

# TASK ORDER

This is Task Order No. 10,  
consisting of 3 pages.

## Task Order for Airport Improvements

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In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated November 1, 2017 ("Agreement"), Owner and Engineer agree as follows:

### 1. Background Data

- a. Effective Date of Task Order: February 7, 2024
- b. Owner: City of Princeton/Princeton Municipal Airport
- c. Engineer: KLJ Engineering LLC
- d. Specific Project (title): Replace & Relocate Automated Weather Observing System (AWOS)
- e. Specific Project (description): Final Siting (Environmental, Airspace, ALP Updates, etc.) and Preliminary & Design Services for titled project

### 2. Services of Engineer

- A. The specific services to be provided or furnished by Engineer under this Task Order are as follows:
  - Refer to Attachment A – Scope of Services
- B. All of the services included above comprise Basic Services for purposes of Engineer's compensation under this Task Order.

### 3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 of the Agreement and in Exhibit B.

### 4. Task Order Schedule

See Attachment A.

**5. Payments to Engineer**

A. Owner shall pay Engineer for services rendered under this Task Order as follows:

<b>Description of Service</b>	<b>Amount</b>	<b>Basis of Compensation</b>
Basic Services		
a. AWOS Final Siting – Task 1	\$15,933.71	Lump Sum
b. AWOS Preliminary and Design Services – Task 2	\$46,853.36	Lump Sum
<b>TOTAL COMPENSATION</b>	<b>\$62,787.07</b>	

B. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer’s labor, overhead, profit, reimbursable expenses (if any), and Consultants’ charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services actually rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

C. The terms of payment are set forth in Article 4 of the Agreement and in the applicable governing provisions of Exhibit C.

**6. Consultants retained as of the Effective Date of the Task Order:** None

**7. Other Modifications to Agreement and Exhibits:** None

**8. Attachments:**

- a. Attachment A – Detailed Scope of Services
- b. Attachment B – Fee Breakdown
- c. Attachment C – Federal Contract Provisions

**9. Other Documents Incorporated by Reference:** None

**10. Terms and Conditions**

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is February 7, 2024.

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

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

Print Name: Thom Walker

Print Name: Jake Braunagel

Title: Mayor

Title: Aviation Group Leader

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Michele McPherson

Name: John Glesne

Title: City Administrator

Title: Engineer

Address: City of Princeton, 705 Second Street,  
Princeton, MN 55371

Address: 300 23rd Ave E, Ste 100,  
West Fargo, ND 58078

E-Mail [mmcpherson@princetonmn.org](mailto:mmcpherson@princetonmn.org)  
Address: \_\_\_\_\_

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Address: \_\_\_\_\_

Phone: 763-389-2040

Phone: 701-271-5026



Attachment A  
Detailed Scope of Services  
Princeton Municipal Airport, Princeton, Minnesota  
MN S.P. TBD  
KLJ #2305-01876  
2/2/2024

## Project Description

The work is to occur at Princeton Municipal Airport in Princeton, Minnesota, under the terms and conditions of the Agreement Between Owner and Engineer for Professional Services – Task Order Edition (Agreement) and this Task Order (Task Order #2305-01876-1) between the City of Princeton (Owner) and KLJ Engineering LLC (Engineer).

The work shall be performed and constructed under a 100% funded Minnesota Department of Transportation (MnDOT) grant to the City of Princeton.

The project consists of the Final Siting and Design Services for the Automated Weather Observing System (AWOS) Replacement Project including coordination for Obstruction Removals. The Obstruction Removal work as part of the project will be completed by the City of Princeton. The AWOS portion of the project design will include removal of the existing AWOS equipment and foundations, construction of foundations for the new AWOS equipment, site work, access road, and miscellaneous underground electrical work. It is anticipated that the foundations for the AWOS equipment will be cast-in-place concrete drilled piers. It is assumed the procurement and installation of the aboveground AWOS equipment will be completed by MnDOT. The final deliverables for the AWOS portion of the project will include a stamped Project Manual including final specifications and plans for the construction of the AWOS. It is assumed that the bidding of the AWOS portion of the project will be completed by MnDOT. Additional information provided by MnDOT can be found in Attachment A1.

Detailed Scope of Services to be completed includes the following:

- Task 1 – Phase 1 – AWOS Final Siting
- Task 2 – Phase 2 – AWOS Preliminary and Design Services

The Engineer shall perform the work under this Task Order with FAA Advisory Circulars and regulations that are current as of the effective date of the Task Order. Changes to the FAA Advisory Circulars and regulations after the date of this Task Order shall be addressed per Article 6.01.E of the Agreement.

## Project Schedule

The Engineer shall complete the Design Services within 120 calendar days of the Owner issuance of the Notice to Proceed. Because a significant amount of topographic survey is required in the preliminary portion of the design, the Notice to Proceed from the Owner shall occur when productive survey can be performed. Delays due to weather conditions beyond the Engineer's control shall allow additional time during the Design Services phase. Also note that the schedule allows for a maximum of two weeks review by MnDOT for review of the Plans / Specifications. Schedule and fee are based on MnDOT funding for the project being approved in 2024. If funding does not become available for 2024, timelines may be revised accordingly.

