



August 12, 2025

Gaston Patterson
Airport Director
Coeur d'Alene Airport
10375 N Sensor Avenue
Hayden, ID 83835

E-MAIL DELIVERY WITH PDF ATTACHMENT

gpatterson@kcgov.us

RE: Coeur d'Alene Airport
Construct Parallel Taxiway C and Relocate MASLR Threshold Lights
Additional Services Addendum #2 (Project No. 220406)
Supplemental Agreement No. 1 – Rehabilitate Taxiway N MITL Circuit

Dear Gaston:

Ardurra Group, Inc. is pleased to provide the enclosed Additional Services Addendum (ASA) No. 2 for the referenced project. The ASA is pursuant to our agreement dated Work Order No. 23-003 – Construct Parallel Taxiway C and Relocate MALSRL Threshold Lights.

Please sign the attached ASA and return the fully executed copy to me. We will commence the services described in the ASA upon receipt of the fully executed copy. In the interim, please do not hesitate to call with questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Corrie Esvelt-Siegford".

Corrie Esvelt-Siegford, PE
Airport Project Manager

Enclosure(s)

cc: File 220406



ADDITIONAL SERVICES ADDENDUM

THIS ADDITIONAL SERVICES ADDENDUM is pursuant to the Work Order 23-003 dated July 25, 2023, by and between Ardurra Group, Inc. (Consultant), and Kootenai County, Idaho (Client) for the Professional Services described below.

PROJECT NAME: Construct Parallel Taxiway C (F) and Relocate MALSR Threshold Lights

CLIENT: Coeur d'Alene Airport, Kootenai County, Idaho

ARDURRA PROJECT NUMBER: 220406

1. Description of additional services to be provided by Consultant (attach additional pages, if necessary):

A. Design, Construction Administration and Grant Administration for Supplemental Agreement No. 1 Taxiway N Rehabilitate MITL Project \$ 94,909.30.

See ASA #2 Scope of Work on the following pages.

2. Estimated Completion Date: April 2026

3. The compensation to be paid Ardurra for providing the requested services shall be:

- A. Lump Sum amount of: \$31,170.24
- B. A Not to Exceed Time and Materials charge of \$63,739.06.
- C. Unit Cost/Time Charges

IN WITNESS WHEREOF, this Addendum is accepted on the date first above written subject to the terms and conditions above stated and the provisions set forth in the above-described Agreement.

Ardurra Group, Inc

CLIENT:

SIGNED: Digitally signed by Alton W. Dail III

SIGNED: _____

TYPED NAME: Alton (Trey) Dail, III P.E.

TYPED NAME: _____

TITLE: Airport Group Leader

TITLE: _____

DATE: August 12, 2025

DATE: _____

Return one fully executed copy to consultant



**Additional Services Addendum #2
Design, Construction Administration, and Grant Administration for
Rehabilitate Taxiway N Medium Intensity Taxiway Lights (MITL) Circuit**

See Exhibit A – Scope of Work attached after this page describing the additional tasks.
Exhibit B is also attached showing the estimated manhours to complete this work.

**Additional Services Agreement #2
To Work Order No. 23-003
Coeur d'Alene Airport
Hayden, Idaho**

SCOPE OF WORK

**Rehabilitate MITL on Taxiway N Circuit
AIP 3-16-0010-064-2025**

PROJECT DESCRIPTION:

Kootenai County, Idaho, (Owner) of the Coeur d'Alene Airport (COE), is anticipated to include replacement of existing taxiway edge lights and transformers with new LED fixtures and transformers, replacement of existing lighting cable on Taxiway N, Taxiway C east of C2, Taxiway C2, Taxiway D north of the southwest apron, Taxiway G, Taxiway H and Taxiway L. The existing edge lights and circuit cable was installed in 2004 and 2005 and are approximately 20 years old.

The Project will be funded by the FAA Airport Improvement Program (AIP) FY '25 grant. The total cost of the equipment to be procured is anticipated to be in the range of \$400,000-\$500,000.

