



Owen Lindblom, President
Lewis Barnum, Vice President
Curtis Burdette, Secretary/Treasurer
Luke Malyurek, Member
Adrian Gerrits, Member

Northeast Wyoming Regional Airport Board Agenda
4 p.m. Wednesday, August 17, 2022
General Aviation Facility
2000 Airport Road Building #15

A. 4:00 P.M. Meeting Called To Order - Pledge Of Allegiance
Pledge of Allegiance

B. 4:05 P.M. Consent Agenda Items For Consideration

Documents:

[AUGUST 2022 ACCOUNTS PAYABLE REPORT.PDF](#)
[JULY 2022.PDF](#)

C. 4:10 P.M. Director's Report - Todd Chatfield

Documents:

[DIRECTORS REPORT AUGUST 2022.PDF](#)

D. 4:15 P.M. September Board Meeting Date Change - Director Chatfield

E. 4:20 P.M. Engineer's Report - Morrison Maierle - Pat Stetson

Documents:

[GCC MONTHLY ENGINEERS REPORT 08.17.2022.PDF](#)

F. 4:25 P.M. Scope Of Work And Task Order No. 8 Sewer Lift Station - Pat Stetson

Documents:

[TASK ORDER 8 - SEWER LIFT STATION.PDF](#)

[GCC SEWER LIFT STATION -SOW.PDF](#)

G. 4:35 P.M. SRE Loader Bid Recommendation - Pat Stetson

Documents:

[MMI RECOMMENDATION GCC SRE LOADER WITH BID TAB.PDF](#)

H. 4:45 P.M. PFC Application - Pat Stetson

I. 4:50 P.M. Executive Session - Appointment/Engagement Of Professional

J. 5:00 P.M. Adjourn

Note: The next Airport Board meeting is scheduled for Wednesday, September 14, 2022 at 4 p.m. at the new GA terminal building. Agenda items for consideration must be approved by the Airport Director no later than the Thursday prior to the board meeting.

**NORTHEAST WYOMING REGIONAL AIRPORT AUGUST 2022
ACCOUNTS PAYABLE SUMMARY REPORT**

INVOICE DATE	INVOICE NUMBER	VENDOR NAME	INVOICE DESCRIPTION	GROSS AMOUNT
07/28/2022	242100	Big Horn Tire Inc.	MOWER TIRES	276.77
08/03/2022	312/300029/0722	City of Gillette	1400 W LAKEWAY	42.60
07/21/2022	173958	Slattery Enterprises Inc.	JULY 2022 FUEL FARM	143.00
07/26/2022	13477	Campbell County Weed & Pest	WEED KILL AND	2,791.00
07/18/2022	0000983637	Master Protection LP	4-FIRE EXTINGUISHERS	260.00
07/21/2022	3603297	Sundance Times Inc.	JULY 2022	162.50
07/07/2022	3603291	Sundance Times Inc.	JULY 2022 ADV	325.00
08/08/2022	1308/JUL22	Powder River Energy CORP	AIRPORT ELECTRIC	12,519.56
08/01/2022	4024356T020/JUL22	Waste Connections of Wyoming	320-1020207-001	845.86
07/27/2022	301417541	Douglas Budget LTD Partnership	WINGS AND WHEELS	150.00
07/06/2022	301417177	Douglas Budget LTD Partnership	JULY 2022 WEB ADV	300.00
07/13/2022	301417243	Douglas Budget LTD Partnership	JULY 2022 ADV	150.00
07/28/2022	255396331001	ODP Business Solutions LLC	OFFICE SUPPLIES	42.99
07/28/2022	255447072001	ODP Business Solutions LLC	OFFICE SUPPLIES	8.39
07/31/2022	in-1220745845	Legend Communications of Wyoming LLC	JULY 2022 ADV	281.61
07/15/2022	6237704	Hawkins Inc.	CHLORINE CYLINDERS	20.00
08/03/2022	INV-9165	AdBay.Com Inc.	WINGS AND WHEELS DIGITAL AND RADIO	700.00
08/03/2022	INV-9164	AdBay.Com Inc.	AUGUST 2022 GRAPHIC	3,950.00
07/31/2022	22070088	Keyhole Broadcasting LLC	JULY 2022 ADV	156.00
07/31/2022	22070089	Keyhole Broadcasting LLC	JULY 2022 ADV	96.00
08/05/2022	USA1041885	OAG Aviation Worldwide LLC	WEB AND FIDS AUGUST	577.25
08/08/2022	452272	Expresso Lube LLC	OIL CHANGE	66.98
08/04/2022	35562446	Norco Inc.	PAPER TOWELS	33.60
07/28/2022	11771518	C & B Operations LLC	PARTS FOR JOHN DEERE MOWER REPAIR	577.16
07/22/2022	0000054524	Rosenbauer Minnesota LLC	THROTTLE FOR FIRE	431.56
07/20/2022	87830	Serton Publishing Co.Inc.	WINGS AND WHEELS	202.50
07/06/2022	87313	Serton Publishing Co.Inc.	JULY 2022 ADV	202.50
07/30/2022	88302	Serton Publishing Co.Inc.	JULY 2022 ADV	319.00
07/31/2022	10636	Powder River Examiner LLC	JULY 2022 ADV	120.00
07/07/2022	11905	Lisa A. Levasseur	JULY 2022 ADV	42.00

