

Work Order No. 25-005
Coeur d’Alene Airport
Hayden, Idaho
Taxiway A Rehabilitation

Phase 2 – Final Design and Construction Administration

This Work Order shall be attached to, made a part of, and incorporated by reference into the Master Agreement for Professional Services between Kootenai County, Idaho and Ardurra Group, Inc., dated May 14, 2024.

SCOPE OF WORK

The Scope of Work, dated October 15, 2025, for this effort is attached as Exhibit A. This document describes the anticipated work effort and schedule in detail.

FEES

Fees for services will be calculated using methods listed below as defined in Master Professional Services Agreement. Fees for services provided under this Work Order will be determined and billed on the basis listed below:

- Tasks 1-4 (Lump Sum includes sub/reimb/profit) \$315,539.36
- Tasks 5-6 (Time and Materials) \$161,535.89
 - SubConsultants \$ 60,332.00
 - Reimbursable Expenses \$ 7,396.00
 - Profit \$ 32,500.00
- **Work Order Fee Total:** **\$577,303.25**

Fees have been calculated based on the Consultant’s current fee schedule. A detailed Basis of Cost, dated October 15, 2025, is attached as Exhibit B.

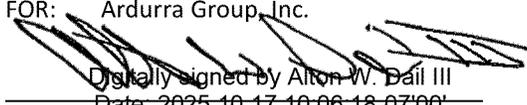
IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER NO. 25-005 to the AGREEMENT the day and year first above written.

FOR: Kootenai County, Idaho

By: _____

Title: _____ Commissioner

Date: _____

FOR: Ardurra Group, Inc.

Digitally signed by Alton W. Dail III
Date: 2025.10.17 10:06:18-07'00'

By: _____ Alton ‘Trey’ Dail, P.E.

Title _____ Aviation Group Leader

Date _____ October 15, 2025

Exhibit A
Work Order No. 25-005
Coeur d’Alene Airport
Hayden, Idaho
Taxiway A Rehabilitation

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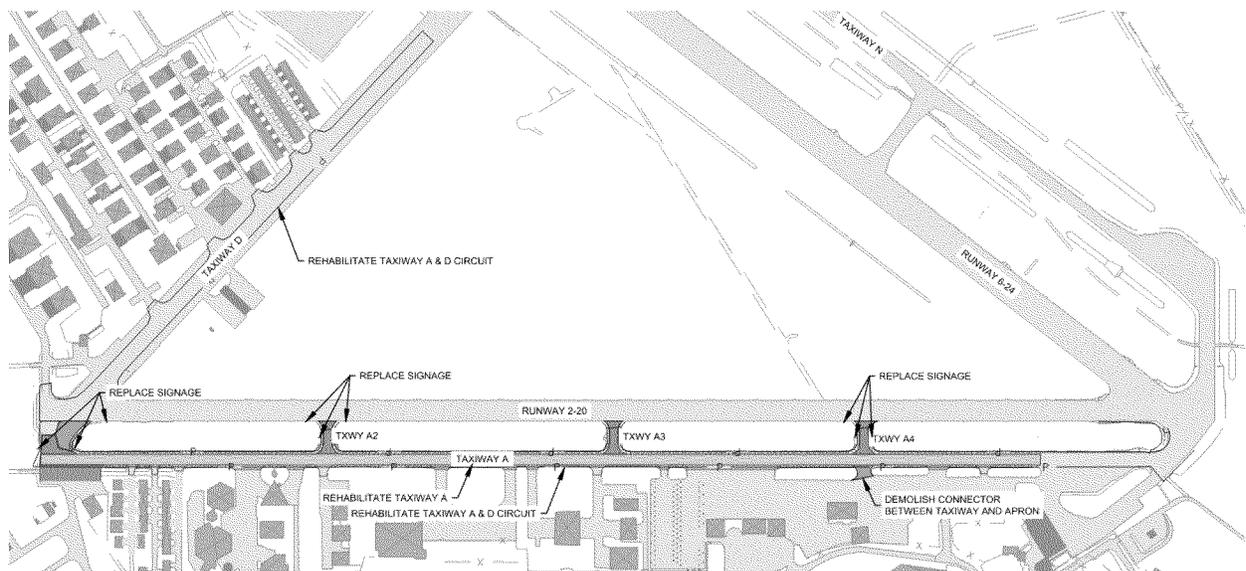
INTRODUCTION

The Coeur d’Alene Airport (Airport) owned by Kootenai County, Idaho (Owner) is in north Idaho near Hayden, Idaho.

The Scope of Work describes professional services to be provided to the Airport to prepare the final design and construction administration for the rehabilitation of a 4,620-foot section of Taxiway A (excluding areas to be demolished by the future Runway 20/24 Decoupling on the north end and Taxiway D reconfiguration on the south end) parallel to Runway 2/20 (Project). This design will include additional geotechnical exploration and evaluation, plan and profile for taxiway, proposed typical sections, electrical taxiway lights and signs, removal and installation with associated cable, conduit, counterpoise and other items, and cost estimating for the final design of the Taxiway A Rehabilitation.

This Scope of Work is a continuation of the previous scope for Taxiway A Rehabilitation – Ardurra Project No. 240454. Ardurra performed the following tasks under the previous scope of work 30% Design including plans, safety and design documents, and design report to a 30% level. Soils testing, survey and electrical system review were also developed as a part of this Phase 1 project. Deliverables include the 30% design plans (16 sheets), 30% design report, geotechnical report, revised Part 139 Sign and Marking Plan, 30% design cost estimate, and preliminary MOS.

See the exhibit on following page depicting Taxiway A limits of rehabilitation (turquoise and purple), and demolition (red).



Professional services provided under this scope of work include all tasks necessary to complete the final design, bidding, construction administration and closeout of the proposed project improvements. Professional services are related to the following generally described physical improvements to the Airport:

Rehabilitate Taxiway A

Taxiway A is the Airport’s parallel taxiway serving Runway 2/20 and Runway 24. It is currently 5,400 feet long and 50 feet wide.

