

PROFESSIONAL SERVICES AGREEMENT

BETWEEN LEWIS COUNTY AND PRECISION APPROACH ENGINEERING, INC.

PARTIES TO THE CONTRACT

This Contract is made and entered into by and between Lewis County hereinafter referred to collectively as the "COUNTY" and Precision Approach Engineering, Inc., hereinafter referred to as the "CONSULTANT." The COUNTY and the CONSULTANT together, are hereinafter referred to as the "PARTIES."

Lewis County
351 NW North St
Chehalis WA 98532

Precision Approach Engineering, Inc.
Attn: Corley McFarland, PE
5125 SW Hout Street
Corvallis, OR 97333
(541) 754-0043

PURPOSE

The COUNTY hereby enters into a contract agreement with CONSULTANT. to provide engineering and architectural services for:

Identify Services:

Further details of the services provided can be found in Exhibit A, Scope of Work, attached to this agreement.

PERIOD OF PERFORMANCE

The term of this Agreement shall commence on the _____ day of _____, 2023 and shall, unless terminated or renewed as provided elsewhere in this Agreement, terminate Month, Date, Year, but may be extended by mutual agreement.

STATEMENT OF WORK

The CONSULTANT agrees to provide to the COUNTY services and any material set forth in the project narrative identified as Exhibit "A" during the Contract period. CONSULTANT provides such services as an independent contractor using CONSULTANT'S own officers, agents, employees, or contractors. This Contract shall not be construed to make the COUNTY an employer or joint employer of CONSULTANT or any of CONSULTANT's officers, agents, employees, or contractors. The standard of care for CONSULTANT's services shall be the care and skill ordinarily used by members of CONSULTANT's profession practicing under the same or similar circumstances at the same time and in the same locality.

ESTIMATES

Any estimates of project cost, value or savings provided by CONSULTANT are intended to allow a comparative evaluation between alternatives and do not constitute a detailed evaluation or prediction of actual project costs, value or savings. Any such estimates are made on the basis of information available to CONSULTANT and on the basis of CONSULTANT's experience and qualifications, and represents its judgment as an experienced and qualified professional engineer. However, since CONSULTANT has no control over the impact of various factors that impact the actual project cost, value or savings, CONSULTANT does not guarantee that the actual project cost, value or savings will not vary from CONSULTANT's estimates.

FUNDING/COMPENSATION

Funding for this Contract is provided by (Current Funding Source). Total CONSULTANT compensation will be based on invoiced amount and will not exceed \$(Enter Amount) unless this Contract is subsequently amended by both parties.

BILLING PROCEDURES AND PAYMENT

The CONSULTANT shall provide the COUNTY with monthly invoices due 30 days after receipt describing and documenting to the COUNTY'S satisfaction the work performed. The CONSULTANT must provide a breakdown of expenses, identifying what was expended and when. Any fees for additional services will be discussed and approved by the COUNTY in advance of services being performed.

The COUNTY may, in its sole discretion, terminate the Contract or withhold payments claimed by the CONSULTANT for services rendered if the CONSULTANT fails to satisfactorily comply with any term or condition of this Contract and fails to cure such failure within a period of 10 days following written notice of thereof.

MODIFICATIONS

Either party may request changes in this Agreement. Any and all modifications agreed to by the parties shall be memorialized in a writing signed by each of the parties.

TERMINATION FOR DEFAULT

If the CONSULTANT defaults by failing to perform any of the obligations of this Agreement or becomes insolvent or is declared bankrupt or commits any act of bankruptcy or insolvency or makes an assignment for the benefit of creditors, the COUNTY may, by depositing written notice to the CONSULTANT in the U.S. mail, postage prepaid, terminate the Agreement, and at the COUNTY's option, obtain performance of the work elsewhere. However, the COUNTY will not terminate for default without providing CONSULTANT written notice of the default and a period of 10 days to cure. If the Agreement is terminated for default, the CONSULTANT shall not be entitled to receive any further payments under the Agreement until work called for has been fully performed. Any extra cost or damage to the COUNTY resulting from such default(s) shall be deducted from any money due or coming due to the CONSULTANT. The CONSULTANT shall bear any extra expenses incurred by the COUNTY in completing the work, including all increased costs for completing the work, and all damage sustained, or which may be sustained by the COUNTY by reason of such default.

If a notice of termination for default has been issued and it is later determined for any reason that the CONSULTANT was not in default, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to the Termination for Public Convenience paragraph hereof.

TERMINATION FOR PUBLIC CONVENIENCE

The COUNTY may terminate the Agreement in whole or in part whenever the COUNTY determines, in its sole discretion that such termination is in the interests of the COUNTY. Whenever the Agreement is terminated in accordance with this paragraph, the CONSULTANT shall be entitled to payment for actual work delivered at unit contract prices for completed items of work. An equitable adjustment in the Agreement price for partially completed items of work will be made, but such adjustment shall not include provision for loss of anticipated profit on deleted or non-completed work. Termination of this Agreement by the COUNTY at any time during the term, whether for default or convenience, shall not constitute a breach of contract by the COUNTY.

WITHHOLDING PAYMENT

In the event the CONSULTANT has failed to perform any substantial obligation required under this Contract the COUNTY shall notify the CONSULTANT in writing. If that failure has not been cured within thirty days after notification, then the COUNTY may, upon written notice, withhold all monies due and payable to CONSULTANT, without penalty, until such failure to perform is cured or otherwise adjudicated.

OWNERSHIP OF ITEMS PRODUCED

All writings, programs, data, public records or other materials prepared by the CONSULTANT and/or their subcontractors, in connection with the performance of this Agreement shall be the sole and absolute property of the COUNTY. Any modification or reuse of such items for purposes other than those intended by this Agreement shall be at COUNTY's sole risk and without liability to CONSULTANT.

CONTRACT MANAGEMENT

The Contract Manager for each of the PARTIES shall be the contact person for all communications and billings regarding the performance of this Contract.

The COUNTY representative shall be Josh Metcalf, 2025 NE Kresky Ave, Chehalis, WA 98532; 360-740-2762, josh.metcalf@lewiscountywa.gov

The CONSULTANT representative shall be Corley McFarland, 5125 SW Hout Street, Corvallis, OR 97333; 541-754-0043; cmcfarland@preappinc.com

INSURANCE

CONSULTANT shall procure and maintain for the duration of this agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the CONSULTANT's own work including the work of the CONSULTANT's agents, representatives, employees, subconsultants or subcontractors.

B. Before beginning work on the project described in this Agreement, the CONSULTANT shall provide evidence, in the form of a Certificate of Insurance, of the following insurance coverage and limits (at a minimum):

1. **Commercial General Liability** insurance no less than \$1,000,000 per occurrence with a \$2,000,000 aggregate. Coverage shall include, but is not limited to, contractual liability, products and completed operations, property damage, and
2. **Professional Liability** insurance (as to any consultant providing architectural and/or engineering services) with no less than \$1,000,000 per occurrence.

COUNTY shall be named as an additional insured on the CONSULTANT's commercial general liability policy. This additional insured endorsement shall be included with evidence of insurance in the form of a Certificate of Insurance.

Under this Agreement, the CONSULTANT's insurance shall be considered primary in the event of a loss, damage or suit. The COUNTY's own comprehensive general liability policy will be considered excess coverage with respect to defense and indemnity of the COUNTY only and no other party.

With respect to the performance of this Contract, CONSULTANT shall comply with Title 51 of the Revised Code of Washington, the Industrial Insurance Act, for injuries to its employees and agrees that COUNTY shall have no obligations under that Title to any of CONSULTANT's officers, agents, employees, or contractors.