**NORTHEAST WYOMING REGIONAL AIRPORT AUGUST 2022
ACCOUNTS PAYABLE SUMMARY REPORT**

08/05/2022	33250251	Menard Inc.	SUPPLIES	7.18
07/21/2022	60746	Menard Inc.	SUPPLIES	37.37
07/29/2022	61367	Menard Inc.	SUPPLIES	41.66
07/27/2022	61171	Menard Inc.	SUPPLIES	18.21
08/04/2022	61787	Menard Inc.	SUPPLIES	47.94
06/22/2022	1	Wildlife Services	2022 ANNUAL WILDLIFE	739.48
07/15/2022	489384/1760	Record Distributing LLC	SHOP SUPPLIES	11.49
07/02/2022	303975403	Gillette News Record LLC	JULY 2022 WEB AD	425.00
				27,122.16

**Regular Meeting of the Northeast Wyoming Regional Airport Board
July 20, 2022**

Airport Board President Lindblom called the meeting to order at 4:00 p.m. Members present were Mr. Barnum, and Mr. Malyurek. Mr. Gerrits and Mr. Burdette phoned in to the meeting.

Meeting Called to Order and Pledge of Allegiance

Commissioner's Agenda:

- **FBO Terminal Construction Update** – Given by Mr. Tim Wick of Morrison and Maierle see Engineers Report in proceeding minutes.
- **SkyWest Files for Part 135 Charter Certificate** – SkyWest has filed for a Part 135 Charter Certificate which would allow them to remove seats from their 50-seat aircraft reducing capacity to 30 seats. In doing so it would allow the pilots, captains and co-pilots to fly more hours. SkyWest would utilize the 30-seat aircraft in the EAS markets as well as some markets in Wyoming. However, there is a lot of work left to get this plan pushed through and SkyWest doesn't expect it to be approved until the first quarter of 2024. Director Chatfield explained that Gillette wants to keep the flights we have with the 50-seat aircraft but would entertain adding an additional flight with the 30-seat aircraft if that is an option.
- **FY 2022-2023 Budget** – On behalf of the Airport staff and board Director Chatfield thanked the Commission for the approval of the budgets.
- **Other** – The next joint meeting will be held on October 19, 2022, at 4:00 p.m.

Approve Consent Agenda:

Motion by Mr. Barnum, second by Mr. Burdette to approve the Consent Agenda, including the Purchase Order Summary, and the June 15, 2022, Airport Board Minutes as presented. Motion carried.

Director's Report – Todd Chatfield:

Mr. Chatfield presented the following items to the Airport Board.

- Passenger Statistics – The airport had 3,969 passengers go through the airport in June. Making the year total 24,121 total passengers. The airport was at 19,190 at the same time in 2021.
- Airport Staffing Update – The airport has posted the open Operations Tech position and hopes to have that position filled soon.
- CPA contract – All parties have signed the CPA contract. The Aeronautics Director drove up on June 30th to physically pick up the signed copies and return them to SkyWest.

- June Fuel Sales – The FBO pumped 59,014 total gallons through the fuel farm giving the airport a June revenue of \$5,901.40.
- Airport Café – The café has hired another employee, so the café will be open this week while the National High School Rodeo is in town. Director Chatfield thanked Home Fire Foods for working so hard to staff the Airport Café while she has other events in town.
- Wings and Wheels – Todd reminded the board and audience of the Wings and Wheels event to be held on August 20, from 11 am to 4 pm.
- Next Airport Board Meeting – The next meeting will be at the new Fixed Based Operator Building 2000 Airport Road building #16, on August 17, 2022, at 4 pm.

Engineers Report – Tim Wick:

Mr. Tim Wick of Morrison and Maierle presented the Engineer’s Report to the Airport Board.

- 2021 General Aviation Terminal:
The funding for this project is through AIP 47 Grant - \$3,010,742.00 and AIP 50 Grant - \$300,000. The Notice of Award for Van Ewing Construction (VEC) with a Notice to Proceed was given on August 16, 2021.