Professional services shall be provided during all elements of the project. Professional services anticipated include services necessary to accomplish the following:

- Contract Administration
- Project Administration
- Preliminary Design
- Final Design
- Specification Modification
- Construction Observation
- Construction Administration
- Grant Administration
- Grant Closeout Documentation
- Quarterly Reporting
- Annual Reporting
- DBE Reporting
- Closeout
- Coordination

CONTRACTS AND BIDDING:

There will be one set of construction documents produced for the Project. This project will not be bid.

FEE STRUCTURE:

Fees for services under Tasks 1 and 3 will be paid on a lump sum basis. Fees for Tasks 4-6 will be on a time and materials basis.

SCHEDULE:

The following approximate milestone dates are anticipated:

ACTIVITY	TARGET COMPLETION
Submit Draft Scope of Consultant Services to OWNER	August 2025
Finalize Professional Services Agreement	August 2025
Submit draft Specifications to FAA	August 2025
Submit FAA AIP Grant Application	August 2025
Execute FAA AIP Grant Offer	August 2025
Begin Construction	November 2025
Substantial Completion	December 2025
Final Completion/Delivery	December 2025
Grant Closeout	April 2026

ASSUMPTIONS

This scope of services and estimated fees are based on the following assumptions:

1. A biological assessment or environmental assessment is not included in the project. The project proposes no expansion of the existing pavement surfaces. It is assumed the information included in the Categorical Exclusion will satisfy the NEPA process.
2. An Airport Diagram Update and Airport Layout Plan Update are not necessary for the Project.
3. Permit and agency review fees are not included within this scope of work.
4. Electrical vault work, such as the addition or replacement of transformers, switches, or constant current regulators will not be needed for this Project.
5. A Modification of Standards application is not included in this project.
6. This Scope of Work and associated fees assume no bidding process. Services related to bidding, bid protests, re-bidding, negotiations or other similar irregularities are not included.
7. This Scope of Work and associated fees assume a routine construction process. Excessive delays or time overruns during construction are not anticipated and will require an amendment to services. Services related to warranty inspections or construction are also not anticipated and will require an amendment, if necessary.

SCOPE OF PROFESSIONAL SERVICES

Task 1 General Administration

The following project administration and management tasks are included for this project.

- 1.1 Project Formulation: Coordinate with Owner to evaluate scope, budget, and approach to the Project. Meet with the Owner/Airport to discuss the Project scope and approach. The Project Manager will attend the meeting.
- 1.2 Prepare a Work Order specifically addressing the Project. The Work Order shall include a detailed Scope of Professional Services narrative. Review the Scope with the Owner and FAA and modify as necessary, based on comments received. The Work Order shall also include a detailed cost proposal based on estimates of professional service man hours, hourly rates and lump sum costs required to accomplish the work
- 1.3 FAA/Owner Coordination: Advise and coordinate with the Owner/Airport and FAA on administrative and management tasks.
- 1.4 Subconsultant Management: Coordinate with subconsultants regarding contracting procedures, contract execution with subconsultants and invoice subconsultant's work during the Project. The Consultant will coordinate with subconsultants to ensure compliance with the Project schedule, budget, and deliverables. Anticipate the following subconsultants: electrical engineering.
- 1.5 Project Management and Administration: Project management and administration to include monthly cost accounting and budget analysis, invoicing, and monitoring of project progress.
- 1.6 Grant Administration: Assist the Owner with Grant Administration tasks.
 - 1.6.1 Grant Application: Prepare one (1) grant application for submittal to FAA. The Work will include preparation of a draft and final application.
 - 1.6.2 Assist the Owner to prepare and process required FAA-required Sponsor Certifications for submittal to the FAA.
 - 1.6.3 Annual Reports: Prepare and submit annual federal financial reports once each fiscal year. It is anticipated that reporting will be required for two separate fiscal years.
 - 1.6.4 Quarterly Performance Reports: Prepare and submit a Quarterly Performance Report once every three months. It is anticipated that four reports will be prepared and submitted.
 - 1.6.5 Periodic Budget Updates: Provide periodic Project budget updates to the Airport during prosecution of the work
 - 1.6.6 FAA Request For Reimbursement (RFR) Assistance: Develop and provide FAA Reimbursement documentation to the Airport. This includes an invoicing Summary Sheet, Form 271, and supporting documentation. The Airport will submit the documents to the FAA for approval. This task includes the submission of four (4) reimbursement requests for the grant.
 - 1.6.7 FAA DBE Goals and Reporting: Complete required annual reporting for the DBE participation at the Airport for federal FY 2025.