Taxiway A was constructed in 1995. The taxiway pavement is rated with a PCI of 60 from the ITD Pavement Study (2023) which listed the taxiway pavements condition as “fair”. The projected PCI for FY 29 is 50 and considered poor condition. The profile of the base/subbase and subgrade soils were sampled previously. Further geotechnical investigation is necessary to establish the CBR of the existing base course. The method of rehabilitation is as anticipated to consist of Full Depth Reclamation (FDR); and the thickness was determined with the Phase 1 Design (WO 24-013 and Project No. 240454). Further soils investigation will be performed under this scope to analyze the feasibility of mill and inlay for pavement rehabilitation.

Other Project improvements will include:

- Rehabilitate connecting taxiways as needed for any grade improvements and new FAA pavement geometry standards adjustments or grading requirements for Taxiway A. Connecting Taxiways on Runway side will be rehabilitated up to the edge of runway.
- Grade Taxiway Safety Areas (TSA) as needed to meet FAA requirements and provide adequate drainage.
- Redesignate connecting taxiways to conform to new taxiway naming convention with new sign pads and internally lit signs.
- Install and/or relocate signs and lights as required to meet new FAA geometry standards.
- Analyze the need for a subsurface drainage system along Taxiway A.
- Rehabilitate the south hold bay apron by removing pavement - rotomill, regrade, and pave, as a separate bid schedule.

Rehabilitate Taxiway A and D MITL Lighting Circuit

Taxiway A’s Medium Intensity Lighting (MITL) Circuit was installed in 1996 and is over 20-years old. During the rehabilitation of Taxiway D, MITL was added to Taxiway D in 2005. The entire Taxiway A circuit needs rehabilitation,

which will include removal of light fixtures, isolation transformers and cable then installation of new LED light fixtures, isolation transformers and cable. This component will be included as a separate bid schedule.

Professional services anticipated include services necessary to accomplish the following:

- Contract administration
- Grant administration
- Preliminary Design
- Final Design
- Bidding and Contract Administration
- Construction Administration/Observation
- Grant Closeout
- Coordination with the Owner and FAA.

It is anticipated that the FAA Airport Improvement Program will fund 95% of eligible project costs. Kootenai County, Idaho and the Idaho Transportation Department, Division of Aeronautics will provide the remaining funds. Federal funding anticipated to be under AIP and IIJA Grants in FY 26.

CONTRACT BIDDING:

Services include the preparation of one set of bid documents and administering one public bid process to obtain contractor bids. The number of Bid Schedules or Alternates in the bid documents will be limited to four. Additional Alternates may be the basis for an Amendment to these services.

FEE STRUCTURE:

Fees for services provided under Tasks 1-4 will be billed on a lump sum basis. Fees for services provided under Tasks 5 & 6 will be billed on a time and materials basis.

STAFFING:

Ardurra is the prime consultant for the Project. The Consultant will provide civil design, bidding, contract management, and construction administrations services. The Project Manager will lead all elements of the services provided. Production staff will include project engineers, designers, surveyors, construction managers, inspectors, and support staff.

The Consultant will subcontract a portion of the Project to other firms. For this Project, subconsultants are anticipated for assistance with electrical and geotechnical engineering.

AVAILABLE INFORMATION:

- Record Drawings for Reconstruct Taxiway A and Construct Runway 23 Hold Apron for AIP 3-16-0010-011 prepared by Toothman-Orton Engineering Company dated March 1995.
- Record Drawings for Construct Runway 01 Hold Apron and Construct Runway 23 Hold Apron for AIP 3-16-0010-012 prepared by Toothman-Orton Engineering Company dated December 1997.
- Record Drawings for Rehabilitate Runway 5/23, Rehabilitate Runway 1/19 and Rehabilitate Taxiway D for AIP 3-16-0010-035/036/037 prepared by T-O Engineers dated November 2013.
- Airport Layout Plan and Airport Master Plan for Coeur d’Alene Airport prepared by Mead and Hunt in association with T-O Engineers in 2017.

- Planning Summary from AIP 048 for Decoupling Runway 20/24 including Geotech, survey, and taxiway/apron design alternatives developed in November 2020.
- Idaho Division of Aeronautics, 2023 PCI Summary Report for the Coeur d’Alene Airport prepared by Kimley Horn.
- Geotechnical Engineering Evaluation for Taxiway A Rehabilitation Project prepared by Strata dated June 9, 2025.

PROJECT SCHEDULE

The following dates summarize the target completion of significant project tasks.

ACTIVITY	TARGET COMPLETION
Negotiate Work Order and Fee	October 2025
Resume Design	October 2025
Submit Preliminary Design	December 2025
Complete Final Design	February 2026
Bidding and Award	March-April 2026
FAA Grant Award	July 2026
Begin Construction	September 2026
Complete Construction	October 2026
Grant Closeout	June 2027

Note: Federal funding is currently tentatively allocated for design only phases of the Project. Bidding services may be delayed based on available funding for construction. Dates are subject to change, based on grant timing, weather and the needs of the Owner.

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. All Project elements will be completed on previously disturbed ground within the confines of the existing airfield. It is assumed the information included in the Categorical Exclusion approved on December 12, 2024, will satisfy the NEPA process. An update to the Categorical Exclusion is necessary to incorporate the project components selected.
2. Permit fees, agency submittal, and agency review fees are not included within this scope of work.
3. Domestic water and sanitary sewer design services and improvements are not included in the Project.
4. This Scope of Work and associated fees assume a routine bidding process. Services related to bid protests, re-bidding, negotiations, or other similar irregularities are not included.
5. 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.