The terminal is complete, and a temporary certificate of occupancy was issued on July 12, 2022. Once lease negotiations have been settled the tenant will move into the new GA Terminal. Additionally, the project is still under suspended work until Van Ewing can begin the demolition on the existing building.

- SPCC
Task Order 4 – 100% GCC CARES
The SPCC has been submitted to Airport Staff for review. Some changes on Fuel Farm upgrades and some Flightline Fuel Truck changes need to be edited.
- Rehabilitate RW 16/34 Study
Task Order 5 – 80% State 20% GCC PFC.

The runway design is slotted for 2024 with construction in 2025. The engineers talked with the state last week and would like to hold to that schedule. There is a lot of new information on the current state of the economy that will play a big factor in this report. The latest being the shortage of fly ash and cement, which are two big components in concrete construction.

- SRE Midsized Loader
Task Order 6 – 90% State 10% GCC
State (90%) – \$270,000.00

Local (10%) – \$30,000.00

Total (100%) – \$300,000.00

Minimum specification is set for a CAT 938 Loader, John Deere 624P Loader and a CASE 721G Loader with a Snow Wolf Quattro Plow HD 170" (14'2") Auto Wing Angle Plow.

The pre-bid was held on July 20, 2022, with one company attending with interest. The bid opening is set for July 28, 2022.

- Terminal Generator

Task Order 7 – 100% FAA CRSSA

Main Terminal – 450kW NG generator for the main terminal to fit the needs of the existing chiller.

Pricing was from March 1, 2022, and we are seeing a substantial price increase as well as a substantial lead time since these costs were quoted. Lead times are around 68 weeks.

GA Terminal (New) – MMI designed an 80kW generator. Natural gas would be preferred. Scott Brothers Electric installed a few conduits from the GA Terminal stubbing out under the concrete to prevent having to remove any concrete for the generator installation. The new gas line (2" Poly) is now installed for the GA Terminal with the availability to install a tee to feed the backup generator as part of the generator project.

- Airport Sewer Lift Station

Morrison Maierle will prepare a Scope of Work and Task Order for Design, Bid and Construction to upgrade the Airport Sewer Lift Station. The Scope and Task Order will be submitted to the board prior to the August 17, 2022, meeting for review and approval.

Adjourn

There being no further business before the Airport Board a motion for adjournment was called. **Motion by Mr. Malyurek to adjourn the meeting, second by Mr. Barnum. Motion carried.**

The Airport Board and Commissioners were invited to tour the new FBO facility after the meeting.

Respectfully Submitted,

Curtis Burdette, Secretary/Treasurer

Owen Lindblom, President

DRAFT

DRAFT

Directors Report

August 17, 2022, Airport Board Meeting

- Passenger Statistics – The airport had 4,233 passengers go through the airport in July. Making the year total 28,354 total passengers. The airport was at 24,736 at the same time in 2021. However, in 2021 we had a total of 5,546 passengers making July of this year a twenty-four percent decrease from 2021.
- Administration Office Closure – The Administration office will be closed on September 21, 22, and 23 as Shelly, Ron, and I will be at the WAC conference in Pinedale. Since Gillette will be hosting the conference in 2023, I feel the three of us need to be present at this year's conference to ensure we know what is required for when Gillette will be the host. A sign will be posted on the administration door directing people to call the operations phone if assistance is needed.
- Chamber of Commerce Mega Mixer –The airport will be at the Gillette Chamber of Commerce Mega Mixer on August 27 from 4 to 7 pm. Please plan on attending and stopping by the booth.
- Wings and Wheels – Just a reminder that our Wings and Wheels event will be on August 20, from 11 am to 4 pm. We invite all the board members to attend and enjoy the day with us.
- Next airport board meeting – The next meeting will be at the new Fixed Based Operator Building 2000 Airport Road building 16, tentatively set for September 14, 2022, at 4 pm.

ENGINEER'S REPORT

Northeast Wyoming Regional Airport Board Update
August 17, 2022



2021 General Aviation Terminal – FAA AIP 47, AIP 50; WYDOT AGC003A

Task Order 3

AIP 47 Grant - \$3,010,742.00

AIP 50 Grant - \$300,000

Notice of Award for Van Ewing Construction (VEC) with a Notice to Proceed date of August 16, 2021

Project is still under suspended work until Van Ewing can begin the demolition of the existing building. A temporary Certificate of Occupancy was issued Tuesday, 7/12/22.

SPCC

Task Order 4 – 100% GCC CARES

Submitted to Airport Staff, some changes on Fuel Farm upgrades and some Flightline's Fuel Truck changes need to be edited.