INDEMNITY

CONSULTANT agrees to indemnify and hold COUNTY and COUNTY'S officials, and employees, harmless from and against any and all claims, damages, losses and expenses, including but not limited to court costs, reasonable attorney's fees and alternative dispute resolution costs, for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) to the extent caused by any negligent act or wrongful misconduct, or omission of CONSULTANT or CONSULTANT's officers, agents, employees, or contractors.

CONSULTANT's indemnification obligation shall not be limited in any way by the Washington State Industrial Insurance Act, RCW Title 51, or by application of any other workmen's compensation act, disability benefit act or other employee benefit act, and CONSULTANT hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations were mutually negotiated by the parties as a material inducement to enter into this Contract.

COUNTY reserves the right, but not the obligation, to participate in the defense of any claim, damages, losses or expenses and such participation shall not constitute a waiver of CONSULTANT's indemnity obligations herein.

The indemnity obligations herein shall survive this Contract's completion, expiration or termination.

SEVERABILITY

If any term or condition of this Agreement or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications, which can be given effect without the invalid term, condition or application. To this end, the terms and conditions of this Agreement are declared severable.

ORDER OF PRECEDENCE

This Contract is entered into, pursuant to, and under the authority granted by applicable federal and state laws. The provisions of the Contract shall be construed to conform to those laws. In the event of an inconsistency in the terms of this Contract, or between its terms and any applicable statute, rule, or policy or procedure, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal laws and regulations,
- State law,
- Washington Administrative Code,
- This Contract, and
- Any other provision, term or material incorporated herein by reference or otherwise incorporated.

This Contract represents all the terms and conditions agreed upon by the PARTIES. No other statements or representations, written or oral, shall be deemed a part hereof.

CONFORMANCE AND CHOICE OF LAW

If any provision of this Contract violates any statute or rule of law of the State of Washington, it is considered modified to conform to that statute or rule of law. This Contract shall be construed under the laws of the State of Washington, except with respect to any choice of law rules. Venue for any action arising out of this Contract or its performance shall be in the Superior Court of Washington in and for Lewis County or in the U.S. District Court for the Western District of Washington, Tacoma Division.

TITLE VI ASSURANCES FOR CONSULTANTS AND CONTRACTORS

During the performance of this contract, the contractor, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to adhere to the following statutes and regulations prohibiting discrimination:

- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance;
- ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), 4 which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability;
- iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance;

- iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and
- v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

APPROVAL

This Contract shall be subject to the written approval of the COUNTY authorized representative and shall not be binding until so approved. The Contract may be altered, amended, or waived only by a written amendment executed by both PARTIES.

This CONTRACT is executed by the persons signing below who warrant that they have the authority to execute the Contract.

LEWIS COUNTY

CONSULTANT

Josh Metcalf
Director, Public Works

Corley McFarland, PE
President

DATE

DATE

**EXHIBIT A
TO
SCOPE OF SERVICES
FOR
LEWIS COUNTY
ED CARLSON MEMORIAL FIELD – SOUTH LEWIS COUNTY AIRPORT (TOLEDO (TDO))
MARCH 2023**

**ENGINEERING DESIGN, DECOMMISSIONING RECOMMENDATIONS, BIDDING, AND LIMITED
OBSERVATION SERVICES DURING CONSTRUCTION
FOR
A NEW ABOVE GROUND AVGAS 100LL (AST) FUELING SYSTEM**

PROJECT DESCRIPTION/JUSTIFICATION

This project consists of the procurement and installation of a new above ground Avgas 100LL Fueling System, Geotechnical Investigations, Site Improvements, and a Recommendation Technical Memorandum for Future Decommissioning of the existing underground Fuel system at the Ed Carlson Memorial Field – South Lewis County (Toledo (TDO)) Airport. These services will include the following primary elements:

- Geotechnical Investigation to collect and test soil and ground water samples adjacent to existing Underground Storage Tank (UST)
- Foundation, Concrete Slab, and Pavement Design for Placement of New Avgas 100LL Above Ground Storage Tank (AST), approximately 12,000 gallons
- Site Improvements for dismantling of existing above ground fueling system equipment over the existing UST site
- Placement and installation of a new self-serve aircraft fueling system consisting of:
 - One new Avgas 100LL Above Ground Storage Tank (AST), approximately 12,000-gallons
 - Installation of retail dispenser associated with AST for fuel type, associated pipes/appurtenances, and relocation of existing self-serve point of sale system/credit card reader
- Site improvements to support installation of the aircraft fueling system compatible with self-service fueling of aircraft and bulk tanker truck deliveries. This work includes site development, utilities, stormwater improvements, and infrastructure necessary to support the aircraft fueling system

CONSULTANT ELEMENTS OF WORK

Precision Approach Engineering, Inc. (PAE), hereinafter referred to as the Consultant and subconsultants will provide professional engineering design, drawings, specifications, estimates, bidding services and limited Observation Services During Construction (SDC) in support of the project work elements as listed in the Scope of Services below. County Staff will provide supplemental construction observation services beyond those included in this scope if required. It is anticipated that this work will commence in February 2023 and will be completed by February 2024.

SCOPE OF SERVICES

Task 1 – Engineering Services Administration

Consultant will oversee internal project efforts and coordination with the Lewis County Public Works Department (County). Consultant specific responsibilities consist of:

- 1.1. County communications and information exchange for the project duration
- 1.2. Provide project schedule, including up to two (2) project schedule updates
- 1.3. Project administration (12 months)
- 1.4. In-house file management, progress reporting, and monthly project invoicing.

Task Deliverables:

- Certificate of insurance and W9
- Monthly invoices and progress reports
- Project schedule (2)

Task Assumptions:

- Monthly progress reports, invoices

Task 2 – Project Status Review Meetings

Once the work commences, the Consultant will coordinate and attend onsite and conference call meetings to review the project's status with the County. The Consultant specific responsibilities consist of:

- 2.1 Onsite meeting, meeting preparation, and travel for: 60% site development submittal review, 90% site development submittal review, plus 1 permitting agency meeting (up to 3 total). It is anticipated that the Project Manager (PM) will attend all meetings
- 2.2 Conference calls/remote meetings/email correspondence with the County for FAA Pen & Ink process, preliminary layout concept coordination, fuel system equipment submittal reviews, and draft existing fuel system decommissioning recommendations technical memorandum (up to 4 conference calls/remote meetings total). It is anticipated that the PM will attend all calls/remote meetings

Task Deliverables:

- Agendas for meetings and meeting minutes for new fuel system

Task 3 – Permitting and Agency Coordination Support

Project work elements and quantities reach thresholds that require permitting and agency approval. Consultant will aid in support of obtaining permits and agency approvals. Consultant specific responsibilities consist of:

- 3.1 Research and local and state permits applicable to the project based on preliminary construction quantities, including Washington State Environmental Policy Act (SEPA) thresholds
- 3.2 Review and summarize previously performed environmental work by others in and adjacent to project to support permitting requirements
- 3.3 Prepare draft County permits consisting of a master site review application, fill and grade permit application, Airport Obstruction Zone application, stormwater permit application, and building permit application; includes vicinity map and site plan exhibit preparation
- 3.4 Prepare draft SEPA checklist, coordinate with the lead agency, and provide general support during the SEPA process; includes providing supplemental information if requested by the lead agency, preparation of a list of adjacent landowners within approximately 300 feet of the exterior boundaries of the site, and providing prior environmental documents and exhibits, if required
- 3.5 Coordination of project with County and Local Fire Marshal to consist of discussions regarding project elements and fire code compliance
- 3.6 Support FAA "Pen & Ink" Airport Layout Plan (ALP) change process for the selected site consisting of:
 - Support for initial coordination with FAA for project
 - Submittal of project information to FAA Environmental Protection Specialist for NEPA determination
 - Prepare and submit FAA Form 7460-1 to FAA for airspace determination of critical permanent elements (up to 6 7460's)