6. No utility relocations are required or necessary to complete this Project and are not included with the Project.
7. No legal services are included as a part of this Scope of Work, and they are considered extra services.
8. Services for unforeseen changes arising due to regulatory decisions are not included as part of this scope.
9. Any services, product or professional responsibility not specifically described below are not considered included.

SCOPE OF PROFESSIONAL SERVICES

TASK 1 - ADMINISTRATION

During the Project the following general administrative services shall be provided.

- 1.1 Work Order: Prepare a Work Order specifically addressing services to be provided for 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.
- 1.2 IFE Coordination: Provide the Scope of Work and blank cost proposal spreadsheet to the Owner/Airport for airport to procure IFE prior to receiving cost proposal from the Consultant. This information will be used in obtaining an Independent Fee Estimate (IFE) from a third-party engineering consultant. One teleconference is anticipated to describe and discuss the scope.
- 1.3 FAA/Owner Coordination: Advise and coordinate with the Owner/Airport and FAA on administrative and management tasks. Assume two hours per month of coordination by the Project Manager for 24 months. Prepare eight (8) weekly reports during construction and six (6) quarterly reports.
- 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. Subconsultant management is anticipated to require two hours per month by the Project Manager for 24 months. Anticipate the following subconsultants: geotechnical and 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. It is assumed the Project Manager and administrative staff will spend two hours per month for 24 months.
- 1.6 Assist the Owner with Grant Administration tasks.
 - 1.6.1 Prepare an AIP Grant Application for submittal to FAA. Assist Owner in coordination of Grant Application submittal and process.
 - 1.6.2 Prepare an AIG/IIJA Grant Application for submittal to FAA. Assist Owner in coordination of Grant Application submittal and process.
 - 1.6.3 Assist the Owner to prepare and process required FAA-required Sponsor Certifications for submittal to the FAA.

- 1.6.4 Annual grant reporting: Complete FAA annual reports for both grants including SF-271 and SF-425. Assume two submissions of annual reports under this contract.
- 1.6.5 Assist the Owner with quarterly performance reports in accordance with FAA Order 5100.38d.
- 1.6.6 Assist the Owner with the submittal of Requests for Reimbursement for both grants using the Department of Transportation’s Delphi system. Twenty (20) RFRs are estimated.
- 1.6.7 Provide periodic project budget updates to Owner during progress of the work.

- 1.7 DBE Reporting: Provide the following services related to Federal Disadvantaged Business Enterprise requirements (DBE). Complete the “Uniform Report of DBE Awards or Commitments and Payments” including contract award amount or contractor/engineer’s commitment and actual resulting payment to DBE’s for FY 2025, and 2026.
- 1.8 Audit: Assist and coordinate with independent auditors to locate appropriate documents for performing A-133 annual audit. In addition to finding appropriate project files, answer questions the Owner may have regarding the associated audit.
- 1.9 Capital Improvement Program Updates: Update the Airport’s CIP after the Project to reflect work planned. This will include updating estimates and limits of various projects.
- 1.10 General Project Closeout: The Final Closeout Construction Report shall conform to the FAA’s Engineering Guidance 620-05 for Final Construction Reports. The Consultant will provide an AIP Project Closeout Checklist within the appendices of the draft and final reports. The checklist will identify the applicable sections that apply to this phase of the Project. The Consultant will also prepare the FAA SF-271 and SF-425 forms. Assume one revision to the closeout report. The Sponsor will submit the Final Closeout Construction Report to the FAA for review and approval.
- 1.11 Closeout Documentation Support: Assist the Sponsor with overall budget status analysis and reports, closeout documentation review, and coordination with the FAA, as requested.
- 1.12 As-Constructed Drawings: Using information provided by the contractor and collected by the Resident Engineer during construction, prepare as-constructed drawings for the Project.
- 1.13 Airport Diagram Update: Prepare and submit drawing information necessary for the FAA to update the published airport diagram.
- 1.14 As-Constructed Airport Layout Plan: Update the Airport Layout Plan to reflect the as-constructed conditions of the airfield after completion of the Project. This effort will include updating each sheet of the current ALP drawing package (Estimate 10 total sheets) to reflect the configuration after the airfield after the Project is completed.

- 1.15 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.

DELIVERABLES

- Draft and Final Work Order and Fee Proposal, electronic .pdf
- IFE Blank Spreadsheet, electronic .pdf
- Quarterly Reports, electronic .pdf
- Annual Reports, electronic .pdf
- Draft and Final Capital Improvement Plan, electronic .pdf
- DBE Reporting, electronic.pdf.
- AIP Grant Application, electronic .pdf
- AIG/IJJA Grant Application, electronic .pdf
- Sponsor Certifications, electronic .pdf
- Grant Closeout Report, electronic .pdf
- As-Constructed Drawings, electronic .pdf
- Airport Diagram Update, electronic .pdf
- Updated Airport Layout Plan, electronic .pdf

TASK 3 - PRELIMINARY (60%) DESIGN

Preliminary Design Phase Services shall include:

- 3.1 30% Comments: Incorporate comments received during the 30% design review process, completed under a previous scope of work, into the 60% project design documents.
- 3.2 Subconsultant Tasks:
- 3.2.1 Geotechnical: The services of a qualified geotechnical consultant will be required to supplement the investigation of existing subsurface soil conditions and pavement conditions including soil types for design of the Project. Review additional geotechnical information gathered for the Project and available from historic data. Analyze the available data relative to pavement rehabilitation and subsurface drainage design. After supplemental data has been collected, Engineer shall analyze and summarize the data for use in subsequent phases of the Project. This subsurface investigation program will include coring through the existing asphalt paved areas, advancing auger borings through the subgrade soil testing to collect subsurface information required to accomplish a pavement design and provide site preparation recommendations. This supplemental information will amend the existing geotechnical report provided in June of 2025.
- 3.2.2 Electrical Design: The services of a qualified electrical subconsultant will be required for the design plans, specifications, cost estimates and design report calculations for the taxiway lighting system rehabilitation, and taxiway guidance signs. Services shall include circuit rehabilitation design, electrical load calculations, and a site visit for review of the existing lighting will be included in the electrical design. Consultant’s services for this task shall include providing all applicable information, subcontract preparation and execution, invoicing, and coordination with the subconsultant
- 3.3 Geometric Pavement Design. Based on the Project approach selected in WO 24-013, finalize taxiway profile and cross-slopes. This task also includes reviewing horizontal and vertical geometry. Finalize the

taxiway pavement design. This will include preparation of a pavement analysis report, to be incorporated into the Engineer's Design Report.