Rehabilitate RW 16/34 Study – WYDOT AGC011

Task Order 5 – 80% State 20% GCC PFC

Runway design is slotted for 2024 with construction in 2025.

SRE Midsized Loader – WYDOT AGC002

Task Order 6

Bid Results \$342,930.00 - (90% State, Grant); (10% Local, PFC's)

Opened one bid on 7/28. Bid received from Wyoming Machinery Company for a CAT 938M Loader with a SnowWolf QuattroPlowHD 170" (14'2") Auto Wing Angle Plow.

Letter of recommendation is attached which will need board concurrence. Once approved or rejected, Todd will submit a letter to the State with the board's decision. Notice of Award will follow States concurrence.

Terminal Generator

Task Order 7

Main Terminal – Looking towards a 450kW generator for the main terminal to fit the needs of the existing chiller.

~~200kW diesel – \$67,850*~~
~~200kW NG – \$140,250*~~
~~350kW diesel – See 450kW~~
~~350kW NG – \$ 224,300*~~
~~450kW diesel – \$117,166*~~
450kw NG - \$290,500*

*Pricing was from March 1, 2022. We are seeing a substantial price increase as well as a substantial lead time since these costs were quoted. Lead times are around 68 weeks.

GA Terminal (New) – MMI designed an 80kW generator. Natural gas would be preferred.

Airport Sewer Lift Station

Task Order 8

Morrison Maierle has prepared a Scope of Work and Task Order for a Design, Bid, Construct project to upgrade the airport sewer lift station. The Scope and Task Order has been submitted to the board for review and approval.

WACIP

WACIP updates to be submitted to WYDOT in September. Will updated Board with any changes.

Exhibit A – Task Order No.: Eight (8)

For Master Agreement between the Owner, Northeast Wyoming Regional Airport And the Engineer, Morrison-Maierle, Inc.

Task Order No.: Eight (8)

In accordance with the Master Agreement for Professional Airport Engineering Services for the Northeast Wyoming Regional Airport between **Owner** and **Engineer** dated May 15, 2019 (Agreement), **Owner** and **Engineer** agree as follows:

Section A1 - SPECIFIC PROJECT DATA

A1.01 Effective Date of Task Order: August 17, 2022

A1.02 Project Title: Airport Sewer Lift Station

1. **A1.03** Project Description: The general scope of work is to provide the Northeast Wyoming Regional Airport the Assistance with the Preliminary and Final Design Engineering for the Airport Improvements for the Sewer Lift Station project. Meetings with the OWNER, Wyoming DEQ, and Campbell County to discuss project, obtaining survey data, studying alternative construction phasing to minimize impacts to airport users, preparation of opinions of total project costs, preparation of a design report, and preparation of preliminary and final plans and specifications. Also assists in the Bidding Process, Construction Observation, and Contract Grant Management for the Airport Sewer Lift Station project.

A1.04 Funding: The Airport Improvement project will be funded with County CIP Funds.

Section A2 - SERVICES OF ENGINEER

2.01 *The specific services to be provided or furnished by Engineer under this Task Order are the services (and related terms and conditions) set forth in the following sections of the Master Agreement, such sections being hereby incorporated by reference:*

Design and Construction Administration of Airport Improvement Projects

- Phase I Programming and Pre-Design Activities for the Project
- Phase II Preliminary Design Engineering for the Project
- Phase III Final Design Engineering for the Project
- Phase IV Assistance in the Bidding Process
- Phase V Construction Phase Services including Resident Project Representative
- Phase VI Project Closeout

A2.02 Basic Services

The ENGINEER agrees to provide normal professional engineering and planning services in connection with the Project as set forth below:

1. Provide a prepackaged sewer lift station design sized for the existing flows. This will be based on a Wyoming DEQ design requirement,
2. Provide an electrical site plan showing the location of the lift station and new conduit runs
3. Provide an electrical One-Line diagram showing wiring schematic,

4. Prepare construction estimate
5. Provide plans and specifications for the construction to DEQ, Campbell County, and Sponsor for review and comments,
6. Prepare Final plans and specifications,
7. Provide assistance in the project bidding process,
8. Provide prebid conference,
9. Prepare bid tabulations,
10. Prepare bid recommendation,
11. Prepare bid award to successful bidder,
12. Provide preconstruction conference,
13. Provide construction observation,
14. Provide construction site visit,
15. Provide contract grant management,
16. Provide construction layout survey,
17. Final project closeout and record drawings.

Section A3 – OWNER’S RESPONSIBILITY

The provisions of **Section 3 Owner’s Responsibilities** from the Master Agreement are hereby incorporated by reference.