- If required, support for FAA Planner coordination for a Section 163 determination for selected site including development of an exhibit showing the proposed improvements redlined on the ALP

Task Deliverables:

- Draft project permit application(s) and checklists for County review, signature, and submittal to the applicable agencies/departments
- FAA NEPA information submittal
- FAA 7460-1 submittals for permanent elements through the FAA OE/AAA portal
- Section 163 determination request including ALP with redlines showing the proposed improvements, if requested by FAA
- Preparation of fire code summation sheet if requested

Task Assumptions:

- FAA will deem this project ineligible for Section 163 but will not require an ALP Pen & Ink in advance of design (based on correspondence with FAA to date)
- NEPA information submittal limited to level of effort associated with an undocumented Categorical Exclusion and will utilize readily available existing information developed by others
- County will provide environmental information developed by others
- Environmental studies including associated field work are not required
- The site is not within a critical area. Project environmental review and permitting beyond the individual permits listed above is not included. This includes a DOE Construction Stormwater General Permit (CSWGP).
- County to process all permits with the applicable agencies/departments. Permit fees, if applicable, to be paid by others

Task 4 – Topographic Survey and Utility Locates

Topographic survey, mapping, and public utility locates for the site will be provided by others and is not part of this scope. The Consultant will review the survey data and setup electronic drawings and files. Due to the exact locations of existing utilities being unknown, the Consultant will review utility maps made available by others and hire the services of a private utility locate subconsultant.

Private Utility Locate Subconsultant, Applied Professional Services, Inc., responsibilities consist of:

- 4.1 Review utility background information summary provided by Consultant
- 4.2 Up to 0.5 days on-site for private utility locate work

Consultant specific responsibilities consist of:

- 4.3 Coordination with utility locate subconsultant for field investigation and findings
- 4.4 Review and comment on draft survey deliverables provided by others (TIN, ASCII, field notes, photos, etc.)
- 4.5 Set up Civil 3-D (AutoCAD) project
- 4.6 Create base maps for design work areas and an overall site base to support site plan

Task Deliverables:

- Site base map (.dwg)

Task Assumptions:

- Topographic survey, mapping (.dwg, TIN, ASCII, field notes, photos, etc.), and public utility locates for the site will be provided by the County
- “As-designed” and “As-built” AGIS Survey – project does not exceed thresholds triggering an AGIS

Task 5 – Geotechnical and Existing Fuel System Decommissioning Investigation Work

Conduct geotechnical investigations to support site development design and construction for the new above ground Avgas 100LL Fueling System and development of a decommissioning recommendations technical memorandum for future decommissioning of the existing fuel underground fuel storage (UST) tank.

Task 5.1 – Geotechnical Work – Site Development – New Avgas 100LL Fuel System

Geotechnical subconsultant, GeoEngineers, will provide geotechnical investigations at the project work site to include pavement section core(s) to verify existing pavement section(s), field exploration of subgrade soils in improvement areas, geotechnical test pit explorations, geotechnical engineering analyses, and laboratory testing. The Geotechnical Sub-consultant will provide a geotechnical report to include analyses, conclusions, and recommendations for proposed improvements. The Consultant will support Geotechnical investigation work and review findings.

Geotechnical Subconsultant responsibilities consist of:

- 5.1.1 Field investigations: test pits or borings, soils analyses, soil infiltration testing, and existing pavement cores
- 5.1.2 Lab testing, including: moisture-density, California Bearing Ratio (CBR), Atterberg limits, sieve/hydrometer grain-size, natural water content determinations, and USCS/FAA soil classifications
- 5.1.3 Geotechnical engineering analyses, conclusions, and recommendations, including: field report/lab testing review, excavation and temporary construction measures, earthwork preparation, site preparation, pavement section construction, foundation design recommendations, and geotechnical report preparation

Consultant specific responsibilities consist of:

- 5.1.4 Coordination with subconsultant for field investigation and analyses
- 5.1.5 Site visit during performance of the geotechnical work (PM 1 day onsite)
- 5.1.6 The Consultant will review of geotechnical investigations and geotechnical report findings

Task 5.2 – Fuel System Decommissioning Site Investigation Work and Testing

Fuel System Decommissioning, Alpine Environmental Consultants, and Geotechnical subconsultants will provide investigation at the project work site to include inventory of existing records made available, visual evaluation of the existing fueling system, below ground field exploration and sampling, analysis, and laboratory testing. A technical memorandum to include analyses, conclusions, and recommendations for decommissioning of the existing system will be provided. The Consultant and subconsultant specific responsibilities consist of:

Fuel System Decommissioning and Geotechnical Subconsultant responsibilities consist of:

- 5.2.1 Field investigations adjacent to existing active UST: test pits or borings, soil and groundwater (if present) analyses, and existing pavement thickness determination
- 5.2.2 Lab testing: Avgas 100LL constituent testing of soil and ground water (if present) samples for evaluation of the presence of contamination (up to 4); moisture-density, sieve/hydrometer grain-size, natural water content determinations, and USCS/FAA soil classifications

- 5.2.3 Analyses, conclusions, and recommendations including: field report/lab testing review, observations, recommendations for decommissioning the existing system, and technical memorandum preparation

The Consultant specific responsibilities consist of:

- 5.2.4 Coordination with subconsultants for field investigation and analyses
- 5.2.5 Review of investigation, testing results, and decommissioning recommendations – Technical Memorandum

Task Deliverables:

- Geotechnical report – Site Development
- Technical memorandum – Existing fuel system decommissioning recommendations

Task Assumptions:

- Two (2) USTs are present at the existing Underground Fuel System site. One of the USTs (Easterly side and underneath the existing Concrete Fuel Pad) was abandoned/decommissioned previously when the second UST was installed. This task is for evaluating decommissioning the second tank/system (Westerly side and underneath the existing Concrete Fuel Pad)
- No sampling under existing UST(s)
- Site development and fuel system decommissioning site visit work to be performed during one site visit
- Deliverables may be combined into one document if addressed accordingly
- County to pay for constituent testing of soil and ground water samples

Task 6 – Engineering Design and Drawings, Specifications, and Estimates

Engineering design services and Drawings, Specifications, and Estimates for construction will include elements of work necessary for the proposed work in preparation for procurement and construction of the project. Electrical Engineering Subconsultant, Willamette Power Engineering (WiPoEn), will perform the electrical design. The Consultant and subconsultant specific responsibilities consist of:

- 6.1 Site visit to perform visual field investigation of project work elements (PM and Design Engineer 1 day on site)
- 6.2 Aircraft fuel system and site layout design and exhibits consisting of:
- 14 CFR Part 77 “Imaginary” Surfaces preliminary airspace compatibility analysis for allowable heights to support preliminary layout alternatives development
 - Prepare preliminary layout for up to three (3) alternate configurations for the fuel system. Includes evaluation for code compliance
 - Project coordination with the County’s fuel supplier
 - Prepare final fueling system layout and grading design for the preferred layout
 - Discuss fuel system equipment options with County and finalize list of selected options to be provided, including final tank sizing
 - Develop fuel system equipment design schematics
 - Develop pavement marking plan
 - Existing pavement improvements for new aircraft fueling apron area, if required to collect runoff from aircraft fueling area and/or isolate “upstream” apron stormwater runoff
 - Design for placement of the existing self-serve point of sale system/credit card reader

- Incorporate prefabricated weather resistant facility for self-serve point of sale system/credit card reader, including coordination with the County (Handi-Hut or similar type structure)
- Design of Automatic Tank Gauging/leak detection (ATG) improvements, including siting display in adjacent building or within a cabinet at the site
- Electrical and communication improvement design for powering the fueling system and for the self-serve point of sale and ATG
- Design of fuel tank footing/foundation and surrounding concrete slab
- Design of fuel system area lighting. Includes a fuel sign pole if requested
- Design fuel system equipment impact protection measures per code and Authority Having Jurisdiction (AHJ) requirements
- Prepare abbreviated temporary Erosion and Sediment Control Plan (ESCP)

6.3 Stormwater design consisting of:

- Review County and Department of Ecology (DOE) stormwater minimum requirements applicable to this project and provide analyses of up to 2 alternatives meeting compliance
- Stormwater quality (treatment) design of the preferred alternative meeting County and DOE requirements. Includes limited hydrologic modeling for improvements and design of treatment including fuel/oil water separator for fueling catchment area
- Stormwater quantity (detention) design meeting County and DOE requirements. Includes limited hydrologic modeling for improvements and connection of new stormwater infrastructure to existing “downstream” infrastructure
- Prepare a Stormwater Plan per the requirements of Lewis County Code 15.45.110. Includes development of a vicinity map, site plan, storm drainage plan, hydrological engineering report, and operations and maintenance manual

6.4 Site improvements associated with dismantling existing fueling equipment located above ground over the existing underground storage tank (UST).