## Project Administration

**Project Scoping Meeting with MnDOT.** The Engineer shall attend a meeting to discuss project scoping and airport capital improvements plan with MnDOT via teleconference (1 meeting).

- Project Manager (Associate Project Manager)

**Prepare Project Detailed Scope of Services and Schedule.** The Engineer shall prepare a Detailed Scope of Services and preliminary schedule based on the information obtained during the scoping meeting. Engineer shall submit the Detailed Scope of Services and schedule to the Owner and State for review and make applicable modifications as agreed upon.

**Project Detailed Scope of Services Review.** The Engineer shall present the final Detailed Scope of Services for review and approval. The Engineer shall work with the Owner and State to refine the Detailed Scope of Services. The Engineer anticipates one (1) edit based on the Owner's comments and one (1) edit based on State comments.

**Engineering Detailed Scope of Services and Hour Negotiations.** Upon Detailed Scope of Services approval from the State, the Engineer shall prepare a detailed hour breakdown with the associated fees for review by the Owner.

**Agreement for Professional Services.** The Engineer shall compile the Agreement for Professional Services Task Order, complete an internal review, and execution of the Agreement for approval by the Owner.

~~**Independent Fee Document Preparation.**~~ Not included in this Detailed Scope of Services.

## Project Management

**Overall Project Management.** The Engineer shall provide project management services to manage the completion of the project within the conditions of this Task Order. Project management is crucial to the success of all projects; specifically, it is crucial to this project. The Engineer has identified John Glesne as the project manager for the project. Project management is the discipline of planning, organizing, and managing resources to successfully meet this project's objectives and goals. It is the project manager's responsibility to notify the Owner of any issues, problems, or concerns regarding the project; the delegation of all activities to the project team; and handling all subconsultant coordination. In addition, if any items arise during the duration of the project that are outside this Detailed Scope of Services of work, the project manager shall address them with the Owner.

**Project Startup Meeting.** The Engineer shall conduct an internal kickoff meeting with staff consisting of all design team members and subconsultants to review the project and prepare for design activities.

**Project Budget Setup.** The Project Manager shall coordinate with the internal accounting staff to establish the internal budgets.

**Monthly Budget Review.** The Project Manager shall review budgets and budget projections monthly and coordinate any known issues with the Owner. This project is anticipated to have a 4-month duration.

**Monthly Invoicing.** The Project Manager shall prepare billings of project accounting. This project is anticipated to have a 4-month duration.

**Periodic Internal Meetings.** The Project Manager shall conduct periodic internal meetings to review schedule and outstanding issues encountered. It is anticipated that there will be four (4) meetings for 1-hour each for the following staff:

- Project Manager (Associate Project Manager)
- Design Engineer (Engineer in Training II)
- Structural Engineer (Senior Engineer) (50% of the meetings)
- Electrical Engineer (Senior Engineer) (50% of the meetings)
- Environmental Specialist (Environmental Planner IV) (50% of the meetings)

**Develop Quality Control Plan.** The Engineer shall develop a Quality Control Plan for the project. The plan shall include project instructions, milestone checking, and peer review procedures at each phase of the project.

**Monthly Status Reports.** The Engineer shall prepare and submit monthly status reports to the Owner noting project progress, issues encountered, and action requirements by the Owner. This project is anticipated to have a 6-month duration.

~~**DBE Reporting.**~~ Not included in this Detailed Scope of Services.

## MnDOT Grant Administration / Assistance

**Prepare and Submit MnDOT Grant Application.** The Engineer shall prepare and submit the MnDOT grant Application for State Funding Assistance for the Phase 1 – Final Siting and Phase 2 – Preliminary and Design Services portions of the project.

**MnDOT Grant Coordination / Reimbursement Processing.** The Engineer shall assist the Owner as needed to receive reimbursement for project eligible costs through the Owner’s State grant.

## Subconsultant Coordination

The Engineer anticipates one (1) subconsultant to assist with different elements of this project.

- Geotechnical Firm – Braun Intertec

**Prepare and Coordinate Subconsultant Agreements.** The Engineer shall prepare the appropriate contract documents and the execution of subconsultant agreements to support the agreed Detailed Scope of Services and the Engineer’s Task Order with the Owner.

**Subconsultant Coordination.** The Engineer shall coordinate the applicable subconsultant tasks to support the agreed Detailed Scope of Services and the Engineer’s Task Order with the Owner.

- Preliminary Soils Investigation
  - It is anticipated that the Project Manager shall coordinate soils investigation and report activities and questions with a geotechnical firm during design activities. This coordination is anticipated to be four (4) hours for this project.