The following SPONSOR’s responsibilities related directly to this project are added to this Task Order:

Section A4 - TIMES FOR RENDERING SERVICES

<u>Phase</u>	<u>Completion Date</u>
Phase I – Programming and Pre-Design Activities	August 2022
Phase II – Preliminary Design Engineering	September 2022
Phase III –Final Design Engineering	October 2022
Phase IV – Bidding Assistance	January 2022
Phase V - Construction Phase Services	Summer 2023
Phase VI – Project Closeout Services	Summer 2023

Section A5 - PAYMENTS TO ENGINEER

A5.01 Effective Rates for this Task Order

- A. The approved federal overhead rate in effect on the date of this Task Order is 65.83%.
- B. Per Diem, Subsistence and Transportation rate shall be as set forth in the Federal Travel Regulations.

A5.02. Summary of Total Compensation

The total compensation for services identified under this Task Order is estimated to be \$70,094.00 based on the following assumed distribution:

Phase	Method of Payment		Estimated Compensation
Phase I – Programming & Pre-Design Activities	Lump Sum		\$3,000.00
Phase II – Preliminary Design Services	Lump Sum		\$10,000.00
Phase III – Final Design Services	Lump Sum		\$27,500.00
Phase IV – Assistance in the Bidding Process	Lump Sum		\$2,620.00
Phase V - Construction Phase Services	Lump Sum		\$25,474.00
Phase VI – Project Closeout Services	Lump Sum		\$1,500.00
TOTAL ESTIMATED COMPENSATION THIS TASK ORDER			\$70,094.00

Section A6 - CONSULTANTS:

None.

Section A7- OTHER MODIFICATIONS TO MASTER AGREEMENT:

None.

Section A8 - ATTACHMENTS:

A. Exhibit A – Engineering Budget & Scope of Work

Section A9 - DOCUMENTS INCORPORATED BY REFERENCE

- A. Master Agreement Dated May 15, 2019
- B. Exhibit B – Duties, Responsibilities, and Limitations of Authority of Resident Engineer (RE) or Resident Project Representative (RPR)
- C. Exhibit C – Notice of Acceptability of Work
- D. Exhibit D - Required Contract Provisions for Airport Improvement Program and for Obligated Sponsors

Section A10 - APPROVAL AND ACCEPTANCE:

A10.01 Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Master Agreement. Engineer is authorized to begin performance of Programming and Pre-Design Activities on the Project on (January 20, 2021), which date is confirmed upon receipt of a copy of this Task Order signed by **Owner**.

The Effective Date of this Task Order is as written in Section A1.01 above.

MORRISON-MAIERLE, Inc. (ENGINEER)

NORTHEAST WYOMING REGIONAL AIRPORT (OWNER)

Signature Date

Signature Date

Zane Green, P.E.
Name

Name

Vice President
Title

Airport Board, President
Title

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Tim Wick, P.E.
Name

Todd Chatfield, C.M.
Name

Sr. Airport Engineer, Project Manager
Title

Airport Director
Title

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**Northeast Wyoming Regional Airport
Gillette, Wyoming
Airport Sewer Lift Station
Scope of Work**

General

The general scope of work is to provide the Northeast Wyoming Regional Airport the Assistance with the Preliminary and Final Design Engineering for the Airport Improvements for the Sewer Lift Station project. Meetings with the OWNER, Wyoming DEQ, and Campbell County to discuss the project, obtain survey data, study alternative construction phasing to minimize impacts to airport users, preparation of opinions of total project costs, preparation of a design report, and preparation of preliminary and final plans and specifications. Also assists in the Bidding Process, Construction Observation, and Contract Grant Management for the Airport Sewer Lift Station project.

Construction will consist of approximately 30 calendar days and the engineer's construction estimate is approximately \$350,000.

A. Specific Project Data

1. Provide a prepackaged sewer lift station design sized for the existing flows. This will be based on a Wyoming DEQ design requirement,
2. Provide an electrical site plan showing the location of the lift station and new conduit runs
3. Provide an electrical One-Line diagram showing wiring schematic,
4. Prepare construction estimate
5. Provide plans and specifications for the construction to DEQ, Campbell County, and Sponsor for review and comments,
6. Prepare Final plans and specifications,
7. Provide assistance in the project bidding process,
8. Provide prebid conference,
9. Prepare bid tabulations,
10. Prepare bid recommendation,
11. Prepare bid award to successful bidder,
12. Provide preconstruction conference,
13. Provide construction observation,
14. Provide construction site visit,
15. Provide contract grant management,
16. Provide construction layout survey,
17. Final project closeout and record drawings.