- Existing fuel system above grade infrastructure dismantling design (Pump, card reader, and building)
- Existing power/communication infrastructure disconnect

6.5 Create construction drawings incorporating design concepts consisting of:

- Project site improvements drawing set (Fueling apron, concrete slab, tank footing/foundation, drainage improvements, and electrical/communication improvements – anticipate up to 22 drawings). Also includes incorporation of abbreviated Construction Safety and Phasing Plan drawings (approximately 5 drawings). (27 drawings total)
- Fuel system equipment procurement and installation drawing set (Tank, tank gauging system, fueling skid, and self-serve point of sale system with credit card reader – anticipate up to 5 drawings). Also includes incorporation of abbreviated FAA Construction Safety and Phasing Plan drawings (approximately 3 drawings). (8 drawings total)

6.6 Prepare project specifications consisting of:

- Develop technical specifications for site improvements (County and 2023 WSDOT Standard Specifications for Road, Bridge, and Municipal Construction where available; Consultant authored specifications elsewhere) - Includes General Requirements, General

- Construction Items, approximately 13 technical special provisions to WSDOT Standard Specifications, and approximately 5 Consultant authored technical specifications
- Develop performance based technical specifications for fueling system equipment
- Prepare site improvements and fueling system equipment procurement draft legal specifications for County review or incorporate County provide legal specification boilerplate
- 6.7 Construction quantity and cost opinions
 - Construction quantities – preliminary, 90%, and final submittals (Separate site improvements and fuel system equipment submittals)
 - Construction cost opinion – preliminary, 90%, and final submittals (Separate site improvements and fuel system equipment submittals)
- 6.8 Compile, prepare, and provide preliminary submittal review drawing sets (Separate site improvements and fuel system equipment submittals)
- 6.9 Compile, prepare, and print 90% submittal review document (Separate site improvements and fuel system equipment submittals)
- 6.10 Incorporate County 90% submittal review comments into final plans, technical specifications (Separate site improvements and fuel system equipment submittals)
- 6.11 Incorporate County 90% submittal review comments into legal specifications and provide final legal specifications (Separate site improvements and fuel system equipment submittals)
- 6.12 Compile, prepare, and print bid documents (Separate site improvements and fuel system equipment documents)
- 6.13 Internal QA/QC throughout the project by senior staff and detailed review of 90% submittal
- 6.14 Weekly in-house project team meetings (approximately 2-month duration)

Task Deliverables:

- Fuel system layout alternatives including height analysis
- Fueling system equipment options for County component selection
- Stormwater alternatives analysis
- Site improvements procurement preliminary and 90% draft submittal
- Fuel system equipment procurement preliminary and 90% draft submittal
- Site improvement and fuel system equipment preliminary, 90%, and final submittal quantities and cost opinion
- Site improvements and fuel system equipment procurement final bid documents (PDF and 3 paper copies to County)

Task Assumptions:

- FAA to provide final determination for height compatibility. It is assumed the selected site will not penetrate the 14 CFR Part 77 “imaginary” surfaces
- New aircraft pavement, if required, will utilize an existing pavement section or Owner provided pavement section
- System will be served by primary utility power and no standby generator is required
- No vehicle access improvements to the fuel system site are required, including bulk tanker deliveries
- Self-serve point of sale system/credit card reader to be relocated from the existing facility

- A DOE Construction Stormwater General Permit and DOE Stormwater Pollution Prevention Plan (SWPPP) are not required
- Project meets the DOE redevelopment requirements and is not considered a commercial or industrial project
- Existing stormwater pipe and any other utilities present at the site will not require relocation
- An off-site downstream stormwater analysis is not required
- Existing fuel system infrastructure at and below grade to remain

Task 7 – General Tasks

During the course of providing professional engineering services, certain general tasks will be required in conjunction with the deliverables. Consultant and subconsultant specific responsibilities consist of:

- 7.1 Develop construction phasing concepts to minimize airport impacts, including analyses of phasing options for work elements requiring existing taxiway/taxiway/apron closures
- 7.2 Prepare abbreviated Construction Safety and Phasing Plan (CSPP) drawings incorporating construction phasing concepts for up to 3 phases (up to 5 drawings). Submit draft drawings to County in conjunction with 90% design submittal, incorporate County comments, and submit and submit final drawings to County in conjunction with bid document submittals
- 7.3 Prepare basis of design memorandum documenting design concepts. Submit draft to County in conjunction with 90% design submittal, incorporate County comments, and submit final document
- 7.4 Prepare draft Spill Prevention, Control, and Countermeasures (SPCC) Plan meeting Environmental Protection Agency (EPA) requirements. Submit draft to County in conjunction with equipment installation, incorporate County comments, and submit final document. Includes a site visit to inventory existing conditions and review existing applicable plans

Task Deliverables:

- Construction phasing alternatives analyses
- Draft and final abbreviated CSPP to County
- Draft and final basis of design memorandum to County
- Draft and final SPCC Plan

Task Assumptions:

- No temporary fuel facilities will be required during this project

Task 8 - Bidding Services

The Consultant will assist County Staff with bidding process, attend meetings, and review bids with County for proposed work. Consultant specific responsibilities consist of:

- 8.1 Respond to questions during the bidding process (Separate site development and fuel system equipment bids)
- 8.2 Prepare addenda as required (Separate site development and fuel system equipment bids)
- 8.3 Provide final construction cost opinion "Engineer's Estimate" in advance of bid opening (Separate site development and fuel system equipment bids)

Task Deliverables:

- Responses to questions during the bidding process – Up to 2 separate questions with 2 rounds of responses for each project (Site Development and Equipment Procurement)
- Addenda, if required – Up to 2 addenda for each project (Site Development and Equipment Procurement)

- Final construction cost opinion

Task Assumptions:

- The County will prepare and publish the bid advertisements (Separate site development and fuel system equipment bids)
- The County will distribute the bid documents to interested parties (Electronic posting, paper bid document distribution, etc. per County process)
- The County does not conduct pre-bid conferences
- Consultant will not attend the bid opening
- Consultant services are not requested for the review of bid proposals and recommendation to award process (review of proposals, preparation of bid tabulation, cost reasonableness evaluation, bidder responsiveness/responsibility review, preparation of a recommendation to award construction contract, issuance of notice of Intent to Award letter, etc.)