## AWOS Final Siting

**Develop and Submit Environmental Checklist.** Prepare a Categorical Exclusion (CATEX) using the FAA ARP SOP 5.1 Appendix A-Documented CATEX form according to FAA Order 1050.1F and the criteria contained in FAA Order 5050.4B. Modification or additions to FAA Order 1050.1F and FAA Order 5050.4B or any new environmental laws or regulations that significantly change the services to be performed, as defined below, shall be handled per Article 6.01.E, of the Agreement. The general objective of this study is to provide documented information necessary for the Federal Aviation Administration (FAA) to determine the proposed action shall not individually or cumulatively have a significant effect on the human environment and for which neither an environmental assessment or environmental impact statement is required. The Engineer is responsible for providing concise environmental documentation that is acceptable to the FAA, State, and the Owner. The CATEX shall be sufficient to ensure compliance with the National Environmental Policy Act (NEPA). The proposed Detailed Scope of Services for the preparation of the CATEX is as follows:

- A. Agency Coordination  
The Engineer shall coordinate with a select group of federal, state, and local agencies (maximum of three) to ensure compliance with federal, state, and local laws and regulations. The Engineer shall not obtain any permits as part of the work.
- B. Environmental Documentation  
The Engineer shall prepare a CATEX FORM (FAA ARP SOP 5.1 Appendix A) for submittal to the FAA.
- C. Wetland Delineation  
A field delineation of wetlands for on-airport and adjacent property areas was completed in 2022 under a previous planning project. Additional wetland delineation work is not included in this Detailed Scope of Services.
- D. Cultural Inventory with Tribal Review  
A Phase I cultural resource field survey to identify and record cultural resources for on-airport and adjacent property areas was completed in 2022 under a previous planning project. Additional cultural inventory work is not included

in this Detailed Scope of Services.

**Finalize Alternatives.** The Engineer shall finalize reasonable airport development alternatives that meet design standards and demands. The following tasks are anticipated to be completed by the Engineer:

- Finalize and analyze up to two (2) reasonable airport development alternatives that meet design standards and demands through the planning period for siting the new AWOS.
- Obtain input from Owner, State, and FAA through project meetings and coordination efforts. Make necessary revisions.
- Work with the Owner to select a preferred alternative(s) for each functional area.
- Finalize Exhibits that depict the alternatives analyzed.

**Update Terminal Area Airport Layout Plan (ALP) Drawing(s).** To produce a feasible alternative that will meet future aeronautical demand on the east side of the airfield, a reevaluation of the existing terminal area plan is needed, including a new proposed layout for future hangar development as well as taxiway and apron geometry. The Based Aircraft forecasting from the previous Airport Master Plan will need to be updated to reflect current validated based aircraft and updated local information.

**Airspace Obstruction Analysis.** The Engineer shall submit the necessary airspace obstruction analysis forms as required for FAA review of the proposed equipment. This coordination will be completed through MnDOT.

**Commissioning Inquiry.** To assist the airport in selecting a preferred siting location, an inquiry is required with the FAA's non-fed AWOS group to determine whether two sites would be able to be commissioned if installed, as neither meet siting criteria. This coordination will be completed through MnDOT.

**Agency Letter.** To ensure concurrence with FAA and MnDOT on the final preferred alternative for the future AWOS location, the Owner shall submit a letter and exhibits to the agencies providing their position and priorities. The Engineer will provide support to the Owner with technical information, project background, and exhibits.

**Agency Progress Meeting(s) & Coordination.** The Engineer shall attempt to include appropriate FAA and State representatives for progress meetings via teleconference. It is anticipated up to 3 staff members shall attend each meeting. It is anticipated that 3 meetings will be held.

Additionally, the Engineer shall correspond with FAA and State staff throughout the project to update the agencies on project status, answer questions, solicit necessary project information, follow-up on action items, as well as facilitate a prompt review, concurrence, and approval of project deliverables.

**Project Meeting(s) with Owner.** It is anticipated that the Engineer shall attend 1 miscellaneous Owner meeting via teleconference to facilitate Owner review and approval of the airport planning study with the airport's governing body (City of Princeton).

## Project Pre-Design

**Pre-Design Meeting.** Upon execution of the Task Order, the Engineer shall coordinate for a pre-design meeting to be held with MnDOT to define the project requirements and schedule. It is estimated that up to 4 hours for the Project Manager and up to 2 hours for the Design Engineer will be needed for meeting preparation, meeting attendance via teleconference, and meeting minutes. It is anticipated that the following design staff members shall attend the pre-design meeting:

- Project Manager (Associate Project Manager)
- Design Engineer (Engineer in Training II)

**Site Visit, Investigations, and Data Collection.** The Engineer shall investigate existing conditions through site visits and as-built drawings supplied by the Owner, to determine scope of work and effects on design construction. The Engineer shall compile existing data, including existing and proposed utility data, required to develop the project current conditions and to form the basis for design. It is assumed that the Engineer shall not perform any subsurface investigations to verify the

locations of underground utilities. The utility investigation shall be based on as-built documentation provided by the Owner, plus topographic survey information of surface features gathered by the Engineer. The Engineer shall advise the Owner as to the necessity of obtaining additional information related to the site, necessary for purposes of design.

**Preliminary Survey and Base Map Preparation.** The Engineer shall conduct additional topographic ground survey of the project area. It is anticipated that 8 hours of topographic survey by a 2-man survey crew will be required to pick up necessary topographic information for this project (not including travel time) as well as staking out obstruction removal limits. The base map will then be updated to reflect the additional topographic information collected.

~~**Develop Project Justification.**~~ Not included in this Detailed Scope of Services.

**Analysis of FAA Standards.** The Engineer shall review the current applicable FAA standards and prepare a list of deficiencies to be addressed by the project design.

~~**Complete Pavement Design/Life Cycle Cost Analysis.**~~ Not included in this Detailed Scope of Services.