- 3.4 FAA MOS: Based on data from previous projects, Consultant will prepare five (5) MOS for the project as summarized below:
- P-610 Aggregate Reactivity: Due to regional aggregate sources not being able to meet reactivity test requirements.
 - Sign Placement: Along Runway 2/20.
 - Shoulder Millings: To allow for use of asphalt millings as shoulder material.
- Prepare preliminary summary outlining all anticipated MOS and justification stating why FAA design standards cannot be met. Submit document to FAA early on in the design process and coordinate comments from FAA. Based on comments received and applicable FAA guidance, develop a preliminary MOS for each item. Each MOS shall clearly describe the different modifications proposed, why design standards cannot be met, and justification for the changes. The preliminary MOS shall be submitted to FAA for review and comment as early in the project development process as possible. This task will include multiple teleconference discussions with the FAA for the proposed MOS, to review issues and refine the modifications. Following preliminary approval, the MOS will be submitted via the ADIP web portal for final approval by the FAA.
- 3.5 Pavement Design: Design the pavement section to be based on the fleet mix developed in the preliminary design effort. Design analysis shall be based on the current version of FAA AC 150/5320-6. Prepare a memorandum report describing the design and other related documentation for inclusion in the Engineer's Design Report. This new pavement design shall include preparation of a design output from FAA's pavement design program, FAARFIELD. Develop a life cycle analysis, design, and evaluation for concrete and asphalt pavement options.
- 3.6 Subsurface Drainage Design: Finalize subsurface drainage design for disposal of interior pavement drainage from the project areas. It is assumed water will be disposed of through infiltration envelopes. Prepare a report for inclusion in the Engineer's Design Report.
- 3.7 Surface Drainage Design: drainage and stormwater design will be required for Taxiway A. It is assumed that storm water will be disposed of onsite in drywells, with pretreatment in grassy swales. Prepare a report for inclusion in the Engineer's Design Report.
- 3.8 Utilities Coordination: General Coordination: Provide copies of plans/specifications to purveyors for to confirm location and ownership before construction. Purveyors may include Avondale Irrigation District, Avista Utilities (Gas and Electrical); Airfield Maintenance (Non-FAA Airfield Power and Storm Drains); and local telecommunication purveyors (CenturyLink and Comcast). Coordination Emails: Assume one (1) email with all utility purveyors to inform them of the Project. No utility impacts are anticipated.
- 3.9 ESC Plan: Develop an erosion and sediment control plan for the Project, to be included in the bidding and construction drawings. This plan shall apply approved Best Management Practices (BMP) for the State of Idaho and local agencies.

- 3.10 Quantities and Costs: Develop an engineer’s opinion of probable construction cost to a 60% completion level. This task will incorporate a schedule of estimated quantities, projected unit prices, and total cost for the project.
- 3.11 Preliminary Design Report: Develop a draft Engineer’s Design Report in conformance with FAA requirements. Report will incorporate and summarize:
- Scope of Proposed Project
 - Photographs
 - List of FAA Advisory Circulars, Design, and Construction Standards
 - Modifications to Standards
 - Environmental Considerations
 - Delineation of AIP Non-participating Work
 - Phasing and Scheduling Recommendations
 - Geotechnical Report(s)
 - Subconsultant’s Reports
 - Pavement Design and FAARFIELD output
 - Project Quantities and Opinion of Probable Construction Costs
- 3.12 Construction Safety and Phasing Plan: Prepare a Construction Safety and Phasing Plan (CSPP) for submittal to, and evaluation by the Owner and the FAA. Organize a meeting and presentation to review the draft CSPP by presenting it to the Owner and Airport Users. Utilize comments from meetings to finalize the CSPP. Submit final CSPP to FAA for airspace.
- 3.13 Pavement Marking Design: Design pavement marking layout for the areas of the airfield included in the rehabilitation and taxiway construction project.
- 3.14 Part 139 Sign & Marking Plan Update: Update Part 139 signage exhibit for anticipated changes during construction. Develop Part 139 Sign and Marking Plan for proposed Taxiway Renaming convention and geometry changes. Results will be incorporated into project sign plans. This task includes two conference calls with the FAA and two revisions to the plan prior to approval.
- 3.15 Preliminary Construction Drawings: Prepare a 60% design and construction plan set. Estimated to be 32 sheets.
- 3.16 Preliminary Specifications: Prepare 60% design preliminary construction specifications based on the current version of FAA AC 150/5370-10 “Standards for Specifying Construction on Airports”, including Regional Construction Notices published by the FAA ANM Regional Office. Bid documents shall include Notice Inviting Bids, Bid Schedules, Agreement, forms and other contract documents and “boiler plate” items necessary to solicit bids and execute contracts following award.
- 3.17 QA/QC: Conduct a QA and QC review of the 60% design submittal.
- 3.18 Review Meeting: Prepare and submit the 60% design documents for the Owner and FAA review. Meet with the Owner via online Teams meeting to discuss design, including review of CSPP, plans, specifications, and cost estimate. The Project Manager and one Project Engineer will attend the meeting.

- 3.19 Internal Coordination: Coordinate internally with the Consultant’s staff during this task. This includes project deliverables, staffing requirements, design criteria review, and general project coordination.
- 3.20 FAA/Owner Coordination: Coordinate with the Owner and FAA during this task.