Task 9 – Services During Construction (Part-time)

Support pre-construction activities in preparation for construction. The Consultant and subconsultant specific responsibilities consist of:

- 9.1 Incorporate addenda and provide electronic drawing files to Contractor (requires converting CAD files prior to providing to Contractor). Includes preparing and obtaining “electronic media release” from Contractor. Also includes providing two (2) full-size sets of drawings to Contractor (Separate site development and fuel system equipment contracts)
- 9.2 Review and coordinate revisions to Contractor’s proposed detailed work schedule (Separate site development and fuel system equipment contracts)
- 9.3 Coordination with Contractor (2), County, and other project stakeholders in preparation for construction
- 9.4 Prepare agenda for, conduct, and prepare minutes for pre-construction conferences– PM and Resident Project Representative (RPR) to attend meeting (Separate site development and fuel system equipment contracts)
- 9.5 Review and comment on Contractor submittals and material certifications (estimate 30-35 site development submittals including asphalt and concrete pavement submittal and one fuel system equipment submittal consisting of approximately 60-70 individual components) (assume up to 2 rounds of comments and final review for each submittal and material certification).
- 9.6 Set up construction files
- 9.7 Support County permitting activities post bidding (For permits that could not be obtained during design), including initial coordination with the Washington State Department of Agriculture (WSDA) Weights and Measures
- 9.8 Prepare and submit a 7460-1 for temporary tall equipment associated with fuel tank installation

Task Deliverables:

- Electronic and full-size drawing files to the County and Contractor (2)
- Construction schedule comments (2)
- Preconstruction conference agenda and minutes if requested (2)
- Submittal and material certification review comments
- 7460-1 for temporary tall equipment

Task Assumptions:

- Consultant services are not requested for construction contract award process and will be performed by the County (Notice of Award, develop/issue of construction contracts, review of contract support documents, preparation of conforming contract document, develop/issue Notice to Proceed, and review of Contractor's preliminary milestone schedule)

Provide part-time services during construction phase of the project. Consultant and subconsultant specific responsibilities consist of:

- 9.9 Provide part-time construction administration to administer the construction contract for up to 2 hours per week of office time (Up to 12 weeks of construction) during inactive periods of construction
- 9.10 Provide part-time construction administration and construction observation to administer the construction contract and monitor conformance with plans and specifications for up to 32 hours per week of field and office time and travel time (Up to 5 weeks of construction). Consultant specific responsibilities/activities also include:
 - Correspondence with County and Contractor
 - Prepare daily observation reports when Consultant is onsite
 - Participate in weekly progress meetings with the Contractor and County (PM to attend meetings remotely)
 - Prepare and coordinate issuance of Notices to Airman (NOTAMs) with County Airport Manager at beginning and end of each construction phase (up to 3 phases), file NOTAMs with FAA Flight Services provider if requested
 - Prepare a monthly pay estimate and letter to the County recommending payment to site development Contractor (up to 4 pay estimates). Also includes field measurements and CAD time to verify quantities
 - Prepare a monthly pay estimate and letter to the County recommending payment to fuel system equipment Contractor (up to 4 pay estimates). Also includes field measurements and CAD time to verify quantities
 - Prepare contract change orders and supplemental agreements, if required
 - Respond to Contractor's requests for information (RFI)
 - Review Contractor's survey data/field survey
 - Coordinate with Users/Airport Operations during construction
 - Prepare preliminary substantial completion punch list
 - Review acceptance testing and Contractor's quality control testing results
 - Conduct substantial completion walkthrough
 - Prepare draft substantial completion letter for County use and prepare punch list items as necessary
- 9.11 PM time for construction administration and coordination with RPR (Up to 5 hours per week for 5 weeks of construction)
- 9.12 PM site visits (up to 4 visits) to review work completed, meet with the Contractor to discuss field adjustments, and attend substantial completion walkthrough
- 9.13 Conduct final construction completion inspection upon notification of punch list completion (site visit), and prepare final acceptance letter to County

Task Deliverables:

- Monthly pay estimates including a letter recommending payment to Contractor
- Contract change orders/supplemental agreements/RFI responses as required
- Punch list documenting construction deficiencies noted during substantial completion inspection
- Draft substantial completion letter for County use
- Final inspection and construction acceptance letter

Task Assumptions:

- County will provide daily Construction Progress Reports for days that Consultant is not onsite, if required
- County will verify Contractor's certified payroll submittals to Washington State Labor and Industries database
- Wage rate interviews will not be conducted

Task 10 – Project Closeout

Assist County with the closeout of the project. Consultant specific responsibilities consist of:

- 10.1 Obtain release of liens from Prime Contractor and subcontractors
- 10.2 Create Electronic AutoCAD Record Drawings from Contractor-provided markups (35 sheets) and prepare electronic and printed sets of deliverables
- 10.3 Review final project test results and finished grade surveys
- 10.4 Assist County with project audit (Up to 4 hours)
- 10.5 Coordinate and attend warranty inspection (PM site visit)

Task Deliverables:

- Prime Contractor and subcontractor lien releases
- AutoCAD, PDF, and paper record drawings to County;

Task Assumptions:

- FAA Chart Supplement (formerly the Airport Facility Directory) updates not required
- Consultant is not required to provide a standalone "as-built" ALP update (County will coordinate incorporation of this project into ALP Update work presently underway)

GENERAL ASSUMPTIONS

This Scope of Services is completed upon issuance of recommendation to accept project as complete letter to the County. Limited construction administration services provide a general review of the Contractor's work for general conformance with the contract documents. Services do not include any further special studies or services beyond those specifically stated. A revised scope of services and fee proposal will be required if the project requires any further studies or services.

The following assumptions were included in the development of this scope of services:

- Material Testing –All required material testing is to be scheduled and paid for by the Contractor, and performed by an independent testing laboratory hired by the Contractor. Construction services associated with Contractor Acceptance testing will include review of test results for conformance with project specifications.
- Construction Survey – Construction Survey to be performed by the Contractor
- Special inspections associated with the fuel system equipment are limited to those listed in this scope of work

- Work does not include decommissioning or removal of existing fuel system ground level and underground infrastructure, including the existing USTs
- Airport does not have a DOE Industrial Stormwater General Permit (ISWGP)
- Given limited storm pipe installation, pipe camera/deflection inspection services will not be required
- Project will not utilize federal funding (FAA BIL funding or similar). Accordingly, the following items are not required: Contractor Quality Control Program (CQCP) or Construction Management Plan (CMP); Preparation and submittal of updated FAA National NAS Strategic Interruptions Service Level Agreement “Airport Sponsor Strategic Event Submission Form” (Project does not require runway or NAVAID shutdown); Disadvantaged Business Enterprise program/goal/utilization
- Payment for fuel tank soak testing costs, if required, including test consumables and shipping is by others
- The proposed work will follow FAA standards and guidelines where available and industry standards elsewhere.

p:\lew002-fuel sys\0000con\0010proposals\lew002-sow-newfuel_dgn_sdc_3.14.23.docx



EXHIBIT A
WASHINGTON
2023 STANDARD LABOR RATES

Classification	2023 Rate
ADMIN 1	\$85.80
ADMIN 2	\$100.00
ADMIN 3	\$115.20
ADMIN 4	\$128.20
ADMIN 5	\$143.20
ADMIN 6	\$157.60
TECHNICIAN 1	\$115.00
TECHNICIAN 2	\$128.20
TECHNICIAN 3	\$143.20
TECHNICIAN 4	\$160.40
TECHNICIAN 5	\$179.60
TECHNICIAN 6	\$201.20
TECHNICIAN 7	\$223.40
ENGINEER 1	\$143.80
ENGINEER 2	\$161.40
ENGINEER 3	\$176.20
ENGINEER 4	\$195.20
ENGINEER 5	\$223.40
ENGINEER 6	\$253.60
ENGINEER 7	\$285.20
ENGINEER 8	\$318.20
ENGINEER 9	\$356.60

All meals and incidentals shall be at the current federal government rate and government per diem price(s) in effect at the time the charge(s) are incurred. Consultant shall have the option to charge actual meals and incidentals, on the basis of the actual purchase price in no case shall actual purchase price exceed the per diem rate, unless otherwise agreed upon in writing. Expense items that are incurred that are not meal and incidental related shall be expensed on the basis of the **actual purchase price** for items obtained from commercial sources and on the basis of usual commercial charges for items provided by the Consultant. Direct nonsalary expense shall include, but not be limited to, necessary transportation cost, including mileage when automobiles are used and standard rates when aircraft are used, meals and lodging, laboratory tests and analyses, equipment rental, postage, shipping, printing, binding, and copying charges.