Task 2 Preliminary Design (60%)

This phase shall include the preparation or modification to detailed specifications, cost estimates, and contract documents. Services shall include the following work tasks:

- 2.1 Preliminary CSPP: Meet with Airport staff to discuss ASA#2/SA#1 phasing and operational issues. Based on this discussion and applicable FAA guidance, develop a preliminary Construction Safety and Phasing Plan (CSPP). This CSPP shall update and include plan sheets. The preliminary CSPP shall be submitted to FAA for review and comment. This task is anticipated to include one (1) teleconference with the FAA and Airport to review issues and refine the concept.
- 2.2 60% Plans: Prepare preliminary additional drawings for the Project, which will be limited to: Construction Safety & Phasing Plan Sheet, new Electrical Site Plan Sheet, additional Electrical Details Sheet(s) (estimated 3 sheets, total).
- 2.3 60% Specifications: For the additional work, modify construction specifications based on the current version of FAA AC 150/5370-10 "Standards for Specifying Construction on Airports", including regional Notices published by the FAA Northwest Mountain Region. Modify technical specifications in accordance with FAA standards to fit Supplemental Agreement.
- 2.4 Preliminary QA/QC: Conduct a Quality Assurance (QA) and Quality Control (QC) review of the preliminary design submittal.
- 2.5 FAA/Owner Coordination: Coordinate with the Airport and FAA during this phase of the Project, to include Project schedule, preliminary design, phasing, and budget.

Task 2 Deliverables:

- Preliminary design plans, electronic .pdf.
- Preliminary project specifications, electronic .pdf.
- Preliminary CSPP. electronic .pdf.

Task 3 Final Design

The Final Design task shall include the preparation of detailed additional, updated or modified construction plans and specifications, cost estimates, and contract documents suitable for obtaining quotes for construction of improvements. Final Design Services shall include the following work tasks:

- 3.1 Incorporate 60% Design Comments: Revise design to reflect comments from Airport and FAA at the preliminary design review phase.
- 3.2 Final Design Documents: Prepare and submit the final design documents for the Airport and FAA review. Specifications shall be based on the current version of FAA AC 150/5370-10 and current regional notices and include modifications to the existing electrical specifications and Construction Safety and Phasing Specification. Supplemental Agreement shall include Pricing Schedule, Supplemental Agreement, forms, and other contract documents necessary to execute Supplemental Agreement following negotiation. Prepare an engineer's opinion of probable construction cost, based on the final design. This includes electrical demolition, lighting upgrades, etc.

- 3.3 Final CSPP: Develop the final Construction Safety and Project Phasing Plan and report. This includes coordination with the Airport and FAA, refining the safety and phasing plans, and preparing the final CSPP report document. Airspace coordination and review with other FAA LOBs normally takes 60-90 days, following ADO initial review of CSPP. Recommend that this plan is completed early.
- 3.4 FAA/Owner Coordination: Coordinate with the Airport and FAA during this phase of the Project.

Task 3 Deliverables:

- Final design plans, electronic .pdf.
- Final Project specifications, electronic .pdf.
- Final engineer's opinion of probable construction costs, electronic .pdf.
- Final CSPP. electronic .pdf.

Task 4 Construction Services

During construction, the Consultant shall administer all aspects of the construction contract over which the Consultant can be expected to have realistic control to assist the Owner in monitoring and documenting the construction process for design compliance, quality assurance, and cost control. Time for construction services assumes completion of the Project in one new phase with three subphases, scheduled for completion for calendar year 2025. Full-time construction observation will be provided during all phases. The total number of working days for this Project is anticipated to be 30 calendar days. Full-time RPR services anticipate eight (8) hour workdays, five days per week. Any construction time overruns beyond the assumptions stated here may require additional Consultant time and associated fees. These additional fees will be negotiated by addendum to this Work Order. Construction services shall more specifically include the following work tasks:

- 4.1 Submittals: Review, comment, and process Contractors' material submittals (including review of compliance with Buy American requirements), particularly Work Schedule. Assist Contractor as required, clarifying specifications and documenting submittal requirements. Coordinate construction activity schedule with the Owner.
- 4.2 Construction Observation: Provide one experienced RPR during construction of Project elements to monitor and document construction activities, conformance with schedules, plans and specifications; review and document construction quantities; document significant conversations, situations, events or changed conditions; document input or visits from local authorities and officials; prepare and submit routine inspection reports (FAA Form 5370-1); and maintain a Project diary. RPR services are based upon a five (5) day workweek and eight (8) hour workday for a total of twenty (20) workdays. Additional days or hours beyond this may be the basis for an Amendment to these services.
- 4.3 Construction Meetings: Organize and conduct one construction meeting per week with the Owner, Contractor, and others as appropriate. Contractor's schedule review and work progress will be discussed at all meetings. The RPR will hold these meetings at the Airport Directors Office. The Project Manager will be on site for each weekly meeting. A maximum of four (4) construction meetings are allocated for this task. Additional meetings may be the basis for an Amendment to these services.

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- 4.4 Office Support: Provide office administration support and assistance to the RPR with senior design, management or other personnel as field activities may require. Office support services are estimated at 4 hours per week of construction.
 - 4.5 Pay Requests: Review and approve monthly Contractor Pay Requests. Submit approved pay requests to the Owner for approval and payment. Hours for three (3) pay requests are allotted for this task.
 - 4.6 Wage/EEO Review: Assist Owner with review of Contractor Wage and EEO documentation review, including regular interviews with workers on the Project.
 - 4.7 FAA/Owner Coordination: Coordinate with Owner and FAA throughout the construction process. Submit required construction documentation, including weekly activity report forms, change orders, etc. Coordinate with Owner and FAA verbally concerning change orders, as required. Additional meetings may be the basis for an Amendment to these services.

Task 4 Deliverables:

- IFC Construction Plans, bound hard copies to Sponsor to include one set 22x34/one set 11x17 and electronic .pdf.
- IFC Supplemental Agreement, one hard copy to sponsor and electronic .pdf.
- Weekly Construction Reports, electronic .pdf.
- Contractor Pay Applications, electronic .pdf.

Task 5 Closeout/Documentation

The following services, which can be defined at this time, shall be provided by Consultant as “Closeout”.

- 5.1 General Project Closeout: Prepare project closeout items identified in the previous task. The Final Closeout Construction Report shall conform to the FAA’s Engineering Guidance 620-05 for Final Construction Reports. The Consultant will also prepare the FAA SF-271 and SF-425 forms. Assume one revision to the closeout report.
- 5.2 Closeout Documentation Support: Assist the Airport Directors Office and Kootenai County with overall budget status analysis and reports, closeout documentation review, and coordination with the FAA, as requested. Prepare a letter requesting grant reimbursement of up to 97.5% following substantial completion. Submit the letter and draft closeout report to the FAA for their review and approval.
- 5.3 As-Constructed Drawings: Using information provided by the contractor and collected by the Resident Engineer during construction, prepare as-constructed drawings for the project.
- 5.4 Project Records: Coordinate with the Airport Directors Office on final documents and backup information. Prepare the necessary electronic filing and delivery to the Airport Directors Office and Kootenai County. File and backup internal documents and closeout project on servers and accounting software.

Task 6 Additional Services

The following services, which can be defined at this time, shall be provided by Consultant as “Additional Services”.

- 6.1 Prepare FAA Form – NAS Strategic Interruption Form. Prepare and submit the following FAA forms related to the work included in this project:
- NAS Strategic Events Form 45 days prior to closure of the runway.
 - FAA Form 7460-1 for the construction project.