DELIVERABLES

- Draft (60%) Design Engineer’s Report, electronic .pdf
- Draft (60%) Construction Safety and Phasing Plan, electronic .pdf
- Draft (60%) Part 139 Sign and Marking Plan, electronic .pdf
- Draft (60%) Construction Plan Set, electronic .pdf
- Draft (60%) Construction Specifications, electronic .pdf
- MOS

TASK 4- FINAL DESIGN

Final Design Phase Services shall include:

- 4.1 60% Comments: Incorporate comments received during the 60% design review process into the 90% project design documents.
- 4.2 Final CSPP: Develop the final Construction Safety and Project Phasing Plan and report. This includes coordination with the Owner and FAA, refining the safety and phasing plans, and preparing the final CSPP report document. Prepare 7460 submittal for final CSPP.
- 4.3 Construction Drawings: Prepare 90% design and construction plans in conformance with applicable FAA Advisory Circulars as appropriate to the Project. These plans will include safety and phasing, erosion control, civil improvements, pavement markings and electrical improvements. Estimated to be 36 sheets.
- 4.4 Specifications: Prepare 90% construction specifications and bid documents.
- 4.5 Cost Estimate: Prepare a 90% engineer’s opinion of probable construction cost based on the detailed bid schedule(s) and quantities. Provide to Owner and FAA for discussion of cost versus budget.
- 4.6 Design Report: Prepare the Final Engineer’s Design Report including plan review checklists in conformance with FAA guidelines.
- 4.7 Internal Coordination: Coordinate internally with Ardurra staff and subconsultants during this phase of the Project to discuss key aspects of the design and conduct an internal 90% plan and specification review.
- 4.8 Review Meeting: Submit electronic set of final design drawings, specifications and design report (90%) to Owner and FAA for review and comment. Meet with Owner and FAA to review the plans and obtain

additional direction for completion of the design and construction plans. This meeting will be held at the Airport with the Project Manager and Project Engineer in attendance.

- 4.9 Final Comments: Revise drawings and specifications based on 90% review comments and prepare bid set documents. Submit one complete set of final documents to the Owner and one set of final documents to the FAA.
- 4.10 QA/QC: Conduct a QA/QC review of the final design submittal.
- 4.11 FAA/Owner Coordination: Coordinate with the Owner and FAA during this task.

DELIVERABLES

- Draft (90%) Design Engineer’s Report, electronic .pdf
- Draft (90%) Construction Plan Set, electronic .pdf
- Draft (90%) Construction Specifications, electronic .pdf
- Final CSPP, electronic .pdf
- Final 7460, electronic .pdf
- Final Design Engineer’s Report, electronic .pdf
- Final Construction Plan Set for Bidding, electronic .pdf
- Final Construction Specifications for Bidding, electronic .pdf

TASK 5 - BIDDING SERVICES

Bidding phase services include assisting the OWNER with the competitive sealed bid and Contractor selection process. This includes preparing and processing contract award and Construction Agreement documents for the OWNER. Bidding phase services include:

- 5.1 Bid Administration: Administer the public bid advertisement process including bid document reproduction and distribution of documents to Ardurra On-Line plan room, Contractors and suppliers. Prepare advertisement(s) for the Project, which the OWNER will submit to appropriate newspaper(s) for publication. Maintain a “bidders list” and distribute plans as requested. Assist OWNER in promoting bidder interest in an appropriate geographic area for project work tasks.
- 5.2 Bidder Questions/Addenda: Respond to questions that arise during the Contractors’ bid preparation process. Issue addenda or other clarifications as required.
- 5.3 Pre-Bid Conference: Prepare a detailed Pre-Bid Conference agenda. Conduct a Pre-Bid Conference to familiarize bidders and interested parties with the construction project scope and requirements. Prepare and issue minutes of the conference. Pre-Bid meeting will be held at the Airport Managers Office.
- 5.4 Bid Review: Attend the Bid Opening and assist the OWNER with review and analysis of bids received. Evaluate qualifications of bidders and responsiveness to bidding criteria. Prepare Bid Tabulations documenting results and submit to OWNER and FAA. OWNER to provide copies of bids received for ENGINEER’s use in bid evaluation. Provide Engineer’s Recommendation of Award letter to OWNER. Assist OWNER with Request for Concurrence in Award from FAA.

- 5.5 Contract Documents: Prepare and distribute Notice of Award, Construction Agreement, and other contract documents. Review the Construction Agreement, bonds and insurance documents submitted by the Contractor, and assist OWNER and Contractor in processing documents for the Project.
- 5.6 FAA/Owner Coordination: Coordinate with FAA, ITD, and OWNER throughout the bid and award process. Submit bid documentation including copies of all executed contract documents as required by the FAA.

DELIVERABLES

- Pre-bid Agenda and Minutes, electronic .pdf
- Bid Tabulation, electronic .pdf
- Price/Cost Analysis, electronic .pdf
- Engineer’s Recommendation of Award, electronic .pdf
- FAA Request for Concurrence draft, electronic .pdf
- Notice of Award, electronic .pdf
- Construction Agreement, electronic .pdf

TASK 6 - 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 in order 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 three phases with multiple sub-phases. Full-time construction observation will be provided during all phases. The total number of working days for this Project is anticipated to be 48 calendar days. 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:

- 6.1 IFC Documents: Update the Bid Plans and Specifications to include Amendments and clarifications issued during the Bidding phase. Re-stamp documents as required and prepare Issued For Construction (IFC) Plans & Specifications in electronic format.
- 6.2 Pre-Construction Coordination: Coordinate with the Contractor and others prior to construction. Prepare a detailed Pre-Construction Conference agenda and displays; conduct a Pre-Construction Conference on behalf of the Owner in Hayden; and prepare and issue minutes of the Pre-Construction Conference; advise the FAA of Pre-Construction Conference dates and include FAA items in conference agenda. Complete FAA Pre-Construction conference checklist. It is anticipated the Project Manager and Resident Project Representative will attend the pre-construction conference.
- 6.3 FAA NAS Form: Prepare and submit the Strategic Interruptions Service Level Agreement form no less than 45 days prior to closure of the runway).
- 6.4 Construction Management (CM) Plan: Prepare a construction management plan for the Project, in accordance with FAA guidance, detailing personnel, inspection procedures, frequencies, Quality Control and Acceptance testing, and documentation requirements. Submit to OWNER and FAA prior to the Preconstruction Conference. Update CM Plan throughout construction to include changes in personnel and/or procedures.