Airport: ED CARLSON MEMORIAL FIELD - SOUTH LEWIS COUNTY AIRPORT (TOLEDO)
Project Title: A NEW ABOVE GROUND AVGAS
Project No.: TBD (NON-AIP)
Owner: LEWIS COUNTY
Date: March 2023

PROJECT TASK

Task 1	Eng 7	Eng 5	Eng 3	Tech 7	Tech 4	Tech 1	Admin 6	Admin 5	Admin 4	Admin 1	Total Labor Hours	TOTAL LABOR COSTS (DS+OH+Profit)
Staff Name	Corley McFarland	Geoff Tughlin	Daniel Reedy	Jeff Wade	Mark Lenick	Ben Fortenberry	Kathy Gerke	Tonya Andison	Kelley Brouwer	Kelley Gillian		
Billing Rate (2023)	\$285.20	\$223.40	\$176.20	\$223.40	\$160.40	\$115.00	\$157.60	\$143.20	\$128.20	\$85.80		
1.1 County communications and information exchange for the project duration	8										8	2,281.60
1.2 Provide project schedule, including up to two (2) project schedule updates	2										2	570.40
1.3 Project administration (12 months)	12							6			18	4,281.60
1.4 In-house file management, progress reporting, and monthly project invoicing.	6						12			8	26	4,288.80
TOTAL HOURS	28	-	-	-	-	-	12	6	-	8	54	11,422.40
Task 2 Project Status Review Meetings												
Onsite meeting, meeting preparation, and travel for: 60% site development submittal review, 90% site development submittal review, plus 1 permitting agency meeting (up to 3 total). It is anticipated that the Project Manager (PM) will attend all meetings.	20										20	5,704.00
Conference calls/remote meetings/email correspondence with the County for FAA Pen & Ink process, preliminary layout concept coordination, fuel system equipment submittal reviews, and draft existing fuel system decommissioning recommendations technical memorandum (up to 4 conference calls/remote meetings total). It is anticipated that the PM will attend all calls/remote meetings	4										4	1,140.80
TOTAL HOURS	24	-	-	-	-	-	-	-	-	-	24	6,844.80
Task 3 Permitting and Agency Coordination Support												
Research and local and state permits applicable to the project based on preliminary construction quantities, including Washington State Environmental Policy Act (SEPA) thresholds	1										1	285.20
Review and summarize previously performed environmental work by others in and adjacent to project to support local and state permitting requirements	2										2	570.40
Prepare draft County permits consisting of a master site review application, fill and grade permit application, vicinity map and site plan exhibit preparation	8			2		2					12	2,958.40
Prepare draft SEPA checklist, coordinate with the lead agency, and provide general support during the SEPA process; includes providing supplemental information if requested by the lead agency, preparation of a list of adjacent landowners within approximately 300 feet of the exterior boundaries of the site, and providing prior environmental documents and exhibits, if required	12					2					14	3,652.40
Coordination of project with County and Local Fire Marshal to consist of discussions regarding project elements and fire code compliance	4										4	1,140.80
Support FAA "Pen & Ink" Airport Layout Plan (ALP) change process for the selected site consisting of:											0	-
- Support for initial coordination with FAA for project	1										1	285.20
- Support for FAA Planner coordination for a Section 163 determination for selected site including development of an exhibit showing the proposed improvements redlined on the ALP	4										4	1,140.80
- Submit draft of project information to FAA Environmental Protection Specialist for NEPA determination	2										2	570.40
- Prepare and submit FAA Form 7460-1 to FAA for airspace determination of critical permanent elements (up to 6,7460's)	2		4	2							8	1,722.00
- If required, support for FAA Planner coordination for a Section 163 determination for selected site including development of an exhibit showing the proposed improvements redlined on the ALP	2										2	570.40
TOTAL HOURS	38	-	4	4	-	4	-	-	-	-	50	12,896.00
Task 4 Topographic Survey and Utility Locates												
Private Utility Locate Subcontractor, Applied Professional Services, Inc., responsibilities consist of:											0	-
4.1 Review utility background information summary provided by Consultant											0	-
4.2 Up to 0.5 days on-site for private utility locate work											0	-
Consultant specific responsibilities consist of:											0	-
4.3 Coordination with utility locate subcontractor for field investigation and findings	1										1	285.20
4.4 Review and comment on draft survey deliverables provided by others (TIN, ASCII, field notes, photos, etc.)	1			2							3	732.00
4.5 Set up Civil 3-D (AutoCAD) project				2							2	446.80
4.6 Create base maps for design work areas and an overall site base to support site plan				6							6	1,340.40

See non-salary subconsultant costs below



Airport: ED CARLSON MEMORIAL FIELD - SOUTH LEWIS COUNTY AIRPORT (TOLEDO)
Project Title: A NEW ABOVE GROUND AVGAS
Project No.: TBD (NON-AIP)
Owner: LEWIS COUNTY
Date: March 2023

PROJECT TASK

	Eng 7	Eng 5	Eng 3	Tech 4	Tech 1	Admin 6	Admin 5	Admin 4	Admin 1 Office	Total Labor Hours	TOTAL LABOR COSTS (DS-OH+Profit)
TOTAL HOURS											
Task 5 Geotechnical and Existing Fuel System Decommissioning Investigation Work											
Geotechnical Subconsultant responsibilities consist of:											
5.1.1 Field investigations: test pits or borings, soils analyses, soil infiltration testing, and existing pavement cores	2	-	-	10	-	-	-	-	-	12	2,804.40
5.1.2 Lab testing, including: moisture-density, California Bearing Ratio (CBR), Atterberg limits, sieve/hydrometer grain-size, natural water content determinations, and USCS/FAA soil classifications											
Geotechnical engineering analyses, conclusions, and recommendations, including: field report/lab testing review, construction, foundation design recommendations, and geotechnical report preparation											
5.1.3 excavation and temporary construction measures, earthwork preparation, site preparation, pavement section construction, foundation design recommendations, and geotechnical report preparation											
Consultant specific responsibilities consist of:											
5.1.4 Coordination with subconsultant for field investigation and analyses	1									0	-
5.1.5 Site visit during performance of the geotechnical work (PM 1 day onsite)	15									0	-
5.1.6 The Consultant will review of geotechnical investigations and geotechnical report findings	1		2							0	-
Task 5.2 – Fuel System Decommissioning Site Investigation Work and Testing											
Fuel System Decommissioning and Geotechnical Subconsultant responsibilities consist of:											
5.2.1 Field investigations adjacent to existing active UST: test pits or borings, soil and groundwater (if present) analyses, and existing pavement thickness determination										0	-
5.2.2 Lab testing: Avgas 100LL constituent testing of soil and ground water (if present) samples for evaluation of the presence of contamination (up to 4); moisture-density, sieve/hydrometer grain-size, natural water content determinations, and USCS/FAA soil classifications										0	-
5.2.3 Analyses, conclusions, and recommendations including: field report/lab testing review, observations, recommendations for decommissioning the existing system, and technical memorandum preparation										0	-
The Consultant specific responsibilities consist of:											
5.2.4 Coordination with subconsultants for field investigation and analyses	2									0	-
5.2.5 Review of investigation, testing results, and decommissioning recommendations – Technical Memorandum	2									2	570.40
											570.40
TOTAL HOURS	21	-	2	-	-	-	-	-	-	23	6,341.60
Task 6 Engineering Design and Drawings, Specifications, and Estimates											
6.1 Site visit to perform visual field investigation of project work elements (PM and Design Engineer 1 day on site)	11		11							22	5,075.40
6.2 Aircraft fuel system and site layout design and exhibits consisting of:										0	-
- 14 CFR Part 77 "Imaginary" Surfaces preliminary airspace compatibility analysis for allowable heights to support preliminary layout alternatives development	1			3						4	955.40
- Prepare preliminary layout for up to three (3) alternate configurations for the fuel system. Includes evaluation for code compliance	3			3						6	1,525.80
- Project coordination with the County's fuel supplier	1									1	285.20
- Prepare final fueling system layout and grading design for the preferred layout	4		12							16	3,255.20
- Discuss fuel system equipment options with County and finalize list of selected options to be provided, including final tank sizing	2									2	570.40
- Develop fuel system equipment design schematics	2									2	570.40
- Develop pavement marking plan				1						1	223.40
- Existing pavement improvements for new aircraft fueling apron area, if required to collect runoff from aircraft fueling area and/or isolate "upstream" apron stormwater runoff	1		8							9	1,694.80
- Design for placement of the existing self-serve point of sale system/credit card reader	2									2	570.40
- Incorporate prefabricated weather resistant facility for self-serve point of sale system/credit card reader, including coordination with the County (Handi-Hut or similar type structure)	4									4	1,140.80
- Design of Automatic Tank Gauging/leak detection (ATG) improvements, including siting display in adjacent building or within a cabinet at the site	2									2	570.40
- Electrical and communication improvement design for powering the fueling system and for the self-serve point of sale and ATG	8									8	2,281.60
- Design of fuel tank footing/foundation and surrounding concrete slab	1	12								13	2,966.00
- Design of fuel system area lighting. Includes a fuel sign pole if requested	4	4								8	2,034.40