~~**Engineering Design Report.**~~ Not included in this Detailed Scope of Services.

**Prepare Preliminary Opinion of Cost and Update Airport Capital Improvement Plan (ACIP).** The Engineer shall prepare a preliminary estimate of construction costs. Construction costs shall be developed based on historical local bid documentation, local suppliers, and material availability. Updates shall be made to the ACIP as necessary.

~~**Develop DBE Plan.**~~ Not included in this Detailed Scope of Services.

**Pre-Design Internal Document Review.** The Engineer shall conduct a review of pre-design documents to verify findings are consistent with the pre-project assumptions and notify the Owner of any areas of concern or with any necessary Detailed Scope of Services revisions required.

## Preliminary Plans and Specifications

**Coordination with MnDOT Operations Personnel.** This work will include coordination with MnDOT Operations on their facilities at PNM, defining impacts to these facilities, and coordination of obtaining MnDOT vendor drawings and specifications required to be included in the plan set to bid the project. MnDOT shall provide a detailed list of equipment that is to be furnished and installed and the list shall be included as an appendix in the bidding documents.

In addition to the meetings specified in this Detailed Scope of Services, the Engineer anticipates three (3) periodic meetings with MnDOT Operations personnel to coordinate and obtain information required to complete this work. It is anticipated the following staff members shall attend the meetings:

- Project Manager (Associate Project Manager)

~~**Complete Pavement Design.**~~ Not included in this Detailed Scope of Services.

**Develop Project Geometrics.** The Engineer shall develop the preliminary horizontal and vertical geometry evaluations for the airfield improvements. The evaluation shall consider applicable airfield critical areas and aircraft movement operations. The evaluation shall consider all known future airfield improvement projects.

~~**Prepare Subsurface Drainage Design.**~~ Not included in this Detailed Scope of Services.

**Develop Site Grading Plan.** The Engineer shall develop the site grading plan and evaluate borrow or waste source locations as applicable.

~~**Prepare Storm Drainage Design.**~~ Not included in this Detailed Scope of Services.



**Prepare Erosion Control Plan.** The Engineer shall prepare an erosion control plan for the proposed construction. The Engineer shall investigate the requirements and include applicable local permitting requirements.

**Prepare Airfield Electrical Design.** The Engineer shall complete the preliminary airfield electrical layout design to include the AWOS equipment.

**Prepare Utility Plan.** The Engineer shall evaluate existing utility information and identify utilities which require relocation or lowering because of the proposed project. Utility ownership identification and coordination with utility owners shall be completed to discuss project specific details.

**Preliminary Plan Sheets.** The Engineer shall prepare a plan set to address the necessary improvements and to depict the preliminary design elements. The plan set to include the following drawings:

- Cover Sheet
- Sheet Index
- Project Work Description and Basis of Estimate
- Construction Safety and Phasing Plan
- Construction Safety and Phasing Plan Details and Notes
- Erosion Control Plan and Details
- Existing Utility Plan
- General Project and Construction Notes
- Removal Plan and Notes
- AWOS Layout and Site Plan
- AWOS Access Road Layout and Site Plan
- AWOS Foundation Plans
- AWOS Electrical Layout Plan
- Electrical Details
- Electrical Notes

**Prepare Preliminary Contract Documents.** The Engineer shall prepare preliminary contract documents. The Owner shall provide a legal review of the Agreement Between Owner and Contractor template that is provided by the Engineer to make sure that it complies with local, state, and federal law. The Engineer shall use contract provisions prepared for the Owner and modify as applicable for this project. Documents to include consist of the following:

- Advertisement for Bids
- Instruction to Bidders
- Bid Proposal
- Agreement between Owner and Contractor
- Federal Contract Provisions
- MnDOT Labor Standards
- Statement of Compliance Federal Copeland Act/Davis Bacon Act Minnesota Prevailing Wage Statutes
- MnDOT Truck Rental Rates
- Final Review and Acceptance Document
- General and Supplementary Conditions of the Construction Contract

**Prepare Technical Specifications.** The Engineer shall prepare preliminary technical specifications for the identified items of work. Specifications to be used shall reference FAA Advisory Circular 150/5370-10H, Standards for Specifying Construction of Airports and any applicable FAA Regional Guidance.

~~**Prepare Modification to Standards Request.**~~ Not included in this Detailed Scope of Services.

**Prepare Preliminary Estimate of Construction Cost.** The Engineer shall prepare a preliminary estimate of construction costs. Construction costs shall be developed based on research of local suppliers and material availability and recent bid tabulations for similar work in the region.

**Prepare Preliminary Construction Schedule.** The Engineer shall prepare a preliminary schedule of construction activities based on the preliminary phasing plan with construction durations based on average production rates for completion of the major project work elements.

~~**Update Signage and Marking Plan.**~~ Not included in this Detailed Scope of Services.

**Preliminary Internal Plans and Specifications Review.** The Engineer shall conduct an internal preliminary plans and specifications review of the design completed in the Preliminary Engineering Phase of the project.