- 6.5 Submittals: Review, comment, and process Contractors’ material submittals (including review of compliance with Buy American requirements), particularly Work Schedule, Operational Safety Plan, Quality Control Plan, and mix designs for all materials and equipment. Assist Contractor as required, clarifying specifications and documenting submittal requirements. Coordinate construction activity schedule with Owner and FAA.
- 6.6 Construction Observation: Provide one experienced Resident Project Representative (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 six (6) day workweek and a ten (10) hour working day. During asphalt paving operations, the RPR will be on site an estimated twelve (12) hours per day. In addition, a second experienced staff member will also be required to be on site during asphalt paving operations and half-time on the other on-site observation (assume out of town staff member for half of the construction duration). A maximum of 6 days of paving is allotted for this task. Additional days or hours may be the basis for an Amendment to these services. Estimated construction duration is 7 weeks.
- 6.7 Construction Meetings: Organize and conduct one construction meeting per week with Owner, Contractor and others as appropriate. Contractor’s schedule review and work progress will be discussed at all meetings. The Resident Project Representative will hold these meetings on or near the construction site at the Airport. Project Manager will be on site for each weekly meeting. A maximum of 7 construction meetings are allotted for this task. Additional meetings may be the basis for an Amendment to these services.
- 6.8 Office Support: Provide office administration support and assistance to the Resident Project Representatives with senior design, management or other personnel as field activities may require.
- 6.9 Pay Requests: Review and approve monthly Contractor Pay Requests. Submit approved pay requests to the Owner for approval and payment.
- 6.10 Quality Control Monitoring: Monitor and coordinate the Contractor’s Quality Control Program pursuant to current FAA specifications for Quality Control. Review reports submitted to the Project Manager on a daily basis. Coordinate follow up response with Contractor as required.
- 6.11 Quality Assurance Testing: Implement the Quality Assurance (QA) program per current FAA specifications for QA testing by a qualified testing lab. Review reports submitted to the Project Manager on a daily basis. Coordinate follow up response with the geotechnical testing firm and RPR as required.
- 6.12 Construction Surveys:
- Control Point Verification: This task shall include an independent verification of survey control points by a licensed surveyor. The verification will take place prior to construction.

- As-Built Verification: The engineer’s surveyor will perform random verifications of the contractor’s as-built work to confirm finish grade tolerances are met.
 - Construction staking is not included in this scope of work. It is assumed that construction staking will be performed by the Contractor.
- 6.13 Inspections: Conduct Substantial Completion and Final Completion Inspections with the Owner and Contractor. Advise and coordinate with FAA of inspection dates. Produce substantial and final completion inspection certificates and document “punch list” items. It is anticipated that senior design or management personnel will attend either the Substantial Completion or Final Inspection at the Airport. 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.
- 6.14 Wage/EEO Review: Assist Owner with review of Contractor Wage and EEO documentation review, including regular interviews with workers on the Project.
- 6.15 Change Orders: Prepare, negotiate and process Contract Change Orders/Supplemental Agreements, as required. Man-hour estimates and costs are to be based on normal construction events as experienced by the Consultant for projects of this type and size. Develop a cost analysis of the negotiated change order and submit to the FAA, per Order 5100.38D. Hours for three (3) Change Orders have been allotted for this task. Additional Change Orders may be the basis for an amendment to this scope of work.
- 6.16 FAA/Owner Coordination: Coordinate with Owner and FAA throughout the construction process. The Principal or Project Manager will attend monthly Airport Advisory Board Meetings while construction is underway to provide project updates to the AAB. Submit required construction documentation, including weekly activity report forms, mix designs, change orders, etc. Coordinate with Owner and FAA verbally concerning change orders, as required. Coordinate with FAA MALSR inspectors. Additional meetings may be the basis for an Amendment to these services.

DELIVERABLES

- IFC Construction Plans, electronic .pdf.
- IFC Specifications, electronic .pdf.
- Weekly Construction Reports, electronic .pdf.
- Contractor Pay Applications, electronic .pdf.



Work Order 25-005 **Coeur d'Alene Airport**
Rehab. Taxiway A - Phase 2 Final Design and Construction Admin. **Hayden, Idaho**
Ardurra Group, Inc.
Exhibit B - Fee Summary **October 15, 2025**

TASKS 1-4 SUMMARY (LUMP SUM)

1. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
PR	Principal	39	\$84.00	\$3,276.00
PM	Project Manager	361	\$75.00	\$27,075.00
PE	Project Engineer	350	\$55.00	\$19,250.00
SE	Staff Engineer	506	\$42.00	\$21,252.00
CM	Construction Manager	60	\$50.00	\$3,000.00
SM	Survey Manager	3	\$75.00	\$225.00
SVC	Survey Crew Chief	0	\$37.00	\$0.00
SVTECH	Survey Technician	0	\$35.00	\$0.00
PLM	Planning Manager	44	\$69.00	\$3,036.00
PL	Project Planner	10	\$49.00	\$490.00
Admin.	Administrative	15	\$27.00	\$405.00
Prime Labor Costs				\$78,009.00
Certified Overhead Rate			168.3900%	\$131,359.36
Total Direct Cost				\$209,368.36

