

Work Order No. 26-003

Coeur d'Alene Airport

Hayden, Idaho

Northwest Development Area – Request for Proposal

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 January 28, 2026, for this effort is attached as Exhibit A. This document describes the anticipated work effort.

FEES

Fees for services provided under this work order will be determined and billed as a Time and Expenses estimated at \$11,500.00, as defined in the Master Agreement for Professional Services, and billed under the Functional Fee Schedule attached as Exhibit B.

• Tasks 1-2 (Time and Materials)	\$11,470.00
o Reimbursables	\$ 30.00
• Total Estimated	\$11,500.00

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER NO. 26-003 to the AGREEMENT the day and year first above written.

FOR: Kootenai County, Idaho

FOR: Ardurra Group, Inc.
Digitally signed by Alton W. Dail III
Date: 2026.01.28 10:44:20-08'00'

By: Bruce Mattare

By: Alton 'Trey' Dail

Title: Chairman, Board of County Commissioners

Title: Aviation Group Leader

Date: _____

Date: January 28, 2026

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SCOPE OF WORK

The Scope of Work describes professional services to be provided to the Coeur d'Alene Airport (Airport) to prepare a Request for Proposal (RFP) Criteria and Advertisement for Northwest Development Area as shown in the location map below. This effort will include a kick-off meeting with Airport Director; developing a criteria document for the Request for Proposal; developing a draft Advertisement; participation in meeting to review draft criteria and advertisement; revising criteria and ad for final; coordinating newspaper advertisement; hosting informational conference call; preparing call minutes for distribution to parties obtaining criteria; and review of proposals. This work order will be funded locally by the Airport. See the aerial photo below depicting the general location of the Northwest Development Area in red.



SCOPE OF PROFESSIONAL SERVICES

TASK 1 – ADMINISTRATION

During the course of the Project the following general administrative services shall be provided:

- 1.1 Prepare a Work Order specifically outlining the Scope of Work (SOW). The Work Order shall include a detailed Scope of Professional Services narrative. Review the Scope with the Airport and incorporate modifications as necessary, based on comments received.
- 1.2 Project management and administration to include monthly cost accounting and budget analysis, invoicing, and monitoring of project progress. This SOW is planned to be completed over a 4-month period.

TASK 2 – REQUEST FOR PROPOSAL FOR CRITERIA AND ADVERTISEMENT ON NORTHWEST DEVELOPMENT AREA

- 2.1 Meet with Airport Director to establish design criteria, minimum requirements, and types of aircraft storage hangars, aprons and infrastructure. Review FAA Advisory Circular 150/5300-13B for design standards related to design aircraft for Taxilane Safety Area (TSA) and Taxilane Object Free Area (TLOFA).
- 2.2 Draft proposal criteria outline, goals, and minimum standards. Address issues based on grading and elevations, separation standards, access, and security.
- 2.3 Develop newspaper notice for proposals, informational meeting and submittal requirements.
- 2.4 Submit criteria and advertisement to airport for review and prepare for meeting to review materials.
- 2.5 Finalize criteria and notice of proposal. Coordinate with airport to begin publication.
- 2.6 Arrange and attend Informational Conference Call. Take minutes and distribute to parties that attended the conference call and who signed up to receive criteria for development RFP.
- 2.7 Assist with proposal review and ranking of proposals submitted. Prepare recommendation to award letter for county use in selecting proposal for airport/county to move forward with leasing the development area.

EXCLUSIONS

The CLIENT and CONSULTANT agree the following items are excluded from this Scope of Work and will be considered extra services:

- Geotechnical Evaluation and Site Surveying.
- Final Design Plans, Specifications and Design Report.
- Legal Services.
- Agency submittal fees, review fees or permit fees.
- Client inspired changes or unforeseen changes arising due to regulatory decisions.
- Any services, product or professional responsibility not specifically described above.

DELIVERABLES

1. Draft RFP and Newspaper Advertisement for Northwest Area Development Criteria
2. Finalize RFP Criteria and Advertisement
3. Finalize Advertisement to Publish in Newspaper
4. Minutes for Informational Conference Call
5. Selected Proposal Letter – Notice of Award

PROJECT SCHEDULE

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

ACTIVITY	COMPLETION
Submit Draft Scope of Work to Client	January 20, 2026
Finalize Work Order	January 27, 2026
Meet with Client for Parameters	February 3, 2026
Draft RFP Criteria and Review with Client	February/March 2026
Finalize RFP Criteria and Advertisement	Early March 2026
Begin Advertisement	Late-March 2026
Host Informational Conference Call	Week of April 6, 2026
Receive Proposals at COE	COB April 20, 2026