Also see non-salary subconsultant costs below

See non-salary subconsultant costs below

See non-salary subconsultant costs below



Airport: ED CARLSON MEMORIAL FIELD - SOUTH LEWIS COUNTY AIRPORT (TOLEDO)
Project Title: A NEW ABOVE GROUND AVGAS
Project No.: TBD (NON-AIP)
Owner: LEWIS COUNTY
Date: March 2023

PROJECT TASK

	Eng 7	Eng 5	Eng 3	Tech 7	Tech 4	Tech 1	Admin 6	Admin 5	Admin 4	Admin 1 Office	Total Labor Hours	TOTAL LABOR COSTS (DS-OH+Profit)
- Design fuel system equipment impact protection measures per code and Authority Having Jurisdiction (AHJ) requirements	2			4							6	1,464.00
- Prepare abbreviated temporary Erosion and Sediment Control Plan (ESCP)	1			2							3	732.00
6.3 Stormwater design consisting of:											0	-
- Review County and Department of Ecology (DOE) stormwater minimum requirements applicable to this project and provide analysis of up to 2 alternatives meeting compliance	1		4								5	990.00
- Stormwater quality (treatment) design of the preferred alternative meeting County and DOE requirements. Includes limited hydrologic modeling for improvements and design of treatment including fuel/oil water separator for fueling catchment area	1		8								9	1,694.80
- Stormwater quantity (detention) design meeting County and DOE requirements. Includes limited hydrologic modeling for improvements and connection of new stormwater infrastructure to existing "downstream" infrastructure	1		12								13	2,399.60
- Prepare a Stormwater Plan per the requirements of Lewis County Code 15.45.110. Includes development of a vicinity map, site plan, storm drainage plan, hydrological engineering report, and operations and maintenance manual	4		12	4				2			22	4,435.20
6.4 Site improvements associated with dismantling existing fueling equipment located above ground over the existing underground storage tank (UST).											0	-
- Existing fuel system above grade infrastructure dismantling design (Pump, card reader, and building)	2										2	570.40
- Existing power/communication infrastructure disconnect	2										2	570.40
6.5 Create construction drawings incorporating design concepts consisting of:											0	-
- Project site improvements drawing set (fueling apron, concrete slab, tank footing/foundation, drainage improvements, and electrical/communication improvements - anticipate up to 22 drawings). Also includes incorporation of abbreviated Construction Safety and Phasing Plan drawings (approximately 5 drawings). (27 drawings total)	8		22	39.0		38.0					107	19,240.60
- Fuel system equipment procurement and installation drawing set (Tank, tank gauging system, fueling skid, and self-serve point of sale system with credit card reader - anticipate up to 5 drawings). Also includes incorporation of FAA Construction Safety and Phasing Plan drawings (approximately 3 drawings). (8 drawings total)	8			16		16					40	7,696.00
6.6 Prepare project specifications consisting of:											0	-
- Develop technical specifications for site improvements (County and 2023 WSDOT Standard Specifications for Road, Bridge, and Municipal Construction where available; Consultant authored specifications elsewhere) - Includes General Requirements, General Construction Items, approximately 13 technical special provisions to WSDOT Standard Specifications, and approximately 5 Consultant authored technical specifications	6		6					2			14	3,054.80
- Develop performance based technical specifications for fueling system equipment	8							2			10	2,568.00
- Prepare site improvements and fueling system equipment procurement draft legal specifications for County review or incorporate County provide legal specification boilerplate	4							4			8	1,713.60
6.7 Construction quantity and cost opinions											0	-
- Construction quantities - preliminary, 90%, and final submittals (Separate site improvements and fuel system equipment submittals)	3		12								15	2,970.00
- Construction cost opinion - preliminary, 90%, and final submittals (Separate site improvements and fuel system equipment submittals)	4		2								6	1,493.20
6.8 Compile, prepare, and provide preliminary submittal review drawing sets (Separate site improvements and fuel system equipment submittals)	1		1	1				1			4	828.00
6.9 Compile, prepare, and print 90% submittal review document (Separate site improvements and fuel system equipment submittals)	2		2	2				2			8	1,656.00
6.10 Incorporate County 90% submittal review comments into final plans, technical specifications (Separate site improvements and fuel system equipment submittals)	4		6	4		4					18	3,551.60
6.11 Incorporate County 90% submittal review comments into legal specifications and provide final legal specifications (Separate site improvements and fuel system equipment submittals)	4							2			6	1,427.20
6.12 Compile, prepare, and print bid documents (Separate site improvements and fuel system equipment documents)	1		1	2				2			6	1,194.60
6.13 Internal QA/QC throughout the project by senior staff and detailed review of 90% submittal		12									12	2,680.80
TOTAL HOURS	113	28	119	81	-	58	-	17	-	-	416	86,650.40
Task 7 General Tasks	4										4	1,140.80
7.1 Develop construction phasing concepts to minimize airport impacts, including analyses of phasing options for work elements requiring existing taxiway/taxiway/apron closures												



Airport: ED CARLSON MEMORIAL FIELD - SOUTH LEWIS COUNTY AIRPORT (TOLEDO)
Project Title: A NEW ABOVE GROUND AVGAS
Project No.: TBD (NON-AIP)
Owner: LEWIS COUNTY
Date: March 2023

