

## Work Order No. 25-008

### Coeur d'Alene Airport

Hayden, Idaho

### Snow Removal Equipment (SRE) Acquisition

### Plow Truck w/ Broom and Air Blower

This amendment 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 8, 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 the Master Professional Services Agreement. Fees for services provided under this Work Order will be determined and billed on the basis listed below:

- Tasks 1-5 (Time and Materials) \$43,763.67
  - Reimbursable Expenses \$ 275.00
  - Profit \$ 9,500.00
- **Work Order Fee Total:** **\$53,538.67**

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER NO. 25-008 to the AGREEMENT the day and year first above written.

FOR: Kootenai County, Idaho

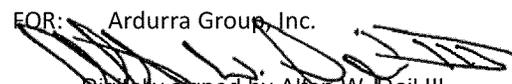
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By: \_\_\_\_\_

Title: Commissioner

Date: \_\_\_\_\_

FOR: Ardurra Group, Inc.

  
Digitally signed by Alton W. Dail III  
Date: 2025.10.16 14:10:57-07'00'

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By: Alton (Trey) Dail, P.E.

Title: Aviation Group Leader

Date: October 17, 2025

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**EXHIBIT A – Scope of Work**  
**for**  
**WORK ORDER 25-008**  
**Coeur d’Alene Airport (COE) Hayden, Idaho**  
**Snow Removal Equipment Acquisition**  
**Plow Vehicle w/ Broom and Air Blower**

This Scope of Work (SOW) describes professional services for design, bidding, procurement, and grant administration services to be provided to Coeur d’Alene Airport (Airport) for acquisition of a plow vehicle with broom and high-pressure air blower incorporated in one piece of equipment.

As a Part-139 certificated airport, COE is required to promptly remove snow to maintain operations in all weather conditions. The airport maintains a fleet of SRE, but additional equipment is necessary. A heavy-duty plow vehicle with broom and air blower will allow the Airport to remove snow from Airport Operations Area (AOA) pavement faster and more efficiently. Acquisition of this SRE is identified in the Airport’s 2025 certification inspection and will be summarized in the design report per the Part 139 Snow Removal Plan and FAA Advisory 150/5300-30 “Airport Winter Safety and Operations”.

Work associated with this project includes the design, bidding, and procurement phases. It is anticipated that an Infrastructure Investment and Jobs Act Airport Grant (IIJA) will fund 95% of eligible project costs (match for general aviation airports in Idaho is 5%). The remaining costs of the project will be funded locally. The estimated budget for this acquisition is approximately \$1,300,000.

Professional services anticipated include services necessary to accomplish the following:

- Contract Administration
- Planning and Formulation
- Preliminary Design
- Final Design
- Project bidding assistance and administration
- Grant administration
- Inspection/Delivery Services
- Closeout
- Coordination

## **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 this project. The Work Order shall include a detailed scope of work Professional Services narrative. Submit the scope of work to FAA and Owner for review. Modify the scope of work as necessary, based on comments received. Prepare a detailed fee proposal based on estimates of professional service man hours and hourly rates.
- 1.2 FAA/Owner Coordination: Advise and coordinate with Owner and FAA on administrative and management tasks. Assume one hour per month of coordination by the Project Manager for 24 months.
- 1.3 Project Management and Administration: Includes monthly cost accounting and budget analysis, invoicing, and monitoring of project progress.
- 1.4 Environmental Coordination: It is assumed the SRE Acquisition will be categorically excluded from further environmental study with preparation of an environmental clearance letter. Coordinate with the Helena ADO to prepare and submit letter request for the undocumented categorical exclusion. This item does not include additional preparation of a documented categorical exclusion, checklist, or any further environmental clearance documentation.
- 1.5 Grant Administration: Assist the Owner with Grant Administration tasks.
  - 1.5.1 BIL Grant Application: Prepare a BIL Grant Application for submittal to FAA. The Consultant will prepare a draft and a final Grant Application. This application will include the following:
    - SF-424 Application for Federal Assistance
    - 5100-100 Application for Development Projects (Parts II-IV)
    - CIP Data Sheet
    - Standard DOT Title VI Assurances
    - Certifications for Contracts, Grants, Loans and Coop. Agreements
    - Title VI Pre-Award Sponsor Checklist
    - FAA ACs Req. for Use in AIP Funded and PFC Approved Projects
    - Grant Assurances Airport Sponsors
    - Sponsor Certifications
  - 1.5.2 Quarterly Reports: Prepare and submit a Quarterly Performance Report once every three months. It is anticipated that four reports will be prepared and submitted.
  - 1.5.3 Annual Reports: Prepare and submit annual federal financial reports SF-271 and SF-425 once each fiscal year. It is anticipated that annual reporting will be required for one fiscal year.