2. Subconsultant Fees

Description	Cost
David Evans and Associated, Inc. - Electrical Engineering Design	\$36,981.00
Strata - Geotechnical Engineering	\$18,220.00
Subtotal, Subconsultant Fees:	\$55,201.00

3. Reimbursable Expenses

Description	Quantity	Unit Cost	Cost
Vehicle Travel (Per Mile)	100	\$0.700	\$70.00
CADD Software (Per Hour)	640	\$10.00	\$6,400.00
Survey GPS Equipment	0	\$65.00	\$0.00
Postage, Phone, Recording (Lump Sum)	500	\$1.00	\$500.00
Subtotal, Reimbursable Expenses			\$6,970.00

LUMP SUM TOTAL, TASKS 1-4 (1+2+3)	\$271,539.36
WORK ORDER PROFIT	\$44,000.00
TASKS 1-4 FEE TOTAL	\$315,539.36



Work Order 25-005 **Coeur d'Alene Airport**
Rehab. Taxiway A - Phase 2 Final Design and Construction Admin. **Hayden, Idaho**
Ardurra Group, Inc.
Exhibit B - Fee Summary **October 15, 2025**

TASKS 5-6 SUMMARY (TIME AND MATERIALS)

1. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
PR	Principal	5	\$84.00	\$420.00
PM	Project Manager	170	\$75.00	\$12,750.00
PE	Project Engineer	87	\$55.00	\$4,785.00
SE	Staff Engineer	204	\$42.00	\$8,568.00
CM	Construction Manager	626	\$50.00	\$31,300.00
SM	Survey Manager	8	\$75.00	\$600.00
SVC	Survey Crew Chief	20	\$37.00	\$740.00
SVTECH	Survey Technician	20	\$35.00	\$700.00
PLM	Planning Manager	0	\$69.00	\$0.00
PL	Project Planner	0	\$49.00	\$0.00
Admin.	Administrative	12	\$27.00	\$324.00
Prime Labor Costs				\$60,187.00
Certified Overhead Rate			168.3900%	\$101,348.89
Total Direct Cost				\$161,535.89

2. Subconsultant Fees

Description	Cost
David Evans and Associates, Inc. - Electrical Engineering Design	\$12,897.00
Strata - Geotechnical Engineering	\$47,435.00
Subtotal, Subconsultant Fees:	\$60,332.00

3. Reimbursable Expenses

Description	Quantity	Unit Cost	Cost
Vehicle Travel (Per Mile)	600	\$0.700	\$420.00
Lodging (Per Night)	24	\$150.00	\$3,600.00
Per Diem (On Site Personnel Not Local Per Day)	24	\$74.00	\$1,776.00
CADD Software (Per Hour)	10	\$10.00	\$100.00
Survey GPS Equipment	20	\$65.00	\$1,300.00
Postage, Phone, Recording (Lump Sum)	200	\$1.00	\$200.00
Subtotal, Reimbursable Expenses			\$7,396.00

TIME AND MATERIALS TOTAL, TASKS 5-6 (1+2+3) \$229,263.89

WORK ORDER PROFIT \$32,500.00

WORK ORDER FEE TOTAL \$577,303.25

Work Order 25-005

Coeur d'Alene Airport

Rehab. Taxiway A - Phase 2 Final Design and Construction Admin.

Hayden, Idaho

Exhibit B - Detailed Labor Worksheet

October 15, 2025

FIRM		Ardurra Group, Inc.											Total Hours	Task Total
LABOR CLASSIFICATION	LABOR RATE	PR	PM	PE	SE	CM	SM	SVC	SVTECH	PLM	PL	Admin.		
TASK 1 - ADMINISTRATION														
1.1	Prepare Work Order with Scope of Work	2	6	2			3					1	14	\$ 980.00
1.2	IFE Coordination		2										2	\$ 150.00
1.3	FAA/Owner Coordination		24		12								36	\$ 2,304.00
1.4	Subconsultant Management	2	32	28									62	\$ 4,108.00
1.5	Project Management & Administration		28									12	40	\$ 2,424.00
1.6	FAA Grant Administration													
1.6.1	AIP Grant Application		2							6			8	\$ 564.00
1.6.2	AIG/IJA Grant Application		2							6			8	\$ 564.00
1.6.3	Sponsor Certifications		2							4			6	\$ 426.00
1.6.4	Annual Grant Reporting		4							4			8	\$ 576.00
1.6.5	Quarterly Performance Reports				8					8			16	\$ 888.00
1.6.6	Requests for Reimbursement		20										20	\$ 1,500.00
1.6.7	Periodic Budget Updates		12		4								16	\$ 1,068.00
1.7	DBE Reporting		4							8			12	\$ 852.00
1.8	Audit Assistance	1	2	4									7	\$ 454.00
1.9	Capital Improvement Program Updates	1	8										9	\$ 684.00
1.10	General Project Closeout		16	20	24								60	\$ 3,308.00
1.11	Closeout Documentation Support		8										8	\$ 600.00
1.12	As-Constructed Drawings		2	4	32							2	40	\$ 1,768.00
1.13	Airport Diagram Update		2	2	4								8	\$ 428.00
1.14	As-Constructed Airport Layout Plan		4		24					2			30	\$ 1,446.00
1.15	Project Records	1	4	2	4								11	\$ 662.00
Subtotal, Task 1		7	184	62	112	0	3	0	0	38	0	15	421	\$ 25,754.00
TASK 2 - PLANNING AND FORMULATION														
TASK 3 - PRELIMINARY (60%) DESIGN														
3.1	Incorporate 30% Comments		4	4	16								24	\$ 1,192.00
3.2	Subconsultant Services													
3.2.1	Geotechnical Design (SubConsultant Svc)		2	2									4	\$ 260.00
3.2.2	Electrical Design (SubConsultant Svc)		2	2									4	\$ 260.00
3.3	Complete Geometric Design	1	2	4	16								23	\$ 1,126.00
3.4	Draft FAA MOS (Estimate 3)	2	8	24	4								38	\$ 2,256.00
3.5	Pavement Design		2	8	4								14	\$ 758.00
3.6	SubSurface Drainage Design		4	16	4								24	\$ 1,348.00
3.7	Surface Drainage Design		4	24	8								36	\$ 1,956.00
3.8	Utility Coordination		2	6									8	\$ 480.00
3.9	Develop Erosion & Sediment Control Plan		2	4	20								26	\$ 1,210.00
3.10	Quantities and Costs		6	8	12								26	\$ 1,394.00
3.11	Preliminary Engineer's Design Report		8	24	8								40	\$ 2,256.00
3.12	Construction Safety & Phasing Plan		2	8	16								26	\$ 1,262.00
3.13	Pavement Marking Design		1	6	12								19	\$ 909.00
3.14	Update PT 139 Signs & Markings Exhibit		4	2	8								14	\$ 746.00
3.15	Prepare 60% Design Construction Plan Set		16	24	100								140	\$ 6,720.00
3.16	Prepare 60% Design Construction Specifications		24	24		16							64	\$ 3,920.00
3.17	QA/QC Review of 60%	8	6	6	4	12							36	\$ 2,220.00
3.18	Review Meeting with FAA/Owner		4	4	4								8	\$ 520.00
3.19	Internal Coordination	4	4	4	4	4							20	\$ 1,224.00
3.20	FAA/Owner Coordination		8	8	4								20	\$ 1,208.00
Subtotal, Task 3		15	115	212	240	32	0	0	0	0	0	0	614	\$ 33,225.00

