



FlyCarsonCity.com

CCAA BOARD MEMO

Agenda Item: G-1

BOARD MEMO 2025-14

Meeting Date: August 20, 2025

Agenda Title: DISCLOSURE: Execution of Task Order No. 6 Fee Proposal for Engineering Design Services for the Main Apron Pavement Preservation Project by Carson City Airport Authority (CCAA) Chair.

Staff Summary: The CCAA Chair has executed Task Order No. 6 Fee Proposal for engineering design services with Wood Rodgers for the Main Apron Pavement Preservation Project. Funding for this project is included in the FY 2025-26 budget, as approved by the CCAA. This disclosure ensures compliance with the CCAA purchasing policy.

Agenda Action: None

Time Requested: 0 Minutes

Proposed Motion

N/A

CCAA’S Strategic Goal

Maintain Financial Stability

Previous Action and Executive Summary

November 20, 2024 (Item H-4) – The CCAA approved the 2025-2029 Airport Capital Improvement Plan (ACIP) containing this project and the expected expense.

May 21, 2025 (Item H-1) – The CCAA approved the 2025-2026 budget which included this capital project and expense.

Financial Information

Is there a fiscal impact?

No X Yes

If yes, account name/number & amount:

General Fund: \$45,500

Is it currently budgeted?

Yes

Alternatives

N/A

Board Action Taken:

Motion: _____

1) _____

2) _____

Aye/Nay

(Vote Recorded)



March 26, 2025

Task Order #6

Mr. Corey Jenkins, ACE
Airport Manager, Carson City Airport (CXP)
2600 College Parkway #6
Carson City, NV 89706

**RE: Fee Proposal for Engineering Design Services – Revised
Main Apron Pavement Preservation Project, Carson City Airport**

Dear Corey;

Wood Rodgers, Inc. is pleased to present this fee proposal to assist the airport engineering design services associated with your Main Apron Pavement Preservation Project (Project). Based on recent discussion, it is our understanding that the Airport is looking to prepare improvement plans and a bid advertisement package for pavement preservation of the following:

- ❑ Crack seal and seal coat Main Apron Area (see below)
- ❑ Remark Tie-Down Areas (maintain existing configurations)
 - Removal / Replacement of existing tie-downs are not included



Figure 1 - Pavement Preservation Area

Task 1 – Preliminary Design (60%)

\$7,500 Lump Sum

Based on this understanding we have prepared the following scope of services to assist the airport with this project.

- ➔ Wood Rodgers will prepare civil improvement plans for the pavement preservation outlined above to include approximately the following plan sheets:
 - Title Sheet (1 sheet)
 - Civil note, legend, and abbreviations (1 sheet)
 - Phasing and Sequencing Plan (1-2 sheets)
 - Pavement preservation plan identifying area and type of treatment (1-2 sheets)
 - Pavement Marking Plan (2-3 sheets)
 - Detail sheets (2-3 sheets)

- ➔ Above mentioned phasing plan will include identification of phasing sequencing to maintain airport operations during construction. Said phasing is anticipated to include a series of isolated construction closures, prescheduled airfield closures, and restricted work areas.
- ➔ Pavement preservation plans and marking plans will be prepared utilizing recent airfield aerial imagery obtained as part of the Runway Shoulder Drainage Project. Said aerial imagery is necessary to complete this scope of work. Costs associated with obtaining airfield imagery is not included as part of this scope of work. Furthermore, topography associated with this area will not be available and not anticipated to be necessary.
- ➔ Wood Rodgers will prepare a preliminary Engineering Design Report in accordance with FAA requirements.
- ➔ Wood Rodgers will prepare a preliminary Construction Safety and Phasing Plan (CSPP) in accordance with FAA requirements (AC 150/5370-2)
- ➔ Wood Rodgers will prepare a 60% Submittal Package for Airport review and comment. Said submittal will include the following elements as outlined above:
 - Preliminary CSPP
 - Preliminary Engineer's Design Report (EDR)
 - Preliminary Construction Drawings
- ➔ Wood Rodgers will attend a submittal review meeting with the Airport, assumed to be an in-person / virtual meeting. Wood Rodgers will address any items needed with the CSPP and EDR prior to providing the Airport with a 60% Submittal package for FAA submission / review.