B. Design and Construction Administration of Airport Improvement Projects:

Phase I – Programming and Pre-Design Activities for the Project:

1. Develop Project Scope and prepare a Task Order for the professional services, including the development of:

- Phase II Preliminary Design Engineering for the Project
- Phase III Final Design Engineering for the Project

- Phase IV Assistance in the Bidding Process
- Phase V Construction Phase Services
- Phase VI Project Closeout

2. Attend Pre-Design Meeting with Airport officials to discuss scope of the project, design and construction bid schedules, projected bid opening dates, and construction period. Provide summary of meeting.

3. Prepare Fiscal Year DBE goals and report on previous Fiscal Year DBE goal achievements. This includes revising, development, and approval of DBE goals in the event that anticipated amount of federal funds is in excess of \$250,000 per year and in accordance with FAA Civil Rights criteria in effect at the time of the Task Order, as well as reporting DBE Achievements via the FAA Civil Rights DOORS on-line reporting system.

Phase II – Preliminary Design:

1. Perform investigative services and identify and evaluate the alternate solutions available to the OWNER as listed in the Task Order.

2. Prepare schematic development plans for the project, update **Engineer's** opinion of total project costs for alternative layouts or procurement of equipment. Evaluate alternatives for phasing of construction to minimize impacts to airport users and enhance airport safety and operations. Prepare schematic phasing plans and meet with the **Owner** and Airport Users (Stakeholders) to discuss alternate layouts and phasing alternatives.

3. Develop Project construction plans and specifications to approximately 60% completion and update the **Engineer's** opinion of total project costs.

Phase III - Final Design and 100% Design Review for the Project:

1. Following the 60% review of the Phase II Preliminary Design by the **Owner**, DEQ, and County based on their acceptance, modification and direction, prepare final plans and specifications indicating the scope, extent and character of the Work to be performed and furnished by the Contractor(s) or Equipment Suppliers.

2. Develop the Project construction plans and specifications to approximately 100% completion and update the **Engineer's** opinion of total project costs. Intermediate submission of plans and specifications may be required depending on the project.

3. Update the **Engineer's** opinion of total project costs. Identify items of work which will be bid as alternative bid items.

4. Print and also provide an electronic copy (PDF) for 100% review plans and specifications (Project Manual), Final Design Report to **Owner** for a 100% review.

5. Participate in final review meeting

6. Following review of the 100% submittal by the **Owner** based on their acceptance, modification and direction prepare final plans and specifications and update the **Engineer's** opinion of total project costs based on the final plans and specifications.

7. Provide final copies of plans and Specifications and bid package to **Owner** for their files.

8. Attend Airport Board meetings as required, to update Project progress. The maximum of meetings with the Airport Board shall be as specified in the Task Order.

Phase IV – Provide Assistance in the Bidding Process:

Once the Project is authorized by the State and the **Owner** to be advertised for construction, Phase IV of this Agreement shall commence and the **Engineer** shall:

1. Prepare and distribute a notice to bidders or a copy of the Invitation to Bid for the upcoming project.

2. Provide plans and specifications for the construction of the improvements set forth in the Task Order. For bidding, provide the **Owner** with copies and the County one copy of the plans and specifications. Plans and specifications will be offered to bidding Contractors in printed or electronic format for a non-refundable fee to cover reproduction and postage costs. Plans and specifications for Plan Exchanges will be provided in electronic (PDF) format.

3. Distribute plans and specifications via on-line bidding or paper distribution to contractors, subcontractors, suppliers, and manufacturers for the purpose of bidding.

4. Conduct a Pre-bid Conference to discuss airport operational safety during construction, airport security requirements, project construction schedule, and construction specifications with prospective contractors. This will include providing a meeting attendance list, meeting agenda and meeting minutes.

5. Research and provide answers to Bidders during the advertisement period. Provide and distribute addendums if required.

6. Prepare a final Engineer's opinion of probable cost based on the final plans and specifications for use as a guide in considering bids at the bid opening.

7. Attend the project Bid Opening. Review each bidder's bid submission for completeness and errors, including a review the Bidder's qualifications documentation submitted in accordance with the general provisions of the project specifications. Review the low bidder's packet for compliance and completeness.

8. Prepare Bid Tabulations and provide a letter of recommendation of award to the **Owner**.

Phase V - Construction Phase Services:

Following the Award of Construction Contract(s) by the **Owner**, Construction Phase Services shall commence and the **Engineer** shall:

1. Prepare a notice of award and assist the **Owner** in preparation of the Construction Contract Documents.

2. Executed contract documents will be gathered, bound into a project specification book, and distributed to the **Owner**, FAA, and the Contractor.