- 1.5.4 FAA Reimbursement Assistance: Develop and provide FAA Reimbursement documentation to the Owner. This includes an Invoicing Summary Sheet, Form SF-271, and applicable invoices. The Owner will submit the documents to the FAA for approval. This task includes the submission of five (5) reimbursement requests during the project.
- 1.6 Closeout Report: Document the acquisition process in a final grant closeout report prepared in accordance with the FAA's Northwest Mountain Airports Division Regional Guidance 620-05: Standard Handout for Final Reports. Prepare final federal financial reports to include SF-271 and SF-425.

## **TASK 2 – PRELIMINARY DESIGN**

Consultant shall provide the following generally described services under the Agreement:

- 2.1 Justification: Prepare calculations and justification to document the need for the equipment and assemble information for submittal to the FAA. Update Part 139 Snow Removal Plan and equipment inventory. Coordinate with FAA, certification inspector, and Owner regarding findings.
- 2.2 Research: Coordinate with equipment manufacturers to determine available equipment, potential delivery timelines, and costs. Prepare a cost estimate for the proposed equipment and attachments.
- 2.3 Specifications: Prepare preliminary specifications and bidding documents based on the current version of FAA AC 150/5370-10 "Standards for Specifying Construction on Airports", FAA AC 150/5220-20 "Airport Snow and Ice Control Equipment" including carrier vehicles, plows, brooms and air blowers, and FAA AC 150/5300-30 "Airport Winter Safety and Operations", including regional Notices published by the FAA Northwest Mountain Region. Submit copies to FAA and Owner for review.
- 2.4 Coordination: Coordinate with the Owner and FAA during this phase of the project.

## **TASK 3 – FINAL DESIGN**

The Final Design phase shall include the preparation of detailed specifications, required design report, cost estimates, bid, and contract documents suitable for obtaining competitive bids for the equipment. Final Design Services shall include the following work tasks:

- 3.1 Final Documents: Prepare final acquisition specifications and bid documents based upon comments received from the Owner and FAA.
- 3.2 Cost Estimate: Prepare a final engineer's opinion of probable acquisition cost, based on the final documents.
- 3.3 Design Report: Prepare the Engineer's Design Report in conformance with FAA's Northwest Mountain Regional Guidance 620-04 Standard Handout for the Engineer's Design Report and submit for FAA review. Update design report based on comments received from FAA.

- 3.4 Quality Assurance/Quality Control: Conduct an internal review of the contract documents and specifications by a senior Project Manager.
- 3.5 Coordination: Coordinate with the Owner and FAA during this phase of the project.

#### **TASK 4 – BIDDING**

Assist the Owner in the competitive sealed bid and award process. This Task also includes services to prepare and process contract award and construction agreement documents for the Owner. Bidding phase services shall include the subtasks described below. Note: This Scope of Work and associated fees assume a routine bidding process. Services related to bid protests, rebidding, negotiations, or other similar irregularities are not included at this time.

