



TASK FORM

WORK ORDER NUMBER: 4203900 1345800	PROJECT NAME: Bowers Field Airport
CLIENT: Kittitas County	Beacon Replacement Project
ADDRESS: 411 N. Ruby, Suite 1	
CITY: Ellensburg	STATE: WA ZIP CODE: 98926
PHONE: 509-962-7523	FAX:
CLIENT CONTACT: Kirk Holmes, Director of Public Works	E-MAIL: kirk.holmes@co.kittitas.wa.us
LEGAL OWNER: Kittitas County	LEGAL DESCRIPTION: Bowers Field Airport
DESCRIPTION OF WORK: USKH will provide engineering and support services for the Beacon Replacement project. A scope and fee are attached to this task order form that detail the services by the Federal Aviation Administration (FAA). The work will be completed in the following tasks: BEACON REPLACEMENT Task 1 – Contract Administration Task 2 – Electrical Layout and Design Task 3 – Bidding and Construction Administration Please refer to the attached Scope of Work and Fee Proposal.	
COST OF WORK: LUMP SUM \$17,420.00 TIME and MATERIALS (with estimated maximum) (Not to exceed, without approval)	
PROJECT COMPLETION DATE: Winter 2012	
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.	
DATE: Nov 21, 2011 COMPANY: Kittitas County SIGNATURE: [Signature] NAME & TITLE: Kirk Holmes, Director of Public Works	DATE: November 15, 2011 COMPANY: Kittitas County BY: [Signature] TITLE: Board Chair
DATE: Nov 28, 2011 SIGNATURE: [Signature] FOR 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 the airport 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

Engineering and Support Services for the Beacon Replacement Project Bowers Field Airport Ellensburg, Kittitas County, Washington

This project is located in Ellensburg, Washington and is sponsored by Kittitas County (County or Sponsor). This Scope of Work identifies and defines specific tasks for services to be provided by USKH Inc (USKH or Consultant).

PROPOSED PROJECT OVERVIEW

The existing outdated beacon has failed and is in need of replacement. The existing beacon is mounted on an active water tower and will require specialized effort to remove the existing beacon and install a new beacon. The project will include replacing this beacon in its entirety and modifying the existing foundation on top of the water tower to properly mount the new beacon. The beacon will meet the L-801A rotating beacon for standard medium intensity lighting per the Federal Aviation Administration (FAA) Advisory Circular (AC) 150/5340-30F and other pertinent ACs for wiring and installation.

FUNDING

This project has been identified as an eligible Airport Improvement Program (AIP) project. The work will be accomplished utilizing funding from the FAA AIP non-primary entitlements for the airport. It is anticipated that FAA will reimburse the Sponsor 95% of the total project costs. Additional funding may be available from the Washington State Department of Transportation Aviation Division (WSDOT Aviation) in the amount of 2.5% of eligible costs. The sponsor will be responsible for matching the remaining 2.5% to 5% of the project costs.

PROFESSIONAL SERVICES CONTRACT

This project will abide by all contractual agreements approved under the USKH Contract for Professional Services, approved by the County on January 14, 2010. The Standard FAA contract provisions will be included in the professional services contract as required.

The professional services contract fee will be a lump sum (fixed lump-sum payment) contract for the planning and beacon project (Tasks 1-3), which will include reimbursable direct expenses for services.

USKH will provide monthly billings based on percentage complete for the lump sum contract, based on task completion. USKH will provide a monthly progress report with each progress billing. The report will specifically describe the services and other items for which the billing is submitted, and will estimate the percent of the services complete. If any delayed costs from previous billing periods are included in the current billing, they will be explained in the report. Billings will include itemized expenses of the fee schedule and with each payment request before FAA will reimburse costs. Expenses should be supported by invoices of consultant.

USKH will submit work products for review periodically as described on the approved schedule, or as requested by the County or FAA. Following each review, USKH will modify work products in response to direction from the County and FAA. Corrections, adjustments, or modifications necessitated by the review/approval process, but which do not substantially affect the scope, complexity, or character of the



services, will be considered a normal part of the services. Following each review, the County and FAA will provide written comments and may hold a meeting to discuss the issues. The USKH project manager will attend the meeting and may be asked to interpret and provide explanations of the content.

USKH will provide a written response with subsequent submittals that address all written and oral comments from the County's representative. All changes from previous submittals will be clearly explained.

The USKH project manager may schedule informal meetings with the County and FAA. The meetings may be conducted by telephone or in person at the Airport or Public Works building. These meetings will be used to interact with the County, agencies, and other interested parties. USKH will provide "exception reporting" of scheduled activities that are late, suspended, or significantly accelerated. An explanation will be provided as to why any activity is off schedule, or likely to become so. USKH will also explain what corrective action(s) are being taken. USKH will keep minutes of the meeting and submit them to the County and FAA before the start of the next meeting. Changes must be approved by the County and FAA prior to commencement of the work by USKH, if A.I.P. reimbursement is expected.