3. Schedule and conduct a Pre-construction Meeting with the selected construction contractors and subcontractors and Airport Stakeholders. This will include providing a meeting attendance list, meeting agenda and meeting minutes.

4. Stake the project for construction in accordance with the Project Specifications and as defined in the Task Order for the project.

5. The **Engineer** shall provide construction administration and observation services as required for substantial compliance with the Contract Documents. The **Engineer** will keep the **Owner** informed of the progress of the work, endeavor to guard the **Owner** against defects and deficiencies in the work of the Contractor, and shall reject or stop work, as appropriate, failing to conform to the Contract Documents. The **Engineer** or its authorized representative shall keep adequate Project records and field reports of work during construction.

6. Provide the services of a Resident Project Representative (RPR) at the site to assist the **Engineer** and to provide observation of Contractor's work. Duties, responsibilities, and authority of the RPR are as set forth in Exhibit B. The furnishing of such RPR's services will not extend **Engineer's** responsibilities or authority beyond the specified limits set forth elsewhere in this Agreement.

7. Visits to site and construction observation. In connection with observations of Contractor's work while it is in progress:

a. Make visits to the site at intervals appropriate to the various stages of construction, as **Engineer** deems necessary, in order to observe the progress and quality of the Work. Such visits and observations by **Engineer** and **Engineer's** RPR are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress or to involve detailed inspection of Contractor's work in progress, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work. Based on information obtained during such visits and such observations, **Engineer** will determine in general if Contractor's work is proceeding in accordance with the construction Contract documents, and **Engineer** shall keep **Owner** informed of the progress of the work.

b. The purpose of **Engineer's** visits to, and observation by the **Engineer's** Resident Project Representative will be to enable **Engineer** to better carry out the duties and responsibilities assigned to and undertaken by **Engineer** during the construction phase, and, in addition, to provide for **Owner** a greater degree of confidence that the completed Work will conform in general to the Contract Documents. **Engineer** shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall **Engineer** have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, or for any failure by Contractor to comply with Laws and Regulations applicable to Contractor's furnishing and performing the Work. Accordingly, **Engineer** neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the construction Contract documents.

8. Require such special inspections or tests of Contractor's work as deemed reasonably necessary, and receive and review all certificates of inspection, tests, and approvals. **Engineer's** review of such certificates will be for the purpose of determining that the results certified indicate compliance with the construction Contract documents and will not constitute an independent evaluation that the content or procedures of such inspections, tests, or approvals comply with the requirements of the construction Contract documents. **Engineer** shall be entitled to rely on the results of such tests.

9. Prepare weekly construction observation reports for review by the **Owner** and the State.

10. Based on the on-site observations of the **Engineer's** RPR and review of Contractor(s)' applications for payment and the supplemental data and schedules, the **Engineer** shall approve, in writing, the amounts owed to the Contractor(s), and in accordance with the provisions of the General Conditions of the construction Contract documents shall approve payments to the Contractor(s) in such amounts.

Approvals of payment shall constitute a representation to the **Owner**, based on such observations and review, that the work has progressed to the point indicated and that, to the best of **Engineer's** knowledge, information and belief, the quality of the work is in accordance with the construction Contract documents subject to an evaluation of the work upon substantial completion and subject to the results of subsequent tests, and to any other qualifications stated in the **Engineer's** approval.

By approving applications for payment, the **Engineer** shall not be deemed to have represented that it has made any examination to determine how or for what purpose any Contractor has used the money paid on account of the contract price, or that title to any of the Contractor(s)' work, materials or equipment has passed to the **Owner** free and clear of any lien, claims, security interests, or encumbrances.

11. Make recommendations to the **Owner** on all claims relating to the execution and progress of the construction work.

12. Notify the **Owner** of permanent work that does not conform to the result required in the construction Contract documents, prepare a written report describing any apparent non-conforming permanent work, make recommendations to the **Owner** for its correction, and, at the request of the **Owner**, have these recommendations implemented by the Contractor.

13. Review shop drawings, samples, certifications and other submittals of the Contractor only for general conformance to the design concept of the Project and for general compliance with the construction Contract documents. Such reviews and approvals will not extend to the means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto.

15. Prepare incidental Change Orders for the **Owner's** approval. Incidental in this reference would require no additional design or construction management. (Change Orders involving additional design and construction management services shall be considered Additional Services and subject to Section 2.02 of this Agreement).

16. Promptly, after notice from Contractor that Contractor considers the entire Work ready for its intended use, in company with **Owner** and Contractor, conduct an inspection to determine if the Work is substantially complete. If, after considering any objections of **Owner**, the **Engineer** considers the Work substantially complete; **Engineer** shall then deliver a certificate of substantial completion to **Owner** and Contractor.