- 4.1 Pre-Bid Administration: Administer the public bid advertisement process, including bid document distribution and hosting on the Ardurra plan room. Prepare notice inviting bids and coordinate with Owner for publishing. Assist Owner in promoting bidder interest.
- 4.2 Questions/Addenda: Respond to questions that arise during the Contractors' bid preparation process. Issue addenda or other clarifications as required.
- 4.3 Bid Opening: Assist the Owner in preparation for the project Bid Opening as required, including preparation of a Project Bid Summary form. It is anticipated that the Consultant will attend and administer the Bid Opening on the Owner's behalf at the Airport in Hayden, Idaho.
- 4.4 Bid Analysis/Recommendation to Award: After opening bids, Consultant will evaluate the qualifications of bidders and responsiveness to bidding criteria, including compliance with Buy American requirements. Assist the Owner with review and analysis of bids received, in accordance with FAA requirements. Prepare a price/cost analysis of collected bid data and include in backup documentation. Provide Engineer's recommendation of award letter to Owner and present to the Kootenai County Commissioners at a regular meeting.
- 4.5 Award Documents: Prepare and distribute Notice of Award, Procurement Agreement, and other contract documents. Review bonds and insurance documents submitted by Contractor and assist Owner and Contractor in processing documents for the project.
- 4.6 Coordination: Coordinate with FAA and Owner throughout the bid and award process. Submit bid documentation including copies of all executed contract documents as required by the FAA. Coordinate with Contractor and FAA for submittal of Buy American Waiver request for FAA approval.

#### **TASK 5 – PROCUREMENT**

During the procurement phase, the Consultant shall administer all aspects of the procurement contract over which the Consultant can be expected to have realistic control to assist the Owner in monitoring and documenting the procurement process. Procurement phase services shall more specifically include the following work tasks:

- 5.1 Pre-Delivery Coordination: Identify anticipated submittals and submittal schedule and advise successful bidder regarding submittal requirements. Review Contractor's submittals for compliance with specifications, identify deviations and assist in coordination of resubmittals. Coordinate with Contractor as needed regarding specifications and document submittal process. Review Contractor's production and delivery schedule for compliance with contract requirements. Document production and delivery process.
- 5.2 Inspection: Participate in inspection/certification of compliance of equipment upon delivery and initial startup if requested by Owner. Assist Owner in preparation of punch list documentation of deficiencies, if noted, and coordination of their correction/resolution with Contractor.
- 5.3 Pay Requests: Review Contractor Pay Requests (2 anticipated). Submit pay requests to the Owner for approval and signature.

### **CONTRACTS AND BIDDING**

There will be one set of bidding and construction/delivery documents produced for the project. The bidding and construction documents will be structured to allow flexibility in award, depending on available funding. This agreement does not include any services related to repackaging or re-bidding work elements later. If such services are necessary, they will be added by amendment or considered an additional service to this agreement.

### **FEE STRUCTURE**

Fees for services under this Work Order will be paid on a time and materials basis.

### **PROJECT SCHEDULE**

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

<b>ACTIVITY</b>	<b>COMPLETION</b>
Work Order Executed	October 2025
Preliminary Design Submitted	December 2026
Design Finalized	February 2026
Bid Opening	March 2026
FAA Grant Award	July/August 2026
Procurement Agreement Executed	August/September 2026
Equipment Delivery	September 2028
Grant Closeout	December 2028

Dates are subject to change, based on timing of client authorization and delivery schedules for equipment outside of the consultant's control.

## EXHIBIT B

**Work Order 25-008** **SRE Acquisition**  
**Coeur d'Alene Airport** **Plow Vehicle w/ Broom and Air Blower**

**Fee Summary** **October 16, 2025**

### Tasks 1-5, Time and Materials

**1. Personnel Costs**

Classification	Title	Hours	Rate/Hour	Cost
PR	Principal	8	\$82.00	\$656.00
PE	Project Manager	150	\$75.00	\$11,250.00
PE	Project Engineer	64	\$47.00	\$3,008.00
EP	Environmental Planner	16	\$67.50	\$1,080.00
Adm.	Administrative Assistant	12	\$26.00	\$312.00
<b>Labor Subtotal:</b>				<b>\$16,306.00</b>
			Overhead 168.39%	\$27,457.67
<b>Total Direct Labor</b>				<b>\$43,763.67</b>