220406 - Additional Services Agreement No. 2 **Coeur d'Alene Airport**
Supplemental Agreement No. 1 - Rehabilitate MITL on Taxiway N Circuit **Hayden, Idaho**

Exhibit B - Fee Summary

August 12, 2025

TASKS 1-3 SUMMARY (LUMP SUM)

1. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
PR	Principal	5	\$81.00	\$ 405.00
PM	Project Manager	84	\$69.00	\$ 5,796.00
PE	Project Engineer	56	\$50.00	\$ 2,800.00
SE	Staff Engineer	78	\$42.00	\$ 3,276.00
CM	Construction Manager	0	\$50.00	\$ -
PLM	Planning Manager	3	\$52.00	\$ 156.00
PL	Project Planner	0	\$47.00	\$ -
Admin.	Administrative	15	\$32.00	\$ 480.00
Prime Labor Costs				\$ 12,913.00
			Certified Overhead Rate (%)	138.1100%
				\$ 17,834.14
Total Direct Cost				\$ 30,747.14

2. Subconsultant Fees

Description	Cost
Elcon Associates, Inc. - (DBE) Electrical Engineering Design	\$ -
Assumption of Risk	10% \$ -
Subtotal, Subconsultant Fees:	\$ -

3. Reimbursable Expenses

Description	Quantity	Unit Cost	Cost
Vehicle Travel (Per Mile)	20	\$ 0.66	\$ 13.10
CADD Software (Per Hour)	16	\$ 10.00	\$ 160.00
Survey GPS Equipment	0	\$ 65.00	\$ -
Document Reproduction (Lump Sum)	0	\$ 400.00	\$ -
Postage, Phone, Recording (Lump Sum)	1	\$ 250.00	\$ 250.00
Subtotal, Reimbursable Expenses			\$ 423.10

LUMP SUM TOTAL, TASKS 1-3 (1+2+3) \$ 31,170.24



220406 - Additional Services Agreement No. 2 **Coeur d'Alene Airport**
Supplemental Agreement No. 1 - Rehabilitate MITL on Taxiway N Circuit **Hayden, Idaho**

Exhibit B - Fee Summary

August 12, 2025

TASK 4-6 SUMMARY (TIME AND MATERIALS)

4. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
PR	Principal	1	\$81.00	\$ 81.00
PM	Project Manager	46	\$69.00	\$ 3,174.00
PE	Project Engineer	18	\$50.00	\$ 900.00
SE	Staff Engineer	22	\$42.00	\$ 924.00
CM	Construction Manager	194	\$50.00	\$ 9,700.00
PLM	Planning Manager	0	\$52.00	\$ -
PL	Project Planner	0	\$47.00	\$ -
Admin.	Administrative	2	\$32.00	\$ 64.00
Prime Labor Costs				\$ 14,843.00
			Certified Overhead Rate (%)	138.1100%
				\$ 20,499.66
Total Direct Cost				\$ 35,342.66

5. Subconsultant Fees

Description	Cost
Elcon - (DBE Sub) Bidding and Construction Assistance Services	\$ 7,588.00
Assumption of Risk	10% \$ 758.80
Subtotal, Subconsultant Fees:	\$ 8,346.80

6. Reimbursable Expenses

Description	Quantity	Unit Cost	Cost
Vehicle Travel (Per Mile)	320	\$ 0.66	\$ 209.60
CADD Software (Per Hour)	4	\$ 10.00	\$ 40.00
Subtotal, Reimbursable Expenses			\$ 249.60

TIME AND MATERIALS TOTAL, TASK 468 (4+5+6) **\$ 43,939.06**

WORK ORDER PROFIT **\$ 19,800.00**

WORK ORDER FEE TOTAL **\$ 94,909.30**

220406 - Additional Services Agreement No. 2
Supplemental Agreement No. 1 - Rehabilitate MITL on Taxiway N Circuit
Exhibit B - Detailed Labor Worksheet