**Preliminary Design Review Meeting with MnDOT.** The Engineer shall conduct a preliminary design review with the Owner and MnDOT to obtain comments on the preliminary design. It is estimated that up to 2 hours will be needed for meeting preparation, meeting attendance via teleconference, and meeting minutes per staff member. It is anticipated the following staff members shall attend the preliminary design review meeting:

- Project Manager (Associate Project Manager)
- Design Engineer (Engineer in Training II)

**Periodic Owner Meetings.** It is anticipated that the Engineer shall attend two (2) periodic meetings to coordinate preliminary design activities and issues with the Owner. It is estimated that up to 2 hours will be needed for meeting preparation, meeting attendance via teleconference, and meeting minutes per staff member. It is anticipated the following staff members shall attend the periodic Owner meetings:

- Project Manager (Associate Project Manager)

**Periodic Agency Meetings.** It is anticipated that the Engineer shall attend one (1) periodic agency meeting to coordinate preliminary design activities and issues with the State. It is estimated that up to 2 hours will be needed for meeting preparation, meeting attendance via teleconference, and meeting minutes per staff member. It is anticipated the following staff members shall attend the periodic agency meetings:

- Project Manager (Associate Project Manager)

## Final Plans and Specifications

**Prepare Engineer's Responses to Review Comments.** The Engineer shall provide a written statement summarizing the review comments to include justification for items to remain and the applicable action on areas of design modification.

**Prepare Final Plans.** The Engineer shall complete the development of the drawings for final review, which is intended to be a complete set, pending final review and approval by the Owner. The plan set to include the following drawings:

- Cover Sheet
- Sheet Index
- Project Work Description and Basis of Estimate
- Construction Safety and Phasing Plan
- Construction Safety and Phasing Plan Details and Notes
- Erosion Control Plan and Details
- Existing Utility Plan
- General Project and Construction Notes
- Removal Plan and Notes
- AWOS Layout and Site Plan
- AWOS Access Road Layout and Site Plan
- AWOS Foundation Plans
- AWOS Electrical Layout Plan
- Electrical Details

- Electrical Notes

**Prepare Final Contract Documents/Technical Specifications.** The Engineer shall complete the development of the specifications for final review, which is intended to be a complete set, pending final review and approval by the Owner.

**Prepare Final Construction Safety and Phasing Plan.** The Engineer shall finalize the Construction Safety Phasing Plan to include airside traffic control plan.

**Update Final Quantities and Construction Cost Estimate.** The Engineer shall update the opinion of construction costs and determine the bid schedule of work.

~~**Prepare Engineering Design Report Supplement.**~~ Not included in this Detailed Scope of Services.

**Update Construction Schedule.** The Engineer shall finalize the construction schedule for use in the contract documents.

**MnDOT Plans and Specifications Review.** The Engineer will submit and coordinate with MnDOT on a review of the final plans and specifications.

**Final Design Review Meeting with MnDOT.** The Engineer shall conduct a final design review at the final design stage with the Owner and MnDOT to obtain comments on the final design. It is estimated that up to 4 hours for the Project Manager and up to 2 hours for the Design Engineer will be needed for meeting preparation, meeting attendance at via teleconference, and meeting minutes per staff member. It is anticipated the following staff members shall attend the final design review meeting:

- Project Manager (Associate Project Manager)
- Design Engineer (Engineer in Training II)

**Final Internal Plans and Specifications Review.** The Engineer shall conduct an internal final plans and specifications review of the design completed in the final design stage of the project.

**Final Plans and Specifications Revisions.** The Engineer shall complete the development of the drawings to 100% completion, which is intended to be a complete set in pending final review and approval by the Owner, FAA, and State.

**Periodic Owner Meetings.** It is anticipated that the Engineer shall attend one (1) periodic meeting to coordinate final design activities and issues with the Owner. It is estimated that up to 2 hours will be needed for meeting preparation, meeting attendance at via teleconference, and meeting minutes per staff member. It is anticipated the following staff members shall attend the periodic Owner meetings:

- Project Manager (Associate Project Manager)

**Periodic Agency Meetings.** It is anticipated that the Engineer shall attend one (1) periodic agency meeting to coordinate final design activities and issues with the State. It is estimated that up to 2 hours will be needed for meeting preparation, meeting attendance via teleconference, and meeting minutes per staff member. It is anticipated the following staff members shall attend the periodic agency meetings:

- Project Manager (Associate Project Manager)

## **Bidding Services**

Not included in this Detailed Scope of Services.

## **Construction Administration & Observation**

Not included in this Detailed Scope of Services.

## Owner's Responsibilities

**Project Representative.** The Owner shall designate a Project Representative with authority to administer the Engineer's consultant contract. All requests for information or a decision by the Owner on any aspect of the work shall be directed to the Owner's Project Representative.

**Submittal Reviews.** The Owner shall review submittals by the Engineer and provide prompt decisions and responses to questions to minimize delay in the progress of the Engineer's work.

**Historical Information.** The Owner shall furnish the Engineer one copy of As-Built drawings, maps, records, surveys, reports, preliminary designs, etc. that are pertinent to the project.

**Agreement Between Owner and Contractor.** The Owner shall provide a legal review of the Agreement Between Owner and Contractor template that is provided by the Engineer to make sure that it complies with local, state, and federal law.