PROJECT ELEMENTS AND DESCRIPTION OF SERVICES

The work will be completed in the following tasks:

Task 1 – Contract Administration and Site Inventory

Task 2 – Plans and Specifications (95% and 100% Submittals)

Task 3 – Bidding and Construction Administration

TASK 1: CONTRACT ADMINISTRATION

- 1.1. Coordinate with the Sponsor to define scope and approach to project. Prepare a detailed draft Scope of Work narrative for review by the FAA and the Sponsor. Discuss review comments and finalize scope narrative with Sponsor.
- 1.2. Administer the Contract for Professional Services including preparation of subconsultant work scope(s) and negotiation of subconsultant contracts.
- 1.3. Provide a detailed man-hour spreadsheet as an attachment to the Contract based on the following:
 - Contract Administration and Site Inventory (Task 1)
 - Plans and Specifications (Task 2)
 - Bidding and Construction Administration (Task 3)
- 1.4. Coordinate with Sponsor to review overall project scope, schedule, man-hour and cost proposal, and the Agreement.
- 1.5. Prepare the Sponsor Certifications for Sponsor signature and submittal to FAA.
- 1.6. Perform a site visit to assess the existing electrical capacity, configuration, and connection point.
- 1.7. Coordinate with the utility company, as needed.

TASK 2: ELECTRICAL LAYOUT AND DESIGN

The electrical layout and design will include the preliminary (95% Submittal) and final (100%) engineering design and specifications for the replacement of the existing rotating beacon. Documents will include plans, specifications, and an estimate of probable construction cost. USKH will provide professional engineering services to design the project in accordance with FAA design criteria and local and national codes. Final drawings and specifications will be stamped by a licensed professional engineer. Plans will be prepared using



AutoCAD 2010. The project plans and all related documents will be completed in English Units. Electronic copies of all computer generated drawings and specifications will be provided to the Sponsor and FAA.

USKH will obtain FAA, the County's, and other regulatory approvals of the elements in the design, which require such approvals. USKH will provide written responses to the review comments explaining action taken on each comment and the rationale for the action.

Items that will be provided under this task are as follows:

- 2.1. Prepare design package in conformance with applicable FAA Advisory Circulars as appropriate to the project. Include comprehensive Construction Sequence and Safety Plan(s) as appropriate, for implementation of the project.
- 2.2. Prepare construction plans to include demolition of the existing beacon and details for the installation of the new beacon.
- 2.3. Prepare construction specifications based on FAA AC 150/5370-10 "Standards for Specifying Construction on Airports", including the most recent changes and regional notices published by the FAA Seattle Airports Districts Office (ADO). Prepare Modification(s) of FAA Standards, as may be required to document changes to FAA Standards identified in the Design Phase, and obtain FAA and Sponsor approval.
- 2.4. Prepare an estimate of quantities and costs based on detailed bid schedules.
- 2.5. Prepare and provide one (1) submittal package for review to the FAA and the County. USKH will finalize and incorporate comments received during the review process into the final project bidding package.
- 2.6. Review final design drawings and associated documents with the Sponsor.
- 2.7. Provide Sponsor with two (2) complete sets of Final Design Documents to include: design plans, technical specifications and contract documents; and a construction cost estimate based on the final plan bid quantities. One (1) set of these documents will also be distributed to both the FAA and WSDOT Aviation.

TASK 3: BIDDING AND CONSTRUCTION ADMINISTRATION

It is anticipated that the selection of a contractor for the construction of the new beacon will be from a pre-determined Small Roster Contractor List. USKH will assist the Airport to monitor and document progress for quality, schedule, and cost. USKH will review payment requests, continually inform the Airport on project progress, conduct the final project inspection, and complete the contract documentation such as FAA weekly reporting and close out report. Six working days is assumed for this segment of work, which includes bidding, contract administration, review of submittals, and 2 days of on-site inspection during installation. Items that will be provided under this task are as follows:

- 3.1. Review bonds, insurance certificates, construction schedules, shop drawings, and other submittals during construction.
- 3.2. Provide technical assistance and recommendations to the County during construction.
- 3.3. Provide inspection services to monitor and document construction progress, confirm conformance with schedules, plans and specifications, and document construction pay quantities
- 3.4. Prepare and submit inspection reports and FAA weekly reports.
- 3.5. Review Contractor payment request.
- 3.6. Conduct a final project inspection with airport personnel, the FAA, and the consultant.
- 3.7. Prepare close out documentation.