Task 2 - Final Design

\$10,000 Lump Sum

- ➔ Wood Rodgers will prepare final construction drawings for the Project to include approximately the following plan sheets:
 - Title Sheet (1 sheet)
 - Civil note, legend, and abbreviations (1 sheet)
 - Phasing and Sequencing Plan (1-2 sheets)
 - Pavement preservation plan identifying area and type of treatment (1-2 sheets)
 - Pavement Marking Plan (2-3 sheets)
 - Detail sheets (2-3 sheets)
- ➔ Wood Rodgers will prepare a Final Engineering Design Report in accordance with FAA requirements.
- ➔ Wood Rodgers will prepare a final Construction Safety and Phasing Plan (CSPP) in accordance with FAA requirements (AC 150/5370-2), said CSPP will be included as Volume 3 of the bidding documents
- ➔ Wood Rodgers will prepare a 90% Submittal Package for Airport review and comment. Said submittal will include the following elements and incorporate any Airport or FAA comments:
 - Project Manual
 - Volume 1 – Bidding Documents, Sample Contract, and Special Provisions
 - Volume 2 – Technical Specifications
 - Volume 3 – Construction Safety and Phasing Plan (CSPP)
 - Final Engineer's Design Report (EDR)
 - Final Construction Drawings
- ➔ Wood Rodgers will attend a submittal review meeting with the Airport, assumed to be an in-person / virtual meeting to review the 90% submittal package.

- ➔ Wood Rodgers will respond to a single set of Airport and FAA comments from the 90% submittal to prepare final bidding documents. Wood Rodgers will provide an Issue for Bid submittal to include the following:
 - Project Manual
 - Volume 1 – Bidding Documents, Sample Contract, and Special Provisions
 - Volume 2 – Technical Specifications
 - Volume 3 – Construction Safety and Phasing Plan (CSPP) & Geotechnical Report
 - Bid Set Construction Drawings

Task 3 – Bidding Support Services

\$3,500 Lump Sum

- ➔ Wood Rodgers will support the airport with posting and advertisement of the bidding documents assumed to be posted by the airport on their website, NGEM, or other form of advertisement.
- ➔ Wood Rodgers will attend and facilitate a pre-bid conference with prospective bidders assumed to be held at the airport. Wood Rodgers will prepare a pre-bid sign in sheet, agenda, and meeting minutes.
- ➔ Wood Rodgers will respond to bidders RFIs and issue bid addenda as needed during the bidding period.
- ➔ Wood Rodgers will attend a bid opening meeting, review contractor bids for conformance with the bidding documents, and provide the Airport with a recommendation of award.
- ➔ Construction administrative, testing and inspection, and/or resident engineering services are not included as part of this scope of work. Should these services become necessary, such services can be negotiated separately.

Task 4 – Construction Administration / Testing and Inspection

\$24,500 Lump Sum

- ➔ Wood Rodgers will attend project meetings during construction anticipated to include the follow:
 - Preconstruction Conference
 - Weekly Construction Meetings (4 total)
 - Final Punchlist Walk
- ➔ Consult and advise the Airport Manager during construction with Construction Administration services including the following:
 - Review construction, shop drawings/submittals for general compliance with design intent. A total of (4) submittals are anticipated for this project.
 - Review and respond to contractor submitted RFIs. A total of (6) RFIs are anticipated for this project.
 - Review lab, shop and mill test reports and certifications for general compliance with design intent.
 - Assist with processing of change orders and supplemental agreements (does not include design/engineering for changed conditions/sponsor requests)
- ➔ Wood Rodgers will provide part-time field observation with qualified construction field inspectors to include the following:
 - Crack Seal Placement: Wood Rodgers will provide part-time observation services during the crack seal placement. We will verify the cracks are clean, proper equipment, weather requirements, monitor seal application, brooming and clean up. Based on 7 days at 4 hours per day for crack seal verification.
 - Slurry Seal Placement and Striping: Provide full-time slurry seal placement observations. We will verify pavement surface preparation, proper equipment, weather requirements, and monitor slurry application, application rates, brooming and clean up. We will sample the slurry oil and archive the sample for testing as needed. Based on 4 days at 8 hours per day for slurry placement with the assumption that striping will be completed concurrently.
 - Project Coordination and Review: Provide project coordination, administration and clerical services during construction of the project.

