\$840
3.2	Specifications	1	2	14	12					\$3,360
3.3	Cost Estimate	1		2	4					\$830
3.4	Prepare and Provide 65% Design Review Package	1	1	2	2	2		4		\$1,155
3.5	Review 65 % Submittal with County and FAA			2	2			2		\$570
3.6	Review Design Comments from FAA			2	2					\$450
Total		3	4	48	60	16		6		\$14,860



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1353900

## FEE PROPOSAL

TASK	ITEM	Principal	Senior Eng.	Aviation PM	Civil Engineer II	Civil Designer	Onsite Insp. Engineer II	Admin/Secretarial	Survey II	Task Labor
		\$160.00	\$135.00	\$115.00	\$110.00	\$85.00	\$110.00	\$60.00	\$105.00	Total
<b>Task 4 - Final Design (95% and 100% Submittals)</b>										
4.1	95% and 100% Plans (Estimate 6 Sheets)									
	1 Cover, Title, Vicinity Map, and Index				1	1				\$195
	2 Survey Control, Legend & Notes				2	1				\$305
	3 Safety and Phasing Plan			2	2	2				\$620
	4 Site Layout and Striping Plan		1	1	4	2				\$860
	5 Grading and Paving Plan			1	4	2				\$725
	6 Detail Sheet		1	1	2	2				\$640
4.2	Specifications		1	8	4			4		\$1,735
4.3	Engineer's Estimate of Construction Cost			2	2					\$450
4.4	Engine Design Report and Modifications to Standards		1	6	12	2		2		\$2,435
4.5	Quality Assurance/Quality Review	2	2							\$590
4.6	Provide 95% & 100% Submittal Packages		1	2	4	4		4		\$1,385
4.7	Project Review meetings with Airport and FAA			2						\$230
4.8	Incorporate Review Comments into Final Submittal			2						\$230
<b>Total</b>		<b>2</b>	<b>7</b>	<b>27</b>	<b>37</b>	<b>16</b>		<b>10</b>		<b>\$10,400</b>
<b>Task 5 - Project Advertising and Bidding</b>										
5.1	Prepare Bid Advertisement			1	1			1		\$285
5.2	Coordination during Bidding			2	2					\$450
5.3	Prepare Addenda			1	2	1		1		\$480
5.4	PreBid Conference			2						\$230
5.5	Bid Opening/Review			2	2			1		\$510
5.6	Recommendation of Award		1	1		2		1		\$480
5.7	Travel (2 trips)			6	6					\$1,350
<b>Total</b>			<b>1</b>	<b>15</b>	<b>13</b>	<b>3</b>		<b>4</b>		<b>\$3,785</b>
<b>TASKS 1-5 LABOR TOTALS</b>										
		<b>7</b>	<b>15</b>	<b>114</b>	<b>144</b>	<b>43</b>		<b>26</b>		<b>\$37,310</b>



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1353900

## FEE PROPOSAL

TASK	ITEM	Principal	Senior Eng.	Aviation PM	Civil Engineer II	Civil Designer	Onsite Insp. Engineer II	Admin/ Secretarial	Survey II	Task Labor Total
		\$160.00	\$135.00	\$115.00	\$110.00	\$85.00	\$110.00	\$60.00	\$105.00	
<b>Task 6 - Construction Management and Administration</b>										
6.1	Review contract, bonds, insurance, schedule, etc.	1		2			2	1		\$450
6.2	Preconstruction Conference			2						\$450
6.3	Part-time Inspector (10 days @ 8hrs)						80			\$8,800
6.4	Construction Management Support		2	4	4	4		6		\$1,530
6.5	Change Orders			1		2				\$335
6.6	FAA Weekly Reports			4						\$460
6.7	Review and Process Payment Requests			2			2			\$450
6.8	Punch List/Final Inspection			2			2			\$450
6.9	Review Contractor Wage, EEO information, Lien Releases			2		2				\$450
6.10	Travel (2 trips for Construction Meetings)			12						\$1,380
	<b>Total</b>	<b>1</b>	<b>2</b>	<b>31</b>	<b>8</b>	<b>8</b>	<b>86</b>	<b>7</b>		<b>\$14,755</b>
<b>Task 7 - Project Closeout</b>										
7.1	Prepare As-built Drawings			2		2	6			\$960
7.2	Update Airport Layout Plan		1	1	4	4				\$1,030
7.3	Prepare Closeout Report		1	4	12		2	4		\$2,375
7.4	Assist Owner with Project Closeout Documentation			2						\$230
	<b>Total</b>		<b>2</b>	<b>9</b>	<b>18</b>	<b>10</b>	<b>2</b>	<b>4</b>		<b>\$4,595</b>
	<b>TASKS 6-7 LABOR TOTALS</b>	<b>1</b>	<b>4</b>	<b>40</b>	<b>26</b>	<b>10</b>	<b>88</b>	<b>11</b>		<b>\$19,350</b>
	<b>TOTAL LABOR COSTS</b>	<b>8</b>	<b>19</b>	<b>154</b>	<b>170</b>	<b>53</b>	<b>88</b>	<b>37</b>		<b>\$56,660</b>