## **ADDITIONAL INFORMATION FOR AWOS BUILDS**

- **Airport Sponsor to Pay and Coordinate Power Utility at AWOS Location**
- **No Telecommunications Required at AWOS Tower**
- **Class V access road to site – provide in drawings – Verify with MnDOT PM for design requirements**
- **All AWOS Builds to have Single Bore Geotechnical Soil Reports – 25’ Depths, located at Lat-Long of AWOS Tower**
- **All Piers to be 84” or greater below grade – via Soil Reports**
- **Construction Drawings to include Soil Report taken at AWOS Tower Location**
- **Construction Drawings to include Engineering PE Stamp**
- **Construction Drawings require MnDOT PM sign-off**
- **All soils must be compacted and inspected contractor Geo-Technical Representative-Engineer and by MnDOT PM**
- **Contractor to supply MnDOT PM with construction procedures for Sono-Tube Design, Soil Compactions and Installations**
- **MnDOT PM to inspect Tower Foundations prior to concrete delivery – Note in Drawings**
- **MnDOT PM to inspect all Grounding prior to backfill – Note in Drawings**
- **MnDOT PM to inspect H-Frame and Conduits Run prior to backfill – Note in Drawings**
- **Tower Foundations – Tower Base must be leveled-plum with laser**
- **All Sensor Piers Pipes – must be leveled-plum with laser**
- **Tower must not be erected until FCC ASR is obtained – Contact MnDOT PM for verification**
- **Tower must not be erected and lit until Utility Power is present**
- **MnDOT PM to finalize construction inspections**
- **AWOS Sensors will be installed by MnDOT**
- **AWOS Final Commissioning to be coordinated by MnDOT and FAA**
- **Contractor to remove old AWOS Tower and Foundations**
- **Foundations to be remove to a minimum of 2’ below grade**

**Attachment B**  
 Princeton Municipal Airport  
 Princeton, Minnesota  
 KLJ #2305-01876, MN S.P. TBD  
**Hourly Rate and Cost Breakdown**



PHASE: **AWOS Final Siting**  
 PROJECT: **AWOS Replacement**

KLJ Title	Associate Project Manager	Planner	Principal Planner	Environmental Specialist IV	GIS Analyst III	Designer										Task Direct Labor Cost
<b>Final Siting</b>																
Develop and Submit Environmental Checklist				12												\$ 708.00
Finalize Alternatives	2	8	6		8											\$ 1,052.00
Update Terminal Area Airport Layout Plan (ALP) Drawings(s)	1	4	2			8										\$ 631.00
Airspace Obstruction Analysis	2	2														\$ 178.00
Commissioning Inquiry	2	8	4													\$ 638.00
Agency Letter	2	6	3													\$ 503.00
Agency Progress Meeting(s) & Coordination	3	6	6													\$ 717.00
Project Meeting(s) with Owner	1	2	2													\$ 239.00
<b>Subtotal</b>																<b>\$ 4,666.00</b>
Total Hours	13	36	23	12	8	8	0	0	0	0	0	0	0	0	0	
Hourly Rate	\$49.00	\$40.00	\$55.00	\$59.00	\$38.00	\$39.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Direct Labor Total	\$	4,666.00
Indirect Labor Total (1.9637 Overhead Rate)	\$	9,162.62
<b>Direct and Indirect Labor Total</b>	<b>\$</b>	<b>13,828.62</b>
Fixed Fee (15%)	\$	2,074.29
Cost of Facilities (0.66%)	\$	30.80
<b>Subtotal</b>	<b>\$</b>	<b>15,933.71</b>

Expenses			
Air Charter	per trip @		trips
Per Diem	per day @		days
Materials and Supplies			
Other Expenses			

Expenses Total \$ -

**AWOS Final Siting Total Cost \$ 15,933.71**

**Attachment B**  
 Princeton Municipal Airport  
 Princeton, Minnesota  
 KLJ #2305-01876, MN S.P. TBD  
**Hourly Rate and Cost Breakdown**