- ➔ Wood Rodgers will complete project closeout documentation including the following:
 - Prepare and submit record drawings to the Airport in PDF format.
 - Prepare final construction report in accordance with FAA Standards.

Fee Summary & Closing

We can complete the above services for lump sum fee as outlined below:

Task 1 – Preliminary Design (60%)	\$7,500 Lump Sum
Task 2 – Final Design	\$10,000 Lump Sum
Task 3 – Bidding Support Services	\$3,500 Lump Sum
<u>Task 4 - Construction Administration / Testing and Inspection</u>	<u>\$24,500 Lump Sum</u>
Total	\$45,500 Lump Sum

This scope of services has been prepared based on the background information provided by the Airport. Work can begin immediately upon authorization through our Master Services Agreement. Upon authorization, and prior to commencement of work, we will review and develop a project delivery schedule based on Airport schedule, public outreach, and implementation dates.

Thank you for the opportunity to present this proposal, we greatly appreciate the opportunity to work with you. Should you have any questions or require any additional information, please let me know.

Sincerely,

Wood Rodgers, Inc.



Digitally signed by Brian
Martinezmoles
Date: 2025.03.26
08:33:54-06'00'

Brian Martinezmoles, PE
Principal

In agreement with the above:



Name: Corey Jenkins
Title: Airport Manager
Date: 7/29/2025

**Carson City Airport
Main Apron Rehabilitation Project**

Rate	Principal Engr Srvy \$ 260.00	Sr. Engr / Srvy \$ 230.00	Proj. Engr / Srvy \$ 200.00	Staff Engr / Srvy \$ 175.00	CAD Tech \$ 165.00	Proj. Coordinator \$ 135.00	Constr Manager \$ 195.00	2-Person Survey Crew \$ 230.00	Expenses / Subconsultant	Total
Task 1 - Preliminary Design										
Project Management, Meetings, & Coordination	2			2					\$ 190.00	\$ 1,060.00
Plan Preparation & Civil Design	1			8	12					\$ 3,640.00
Preliminary Engineer's Report	1			4		1				\$ 1,095.00
Preliminary Construction Safety Phasing Plan (CSPP)	2			6		1				\$ 1,705.00
Task 1 Totals	\$ 1,560.00	\$ -	\$ -	\$ 3,500.00	\$ 1,980.00	\$ 270.00	\$ -	\$ -	\$ 190.00	\$ 7,500.00
Task 2 - Final Design										
Project Management, Meetings, & Coordination	2			2					\$ 130.00	\$ 1,000.00
Plan Preparation & Civil Design	2			12	18					\$ 5,590.00
Specifications (Front End & Tech Spec)	2			4						\$ 1,220.00
Final Engineer's Report	1			4		1				\$ 1,095.00
Final Construction Safety Phasing Plan (CSPP)	1			4		1				\$ 1,095.00
Task 2 Totals	\$ 2,080.00	\$ -	\$ -	\$ 4,550.00	\$ 2,970.00	\$ 270.00	\$ -	\$ -	\$ 130.00	\$ 10,000.00
Task 3 - Bidding Support Services										
Project Management, Meetings, & Coordination	2			2					\$ 115.00	\$ 985.00
Bidders RFIs / Bid Addenda	2			5	2					\$ 1,725.00
Issuance and Review of Bid Proposals	2					2				\$ 790.00
Task 3 Totals	\$ 1,560.00	\$ -	\$ -	\$ 1,225.00	\$ 330.00	\$ 270.00	\$ -	\$ -	\$ 115.00	\$ 3,500.00