Work Order 25-005

Coeur d'Alene Airport

Rehab. Taxiway A - Phase 2 Final Design and Construction Admin.

Hayden, Idaho

Exhibit B - Detailed Labor Worksheet

October 15, 2025

FIRM		Ardurra Group, Inc.											Total Hours	Task Total
LABOR CLASSIFICATION	LABOR RATE	PR	PM	PE	SE	CM	SM	SVC	SVTECH	PLM	PL	Admin.		
TASK 4 - FINAL DESIGN														
4.1	Incorporate 60% Design Comments		4	4	16					2	10		36	\$ 1,820.00
4.2	Final CSPP		2	2	6								10	\$ 512.00
4.3	90% Design and Construction Plans (36 Sheets)	2	8	8	80	8							106	\$ 4,968.00
4.4	90% Project Specifications and Bid Documents		8	16	4								28	\$ 1,648.00
4.5	90% Quantities and Cost Estimate		4	6	8	4							22	\$ 1,166.00
4.6	90% Engineer's Design Report	1	8	12	2					4			27	\$ 1,704.00
4.7	90% QA/QC Internal Review	8	8	4		8							28	\$ 1,892.00
4.8	Final 90% Design Review Meeting w/FAA and Owner	2	6	6									14	\$ 948.00
4.9	Incorporate 90% Design Comments for 100% Plans		4	8	30								42	\$ 2,000.00
4.10	100% QA/QC Internal Review	4	8	8	8	8							36	\$ 2,112.00
4.11	FAA/Owner Coordination		2	2									4	\$ 260.00
Subtotal, Task 4		17	62	76	154	28	0	0	0	6	10	0	353	\$ 19,030.00
SUBTOTAL TASKS 1-4 (LUMP SUM)		39	361	350	506	60	3	0	0	44	10	15	1388	\$ 78,009.00
TASK 5 - BIDDING SERVICES														
5.1	Pre-Bid Administration		4									2	6	\$ 354.00
5.2	Bidder Questions/Addenda		12	8	4							1	25	\$ 1,535.00
5.3	Pre-Bid Conference		12	4	8								24	\$ 1,456.00
5.4	Bid Review	1	4	4	4								13	\$ 772.00
5.5	Contract Documents		8		4								12	\$ 768.00
5.6	FAA/Owner Coordination	1	2		4								7	\$ 402.00
Subtotal, Task 5		2	42	16	24	0	0	0	0	0	0	3	87	\$ 5,287.00
TASK 6 - CONSTRUCTION SERVICES														
6.1	IFC Document Preparation	1	6		6	12						4	29	\$ 1,494.00
6.2	Pre-Construction Coordination		12	4		16						1	33	\$ 1,947.00
6.3	FAA NAS Form			4		8						1	13	\$ 647.00
6.4	Construction Management Plan		4		24	6						2	36	\$ 1,662.00
6.5	Submittals Review		6	2	16	24							48	\$ 2,432.00
6.6	Construction Observation			20	60	520							600	\$ 29,620.00
6.7	Construction Meetings		14	7	14								35	\$ 2,023.00
6.8	Office Support		40	20									60	\$ 4,100.00
6.9	Pay Requests		6		12								18	\$ 954.00
6.10	Quality Control Monitoring		8		8								16	\$ 936.00
6.11	Implement the Quality Assurance (QA) Program		4	6									10	\$ 630.00
6.12	Implement Construction Surveys						8	20	20				48	\$ 2,040.00
6.13	Substantial and Final Completion Inspections	1	8		8	8						1	26	\$ 1,447.00
6.14	Wage/EEO Review			2	24	4							30	\$ 1,318.00
6.15	Change Orders		8	4	8	20							40	\$ 2,156.00
6.16	FAA/Owner Coordination	1	12	2		8							23	\$ 1,494.00
Subtotal, Task 6		3	128	71	180	626	8	20	20	0	0	9	1065	\$ 54,900.00
SUBTOTAL TASKS 5-6 (TIME AND MATERIALS)		5	170	87	204	626	8	20	20	0	0	12	1152	\$ 60,187.00
TOTAL DIRECT LABOR, ALL TASKS		44	531	437	710	686	11	20	20	44	10	27	2540	\$ 138,196.00