PHASE: Preliminary and Design Services  
 PROJECT: AWOS Replacement

KLJ Title	Associate Project Manager	Engineer in Training II	Senior Project Manager	Senior Engineer	Engineer in Training II	Senior Engineer	Environmental Specialist IV	Project Specialist I	Contract Administrator	2 Person Survey Crew					Task Direct Labor Cost
<b>Project Administration</b>															
Project Scoping Meeting with MnDOT	2														\$ 98.00
Prepare Project Detailed Scope of Services and Schedule	5														\$ 245.00
Project Detailed Scope of Services Review	1		1												\$ 132.00
Engineering Detailed Scope of Services and Hour Negotiations	3		1												\$ 230.00
Agreement for Professional Services	2								1						\$ 132.00
Independent Fee Document Preparation															\$ -
<b>Subtotal</b>															<b>\$ 837.00</b>
<b>Project Management</b>															
Overall Project Management	12														\$ 588.00
Project Startup Meeting	1	1		1		1									\$ 228.00
Project Budget Setup	1							1							\$ 85.00
Monthly Budget Review	2							2							\$ 170.00
Monthly Invoicing	2							2							\$ 170.00
Periodic Internal Meetings	4	4		2		2	2								\$ 746.00
Develop Quality Control Plan	1														\$ 49.00
Monthly Status Reports	2							2							\$ 170.00
DBE Reporting															\$ -
<b>Subtotal</b>															<b>\$ 2,206.00</b>
<b>MnDOT Grant Administration / Assistance</b>															
Prepare and Submit MnDOT Grant Application	2														\$ 98.00
MnDOT Grant Coordination / Reimbursement Processing	1														\$ 49.00
<b>Subtotal</b>															<b>\$ 147.00</b>
<b>Subconsultant Coordination</b>															
Prepare and Coordinate Subconsultant Agreements	2								0.5						\$ 115.00
Subconsultant Coordination															\$ -
Preliminary Soils Investigation	2			2											\$ 240.00
<b>Subtotal</b>															<b>\$ 355.00</b>
<b>Project Pre-Design</b>															
Pre-Design Meeting															\$ -
Meeting Preparation	2	1													\$ 135.00
Participate in Meeting (including travel)	1	1													\$ 86.00
Prepare and File Meeting Minutes	1														\$ 49.00
Site Visit, Investigations, and Data Collection	1														\$ 49.00
Preliminary Survey and Base Map Preparation	1	6								14					\$ 1,237.00
Develop Project Justification															\$ -
Analysis of FAA Standards	1	2													\$ 123.00
Complete Pavement Design / Life Cycle Cost Analysis															\$ -
Engineering Design Report															\$ -
Prepare Preliminary Opinion of Cost and Update Airport Capital Improvement Plan (ACIP)	2														\$ 98.00
Develop DBE Plan															\$ -
Pre-Design Internal Document Review	2														\$ 98.00
<b>Subtotal</b>															<b>\$ 1,875.00</b>

**Attachment B**  
 Princeton Municipal Airport  
 Princeton, Minnesota  
 KLJ #2305-01876, MN S.P. TBD  
**Hourly Rate and Cost Breakdown**



PHASE: Preliminary and Design Services  
 PROJECT: AWOS Replacement

KLJ Title	Associate Project Manager	Engineer in Training II	Senior Project Manager	Senior Engineer	Engineer in Training II	Senior Engineer	Environmental Specialist IV	Project Specialist I	Contract Administrator	2 Person Survey Crew					Task Direct Labor Cost
<b>Preliminary Plan and Specifications</b>															
Coordination with MnDOT Operations Personnel	6														\$ 294.00
<del>Complete Pavement Design</del>															\$ -
Develop Project Geometrics		2													\$ 74.00
<del>Prepare Subsurface Drainage Design</del>															\$ -
Develop Site Grading Plan	1	2													\$ 123.00
<del>Prepare Storm Drainage Design</del>															\$ -
Prepare Erosion Control Plan		1													\$ 37.00
Prepare Airfield Electrical Design		2				2									\$ 216.00
Prepare Utility Plan	1	2													\$ 123.00
Preliminary Plan Sheets															
Cover Sheet		1													\$ 37.00
Sheet Index		1													\$ 37.00
Project Work Description and Basis of Estimate		2													\$ 74.00
Construction Safety and Phasing Plan	2	4													\$ 246.00
Construction Safety and Phasing Plan Details and Notes		2													\$ 74.00
Erosion Control Plan and Details		2													\$ 74.00
Existing Utility Plan		2													\$ 74.00
General Project and Construction Notes	1	2													\$ 123.00
Removal Plan and Notes	1	2													\$ 123.00
AWOS Layout and Site Plan		6													\$ 222.00
AWOS Access Road Layout and Site Plan		4													\$ 148.00
AWOS Foundation Plans		2			4										\$ 222.00
AWOS Electrical Layout Plan	2	4				2									\$ 388.00
Electrical Details		4				2									\$ 290.00
Electrical Notes		2													\$ 74.00
Prepare Preliminary Contract Documents	1	2													\$ 123.00
Prepare Technical Specifications	1	2		1		1									\$ 265.00
<del>Prepare Modification to Standards Request</del>															\$ -
Prepare Preliminary Estimate of Construction Cost	1	2		1		1									\$ 265.00
Prepare Preliminary Construction Schedule	1														\$ 49.00
<del>Update Signage and Marking Plan</del>															\$ -
Preliminary Internal Plans and Specifications Review	2				1		1								\$ 240.00
Preliminary Design Review Meeting with MnDOT															
Meeting Preparation	0.5														\$ 24.50
Participate in Meeting	1	1													\$ 86.00
Prepare and File Meeting Minutes	0.5														\$ 24.50
Periodic Owner Meetings															
Meeting Preparation	1														\$ 49.00
Participate in Meeting	2														\$ 98.00
Prepare and File Meeting Minutes	1														\$ 49.00
Periodic Agency Meetings															
Meeting Preparation	0.5														\$ 24.50
Participate in Meeting	1														\$ 49.00
Prepare and File Meeting Minutes	0.5														\$ 24.50
															\$ -
<b>Subtotal</b>															<b>\$ 4,444.00</b>
<b>Final Plans and Specifications</b>															
Prepare Engineer's Responses to Review Comments	1														\$ 49.00
Prepare Final Plans															
Cover Sheet		0.5													\$ 18.50
Sheet Index		0.5													\$ 18.50
Project Work Description and Basis of Estimate		1													\$ 37.00
Construction Safety and Phasing Plan		2													\$ 74.00
Construction Safety and Phasing Plan Details and Notes		1													\$ 37.00
Erosion Control Plan and Details		1													\$ 37.00
Existing Utility Plan		1													\$ 37.00
General Project and Construction Notes		1													\$ 37.00
Removal Plan and Notes		1													\$ 37.00
AWOS Layout and Site Plan		2													\$ 74.00
AWOS Access Road Layout and Site Plan		2													\$ 74.00