PROJECT TASK

Task	Description	Eng 7	Eng 5	Eng 3	Tech 7	Tech 4	Tech 1	Admin 6	Admin 5	Admin 4	Admin 1 Officer	Total Labor Hours	TOTAL LABOR COSTS (DS+OHH+Profit)
7.2	Prepare abbreviated Construction Safety and Phasing Plan (CSPP) drawings incorporating construction phasing concepts for up to 3 phases (up to 5 drawings). Submit draft drawings to County in conjunction with 90% design submittal, incorporate County comments, and submit final drawings to County in conjunction with bid document submittals	6			15							21	5,062.20
	7.3 Prepare basis of design memorandum documenting design concepts. Submit draft to County in conjunction with 90% design submittal, incorporate County comments, and submit final document	2		4					2			8	1,561.60
	Prepare draft Spill Prevention, Control, and Countermeasures (SPCC) Plan meeting Environmental Protection Agency (EPA) requirements. Submit draft to County in conjunction with equipment installation, incorporate County comments, and submit final document. Includes a site visit to inventory existing conditions and review existing applicable plans	27							4			31	8,273.20
	TOTAL HOURS	39	-	4	15	-	-	-	6	-	-	64	16,037.80
Task 8 Bidding Services	8.1 Respond to questions during the bidding process (Separate site development and fuel system equipment bids)	4											
	8.2 Prepare addenda as required (Separate site development and fuel system equipment bids)	6		2					2			4	1,140.80
	8.3 Provide final construction cost opinion "Engineer's Estimate" in advance of bid opening (Separate site development and fuel system equipment bids)	2										10	2,350.00
	TOTAL HOURS	12	-	2	-	-	-	-	2	-	-	16	4,061.20
Task 9 Services During Construction (Part-time)	Incorporate addenda and provide electronic drawing files to Contractor (requires converting CAD files prior to providing to Contractor). Includes preparing and obtaining "electronic media release" from Contractor. Also includes providing two (2) full-size sets of drawings to Contractor (Separate site development and fuel system equipment contracts)	2			2		4		1			9	1,620.40
	9.1 Review and coordinate revisions to Contractor's proposed detailed work schedule (Separate site development and fuel system equipment contracts)	2											
	9.2 Coordination with Contractor (2). County and other project stakeholders in preparation for construction	2											570.40
	9.3 Prepare agenda for, conduct, and prepare minutes for pre-construction conferences -- PM and Resident Project Representative (RPR) to attend meeting (Separate site development and fuel system equipment contracts)	15			13				2			30	570.40
9.4	Review and comment on Contractor submittals and material certifications (estimate 30-35 site development submittals including asphalt and concrete pavement submittal and one fuel system equipment submittal consisting of approximately 60-70 individual components) (assume up to 2 rounds of comments and final review for each submittal and material certification).	26			32							58	12,548.00
	9.5 Set up construction files				2				1			3	464.00
	9.6 Support County permitting activities post bidding (For permits that could not be obtained during design), including initial coordination with the Washington State Department of Agriculture (WSDA) Weights and Measures	4										4	1,140.80
	9.7 Prepare and submit a 7460-1 for temporary rail equipment associated with fuel tank installation	1										1	285.20
9.8	Provide part-time construction administration to administer the construction contract for up to 2 hours per week of office time (Up to 12 weeks of construction) during inactive periods of construction	12			12							24	5,347.20
	Provide part-time construction administration and construction observation to administer the construction contract and monitor conformance with plans and specifications for up to 32 hours per week of field and office time and travel time (Up to 5 weeks of construction).				160							160	25,664.00
	9.9 PM time for construction administration and coordination with RPR (Up to 5 hours per week for 5 weeks of construction)	25										25	7,130.00
	9.10 PM site visits (up to 4 visits) to review work completed, meet with the Contractor to discuss field adjustments, and attend substantial completion walkthrough	26										26	7,415.20
9.11	Conduct final construction completion inspection upon notification of punch list completion (site visit), and prepare final acceptance letter to County	8							1			9	2,424.80
	TOTAL HOURS	123	-	-	2	219	4	-	5	-	-	349	71,830.00
Task 9 Project Closeout	10.1 Obtain release of liens from Prime Contractor and subcontractors	1				4						6	1,055.00
	10.2 Create Electronic AutoCAD Record Drawings from Contractor-provided markups (35 sheets) and prepare electronic and printed sets of deliverables	2			4	4	12					22	3,485.60



Airport: ED CARLSON MEMORIAL FIELD - SOUTH LEWIS COUNTY AIRPORT (TOLEDO)
Project Title: A NEW ABOVE GROUND AVGAS
Project No.: TBD (NON-AIP)
Owner: LEWIS COUNTY
Date: March 2023

PROJECT TASK

	Eng 7	Eng 5	Eng 3	Tech 7	Tech 4	Tech 1	Admin 6	Admin 5	Admin 4	Admin 1 Office	Total Labor Hours	TOTAL LABOR COSTS (DS+OH+Profit)
10.3 Review final project test results and finished grade surveys	2				4						6	1,212.00
10.4 Assist County with project audit (Up to 4 hours)	4										4	1,140.80
10.5 Coordinate and attend warranty inspection (PM site visit)	6										6	1,711.20
TOTAL HOURS	15	-	-	4	12	12	-	-	1	-	44	-
TOTAL HOURS FOR ALL TASKS	415	28	131	116	231	78	12	36	1	8	1052	\$ 227,493.20
Direct Labor Cost - Hourly (\$)	\$ 82.95	\$ 64.97	\$ 51.24	\$ 64.97	\$ 46.65	\$ 33.45	\$ 45.84	\$ 41.65	\$ 37.28	\$ 24.95		
Direct Salary (DS) Cost (\$)	\$ 34,422.41	\$ 1,819.22	\$ 6,713.06	\$ 7,536.76	\$ 10,776.06	\$ 2,608.77	\$ 550.02	\$ 1,499.30	\$ 37.28	\$ 199.63		
Labor and Administrative Overhead (OH) Rate (%)					207%							
Labor and Administrative Overhead Cost (\$)	\$ 71,254.38	\$ 3,765.78	\$ 13,896.04	\$ 15,601.10	\$ 22,306.44	\$ 5,400.16	\$ 1,138.55	\$ 3,103.56	\$ 77.18	\$ 413.23		
Subtotal Salary Costs (DS + OH)	\$ 105,676.79	\$ 5,585.00	\$ 20,609.11	\$ 23,137.86	\$ 33,082.50	\$ 8,008.93	\$ 1,688.57	\$ 4,602.86	\$ 114.46	\$ 612.86		203,118.93

Total Salary Costs (DS + OH) = \$ 203,118.93
Profit on Salary Rate (%) = 12%
Profit on Salary Cost (\$) = \$ 24,374.27
TOTAL LABOR COSTS (DS+OH+PROFIT) = \$ 227,493.20

	EA(\$)	Each (mile)	Each (hrs)	Times	Subtotal	
NON-SALARY COSTS						
REIMBURSABLE EXPENSES						
Lodging with tax (per day) \$98 +10%	\$ 107.80			26	\$ 2,802.80	
Per Diem/day M&I	\$ 59.00			37	\$ 2,183.00	
Airplane travel	\$ 250.00		2	9	\$ 4,500.00	
Travel mile/trip - driving (2023 rate)	\$ 0.655	330		9	\$ 1,945.55	
Printing					\$ 950.00	
Misc supplies, copying, prelin submittals, postage, etc.					\$ 182.47	
TOTAL REIMBURSABLE EXPENSES					\$ 12,563.62	\$ 12,563.62
SUBCONSULTANT EXPENSES		Contract Value	Prime Markup (1.5% WA, Business & Occupation tax)			
Private Utility Locate Subconsultant		\$ 1,250.00	1.5%		\$ 1,268.75	
Geotechnical Investigation Subconsultant		\$ 20,280.00	1.5%		\$ 20,584.20	
Fuel System Decommissioning Subconsultant		\$ 13,515.00	1.5%		\$ 13,717.73	
Electrical Engineer		\$ 11,500.00	1.5%		\$ 11,672.50	
TOTAL SUBCONSULTANT EXPENSES					\$ 47,243.18	\$ 47,243.18

Notes:

Total Non-Salary Costs = \$ 59,806.80
Total Fee For Services = \$ 287,300.00