Coeur d'Alene Airport
Hayden, Idaho
August 12, 2025

LABOR CLASSIFICATION LABOR RATE		FIRM								Total Hours	Task Total
		Ardurra									
		PR	PM	PE	SE	CM	PLM	PL	Admin.		
		\$81.00	\$69.00	\$50.00	\$42.00	\$50.00	\$52.00	\$47.00	\$32.00		
TASK 1 - GENERAL ADMINISTRATION											
1.1	Project Formulation	1	2							3	\$ 219.00
1.2	Prepare Work Order with Scope of Work		4	4					1	9	\$ 508.00
1.3	FAA/Owner Coordination		8							8	\$ 552.00
1.4	Subconsultant Management		4							4	\$ 276.00
1.5	Project Management & Administration	1	6						12	19	\$ 879.00
1.6	FAA AIP Grant Administration Related Services										
1.6.1	Grant Application		4				1			5	\$ 328.00
1.6.2	Sponsor Certifications		1				2			3	\$ 173.00
1.6.3	Annual Reporting		4							4	\$ 276.00
1.6.4	Quarterly Performance Reports		4							4	\$ 276.00
1.6.5	Periodic Budget Updates		4							4	\$ 276.00
1.6.6	Final SF 271 and SF 425		4							4	\$ 276.00
1.6.7	FAA DBE Goals and Reporting		2							2	\$ 138.00
Subtotal, Task 1		2	47	4	0	0	3	0	13	69	\$ 4,177.00
TASK 2 - PRELIMINARY DESIGN (60%)											
2.1	Preliminary CSPP		2	4	8					14	\$ 674.00
2.2	60% Plans (14 Sheets Estimated)		4	12	20					36	\$ 1,716.00
2.3	60% Specifications		2	8					2	12	\$ 602.00
2.4	Internal QC Review	2	2	4	4					12	\$ 668.00
2.5	FAA and Sponsor Coordination		8	4						12	\$ 752.00
Subtotal, Task 2		2	18	32	32	0	0	0	2	86	\$ 4,412.00
TASK 3 - FINAL DESIGN											
3.1	Incorporate 60% Design Comments		4	4	12					20	\$ 980.00
3.2	Final Design Documents	1	6	12	30					49	\$ 2,355.00
3.3	Final CSPP		1	2	4					7	\$ 337.00
3.4	FAA/Sponsor Coordination		8	2						10	\$ 652.00
Subtotal, Task 3		1	19	20	46	0	0	0	0	86	\$ 4,324.00
SUBTOTAL TASKS 1-3 (LUMP SUM)		5	84	56	78	0	3	0	15	241	\$ 12,913.00

220406 - Additional Services Agreement No. 2

Coeur d'Alene Airport

Supplemental Agreement No. 1 - Rehabilitate MITL on Taxiway N Circuit

Hayden, Idaho

Exhibit B - Detailed Labor Worksheet

August 12, 2025

		FIRM								Total Hours	Task Total
		Ardurra									
LABOR CLASSIFICATION		PR	PM	PE	SE	CM	PLM	PL	Admin.		
LABOR RATE		\$81.00	\$69.00	\$50.00	\$42.00	\$50.00	\$52.00	\$47.00	\$32.00		
TASK 4 - CONSTRUCTION SERVICES											
4.1	Submittals Review			2	2	4				8	\$ 384.00
4.2	Construction Observation		4			160				164	\$ 8,276.00
4.3	Construction Meetings		8	2						10	\$ 652.00
4.4	Office Support		8	8						16	\$ 952.00
4.5	Pay Requests		4			8				12	\$ 676.00
4.6	Wage/EEO Review					8				8	\$ 400.00
4.7	FAA/Owner Coordination		8							8	\$ 552.00
Subtotal, Task 4		0	32	12	2	180	0	0	0	226	\$ 11,892.00
TASK 5 - CLOSEOUT/DOCUMENTATION											
5.1	General Project Closeout		4	4	16	4				28	\$ 1,348.00
5.2	Closeout Documentation Support									0	\$ -
5.3	As-Constructed Drawings	1	4			8			1	14	\$ 789.00
5.4	Project Records		2	2					1	5	\$ 270.00
Subtotal, Task 5		1	10	6	16	12	0	0	2	47	\$ 2,407.00
TASK 6 - ADDITIONAL SERVICES											
6.1	Prepare FAA Form - NAS Strategic Inter Form/7460		4		4	2				10	\$ 544.00
Subtotal, Task 6		0	4	0	4	2	0	0	0	10	\$ 544.00
SUBTOTAL TASKS 4-6 (TIME AND MATERIALS)		1	46	18	22	194	0	0	2	283	\$ 14,843.00
TOTAL DIRECT LABOR, ALL TASKS		6	130	74	100	194	3	0	17	524	\$ 27,756.00