**Attachment B**  
 Princeton Municipal Airport  
 Princeton, Minnesota  
 KLJ #2305-01876, MN S.P. TBD  
**Hourly Rate and Cost Breakdown**



PHASE: Preliminary and Design Services  
 PROJECT: AWOS Replacement

KLJ Title	Associate Project Manager	Engineer in Training II	Senior Project Manager	Senior Engineer	Engineer in Training II	Senior Engineer	Environmental Specialist IV	Project Specialist I	Contract Administrator	2 Person Survey Crew					Task Direct Labor Cost
AWOS Foundation Plans		1													\$ 37.00
AWOS Electrical Layout Plan		2													\$ 74.00
Electrical Details		1													\$ 37.00
Electrical Notes		1													\$ 37.00
Prepare Final Contract Documents/Technical Specifications	1	1													\$ 86.00
Prepare Final Construction Safety and Phasing Plan		1													\$ 37.00
Update Final Quantities and Construction Cost Estimate	1	1													\$ 86.00
Prepare Engineering-Design-Report Supplement															\$ -
Update Construction Schedule	1														\$ 49.00
MnDOT Plans and Specifications Review	1														\$ 49.00
Final Design Review Meeting with MnDOT															\$ -
Meeting Preparation	1														\$ 49.00
Participate in Meeting	2	2													\$ 172.00
Prepare and File Meeting Minutes	1														\$ 49.00
Final Internal Plans and Specifications Review	4		4	2		2									\$ 812.00
Final Plans and Specifications Revisions	2	4													\$ 246.00
Periodic Owner Meetings															\$ -
Meeting Preparation	0.5														\$ 24.50
Participate in Meeting	1														\$ 49.00
Prepare and File Meeting Minutes	0.5														\$ 24.50
Periodic Agency Meetings															\$ -
Meeting Preparation	0.5														\$ 24.50
Participate in Meeting	1														\$ 49.00
Prepare and File Meeting Minutes	0.5														\$ 24.50
<b>Subtotal</b>															<b>\$ 2,546.00</b>
Total Hours	103	98	6	10	4	14	2	7	1.5	14	0	0	0	0	
Hourly Rate	\$49.00	\$37.00	\$83.00	\$71.00	\$37.00	\$71.00	\$59.00	\$36.00	\$34.00	\$69.00	\$0.00	\$0.00	\$0.00	\$0.00	

Direct Labor Total	\$	12,410.00
Indirect Labor Total (1.9637 Overhead Rate)	\$	24,369.52
Direct and Indirect Labor Total	\$	36,779.52
Fixed Fee (15%)	\$	5,516.93
Cost of Facilities (0.66%)	\$	81.91
<b>Subtotal</b>	\$	<b>42,378.36</b>

Expenses				
Air Charter		per trip @		trips
Per Diem		per day @		days
Vehicle Usage	\$ 20.00	per day @		days
Materials and Supplies				
Subconsultants	Preliminary Soil Testing - Braun Intertec		\$	4,475.00
Other Expenses				

Expenses Total \$ 4,475.00

Preliminary and Design Services Total Cost \$ 46,853.36

**Total Cost - Final Siting and Preliminary and Design Services \$ 62,787.07**

## Federal Contract Provisions

### A1 ACCESS TO RECORDS AND REPORTS

2 CFR § 200.334

2 CFR § 200.337

FAA Order 5100.38

#### ACCESS TO RECORDS AND REPORTS

The Contractor must maintain an acceptable cost accounting system. The Contractor agrees to provide the Owner, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Contractor agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

### A2 CIVIL RIGHTS - GENERAL

49 USC § 47123

#### GENERAL CIVIL RIGHTS PROVISIONS

In all its activities within the scope of its airport program, the Contractor agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract.

### A3 CIVIL RIGHTS – TITLE VI ASSURANCE

49 USC § 47123

FAA Order 1400.11

#### COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS:

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "Contractor"), agrees as follows:

1. **Compliance with Regulations:** The Contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.
3. **Solicitations for Subcontracts, including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. **Information and Reports:** The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the Sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the Sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
  - a. Withholding payments to the Contractor under the contract until the Contractor complies; and/or
  - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the Sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the Sponsor to enter into any litigation to protect the interests of the Sponsor. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

## TITLE VI LIST OF PERTINENT NONDISCRIMINATION ACTS AND AUTHORITIES

During the performance of this contract, the Contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the “Contractor”) agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 et seq.), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 et seq.) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, et seq) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- The Federal Aviation Administration’s Nondiscrimination statute (49 USC § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations (ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations);
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable

steps to ensure that LEP persons have meaningful access to your programs [70 Fed. Reg. 74087 (2005)];

- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, et seq).