**2. Subconsultant Fees - Lump Sum**

None	\$0.00
<b>Subtotal, Subconsultant Fees:</b>	<b>\$0.00</b>

**3. Reimbursable Expenses**

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	100	\$0.750	\$75.00
Phone, Copies, Misc.	1	\$200.00	\$200.00
<b>Subtotal, Reimbursable Expenses</b>			<b>\$275.00</b>

**Profit** **\$9,500.00**

**TOTAL WORK ORDER FEE** **\$53,538.67**

**EXHIBIT B**

**Work Order 25-008** **SRE Acquisition**  
**Coeur d'Alene Airport** **Plow Vehicle w/ Broom and Air Blower**

**Labor Worksheet**

**October 16, 2025**

Task	Description	Personnel Hours					Total Hours	Fee
		PR	PM	PE	EP	Adm.		
		\$82.00	\$75.00	\$47.00	\$67.50	\$26.00		
<b>Task 1 - Administration</b>								
1.1	Work Order	2	2				4	\$314.00
1.2	FAA/Owner Coordination		24				24	\$1,800.00
1.3	Project Management & Administration		12			12	24	\$1,212.00
1.4	Environmental Coordination		1		2		3	\$210.00
1.5	Grant Administration							
1.5.1	Grant Application		2		6		8	\$555.00
1.5.2	Quarterly Reports		4		4		8	\$570.00
1.5.3	Annual Reports		2		4		6	\$420.00
1.5.4	FAA Request for Reimbursement		4				4	\$300.00
1.6	Closeout Report		4	14			18	\$958.00
<b>Subtotal, Task 1</b>		<b>2</b>	<b>55</b>	<b>14</b>	<b>16</b>	<b>12</b>	<b>99</b>	<b>\$6,339.00</b>
<b>Task 2 - Preliminary Design</b>								
2.1	Justification		4	4			8	\$488.00
2.2	Research		4	4			8	\$488.00
2.3	Specifications		24	2			26	\$1,894.00
2.4	Coordination		4				4	\$300.00
<b>Subtotal, Task 2</b>		<b>0</b>	<b>36</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>46</b>	<b>\$3,170.00</b>
<b>Task 3 - Final Design</b>								
3.1	Final Documents		8	2			10	\$694.00
3.2	Cost Estimate		2	2			4	\$244.00
3.3	Design Report	1	8	12			21	\$1,246.00
3.4	Quality Assurance/Quality Control	3	2				5	\$396.00
3.5	Coordination		4				4	\$300.00
<b>Subtotal, Task 3</b>		<b>4</b>	<b>24</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>44</b>	<b>\$2,880.00</b>
<b>Task 4 - Bidding</b>								
4.1	Pre-Bid Administration		6				6	\$450.00
4.2	Questions/Addenda		6				6	\$450.00
4.3	Bid Opening		2	4			6	\$338.00
4.4	Bid Analysis/Recommendation of Award		2	4			6	\$338.00
4.5	Award Documents	1	3				4	\$307.00
4.6	FAA/Owner Coordination		2				2	\$150.00
<b>Subtotal, Task 4</b>		<b>1</b>	<b>21</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>\$2,033.00</b>
<b>Task 5 - Procurement</b>								
5.1	Pre-Delivery Coordination		8	2			10	\$694.00
5.2	Inspection	1	2	12			15	\$796.00
5.3	Pay Requests		4	2			6	\$394.00
<b>Subtotal, Task 5</b>		<b>1</b>	<b>14</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>31</b>	<b>\$1,884.00</b>
<b>Total, All Tasks</b>		<b>8</b>	<b>150</b>	<b>64</b>	<b>16</b>	<b>12</b>	<b>250</b>	<b>\$16,306.00</b>