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TASK	ITEM	Principal	Senior Eng.	Aviation PM	Civil Engineer II	Civil Designer	Onsite Insp. Engineer II	Admin/Secretarial	Survey II	Task Labor Total
		\$160.00	\$135.00	\$115.00	\$110.00	\$85.00	\$110.00	\$60.00	\$105.00	
<b>Direct Costs - Design</b>										
	Geotechnical - Budinger and Associates									\$4,500
	Mileage (3 Round Trips - 175 miles X 2 @ \$0.55/mile)									\$577
	Overnight Stays for Resident Engineer (1@ \$95)									\$95
	Document Reproduction									\$500
	Postage/Express Mail/Courier									\$150
	<b>TOTAL DIRECT COSTS - DESIGN</b>									<b>\$5,822</b>
<b>Direct Costs - Construction</b>										
	Geotechnical - Budinger and Associates									\$3,500
	Per Diem Resident Inspector (2 @ \$120)									\$240
	Overnight Stays for Resident Engineer (1@ \$100)									\$100
	Mileage (2 Round Trips - 175 miles X 2 @ \$0.55/mile)									\$385
	Postage/Express Mail/Courier									\$75
	<b>TOTAL DIRECT COSTS - CONSTRUCTION</b>									<b>\$4,300</b>
<b>TOTAL PROJECT COSTS</b>										
										<b>\$66,782</b>

<b>SUMMARY OF DESIGN AND CONSTRUCTION COSTS</b>	
Design Costs (Including Direct Expenses)	\$43,132
Construction Management Costs (Including Direct Expenses)	\$23,650
Total	\$66,782

## 2011 Billing Rates – PNW

### ARCHITECTURE

	Rate
Principal Architect	160.00
Senior Architect II	145.00
Senior Architect I	120.00
Architect II	105.00
Architect I	90.00
Architect-in-Training II	80.00
Architect-in-Training I	75.00
Architectural Designer/Technician	85.00

### LANDSCAPE ARCHITECTURE

	Rate
Principal Landscape Architect	160.00
Senior Landscape Architect II	145.00
Senior Landscape Architect I	120.00
Landscape Architect II	105.00
Landscape Architect I	90.00
Landscape Architect-in-Training II	85.00
Landscape Architect-in-Training I	80.00
Landscape Designer/Technician	85.00

### MECHANICAL/ELECTRICAL/STRUCTURAL/ ENVIRONMENTAL/PLANNING ENGINEERING

	Rate
Principal M/E/S/ENV/P	160.00
Senior M/E/S/ENV/P II	145.00
Senior M/E/S/ENV/P I	125.00
M/E/S/ENV/P Engineer II	110.00
M/E/S/ENV/P Engineer I	95.00
M/E/S/ENV/P Engineer-in-Training II	85.00
M/E/S/ENV/P Engineer-in-Training I	80.00
M/E/S/ENV/P Designer/Technician	85.00

### SURVEYING

	Rate
Principal Surveyor	160.00
Senior Surveyor II	145.00
Senior Surveyor I	120.00
Surveyor II	105.00
Surveyor I	85.00
Surveyor-in-Training II	80.00
Surveyor-in-Training I	75.00
Survey Designer/Technician	85.00
One Person Survey Crew	100.00
Two Person Survey Crew	140.00
Three Person Survey Crew	200.00
Geomatics Specialist	120.00

### CIVIL/TRANSPORTATION ENGINEERING

	Rate
Principal Civil/Transportation Engineer	160.00
Senior Civil/Transportation Engineer II	145.00
Senior Civil/Transportation Engineer I	135.00
Civil/Transportation Engineer II	110.00
Civil Aviation Project Manager	115.00
Civil/Transportation Engineer I	95.00
Civil/Transportation Engineer-in-Training II	85.00
Civil/Transportation Engineer-in-Training I	80.00
Civil/Transportation Designer/Technician	85.00

### OTHER/SUPPORT SERVICES

	Rate
Construction Administrator	95.00
CAD Operator	75.00
Technical Writer/Graphics Designer	62.00
Construction Inspector	65.00
Word Processing / Secretarial	60.00
Student Intern	60.00

### EXPENSES

Air Travel, Meals, and Lodging	Cost + 10%
Courier Service	Cost + 10%
Engineering Materials and Supplies	Cost + 10%
Equipment Rental	Cost + 10%
Laboratory Analysis	Cost + 10%
Long Distance Communications	Cost + 10%
Mileage	Current IRS reimbursement rate
Photography	Cost + 10%
Postage and Freight	Cost + 10%
Vehicle Rental	Cost + 10%

### IN-HOUSE CHARGES

#### Reproduction:

Standard Copies	0.20/Page
Color Copies	0.50/Page
Facsimile	2.00/Page
24x36	5.00/Page
30x42	7.50/Page
Outside Reproduction	Cost + 10%
CD-Rom	\$10.00/each

#### Plotter Charges:

Paper 24x36	1.00
Paper 30x42	2.00
Mylar 24x36	6.00
Mylar 30x42	12.00
Mylar 36x48	14.00
Vellum 24x36	2.00
Vellum 30x42	4.00

- Overtime at 1.50 times the regular rate may apply for hourly staff and survey crews. If Davis-Bacon rates are applicable, hourly rates will be higher.
- Computer time is included in all hourly rates.
- USKH standard policy is to bill all expenses for travel at actual cost + 10%. If a per diem rate is preferred, USKH will bill in conformance with the current federal rate schedule, unless otherwise negotiated.
- USKH standard policy is to bill all subconsultant invoices with a 10% markup.