17. *Final Notice of Acceptability of the Work.* Conduct a final inspection to determine if the completed Work of Contractor is acceptable so that **Engineer** may recommend, in writing, final payment to Contractor. Accompanying the recommendation for final payment, **Engineer** shall also provide a notice in the form attached hereto as Exhibit C (the "Notice of Acceptability of Work") that the Work is acceptable to the best of the **Engineer's** knowledge, information, and belief and based on the extent of the services provided by **Engineer** under this Agreement.

Phase VI - Project Closeout Phase Services:

1. *Contractor's Completion Documents.*

- a. Receive and review maintenance and operating instructions, schedules, and guarantees.
- b. Receive bonds product, certificates, certificates of inspection, tests, and approvals, shop drawings, samples, and other data required by the construction Contract documents and the annotated record documents which are to be assembled by Contractor in accordance with the construction Contract documents to obtain final payment.
- c. The **Engineer** in the construction Contract documents shall require the Contractor to prepare as constructed record documents in accordance with requirements which shall show any changes that were made in the plans and specifications during construction. A copy of the as-constructed plans shall be furnished to the **Engineer**. Final payment to Contractor will be made contingent on receipt of the as-constructed plans.
- d. **Engineer** shall transmit all of the Contractor's completion documents to **Owner**.

2. Upon completion of construction, the **Engineer** shall prepare a "Final Project Report" in accordance with appropriate ADO Notices in effect at the time of the project. The **Engineer** shall furnish the **Owner** with two (2) hard copy sets of record drawings, specifications, shop drawings, submittals and Operation and Maintenance Manuals based on information furnished to the **Engineer** by the Contractor. The **Engineer** shall furnish one (1) copy of the Final Project Report to the Owner in printed and PDF format.

The construction specifications shall require the Contractor to perform all tests of materials and construction layout surveys and to submit a set of marked up as-constructed plans. The Contractor will be responsible for retaining the services of a certified materials testing firm to perform quality control and acceptance testing in accordance with requirements. The **Engineer** will utilize the above Contractor-furnished layout and testing data to prepare the Final Project Report.

Copies of documents that may be relied upon by **Owner** are limited to the printed copies (also known as hard copies) that are signed or sealed by **Engineer**. Files in electronic media format of text, data, graphics, or of other types that are furnished by **Engineer** to **Owner** are only for convenience of **Owner**. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. **Engineer** shall not be responsible to maintain documents stored in electronic media format after acceptance by **Owner**.

When transferring documents in electronic media format, **Engineer** makes no representations as to long term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by **Engineer** at the beginning of this Project.

3. *Limitation of Responsibilities.* **Engineer** shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or

furnishing any of the Work. **Engineer** shall not be responsible for the failure of any Contractor to perform or furnish the Work in accordance with the construction Contract documents.

August 03, 2022

Northeast Wyoming Regional Airport Board
2000 Airport Road, Suite 108
Gillette, WY 82716

RE: Acquire SRE Loader
AIP Project No. N/A
WYDOT Project No. AGC002A
Morrison-Maierle Project No. 5289.018

GCC President and Board Members:

Bids were opened for the above project on July 28, 2022 at 10:30 a.m. with a total of one (1) bid being received. The total price of Schedule 1 were as follows:

<u>Contractor</u>	<u>Total Bid</u>
Wyoming Machinery Company	\$342,930.00

Bids were accompanied by the required 10% Bid Bond and various additional submittal documents. Wyoming Machinery Company complied with all of the required additional submittals.

It is our recommendation to award Schedule 1 to the low bidder, Wyoming Machinery Company, in the amount of **\$342,930.00**. Their bid was under the Engineer's Estimate, but over the allocated funds. We are currently working with WYDOT to secure the additional cost to cover their portion of the overage amount. WYDOT Aeronautics Division will provide an official concurrence once we have uploaded this letter and your concurrence to the BlackCat Aviation Database.

Sincerely,

MORRISON-MAIERLE



Tim Wick, P.E.
Project Manager

We create solutions that build better communities.



Enc. Bid Tabulation Summary
eCopy: Greg Hampshire, WYDOT Aeronautics Division
Todd Chatfield C.M. Northeast Wyoming Regional Airport
Pat Stetson, E.I., Morrison-Maierle



BID TABULATION SUMMARY
NORTHEAST WYOMING REGIONAL AIRPORT
GCC - Acquire SRE Loader

State Project No. AGC002A
 July 28, 2022, 2:00 pm



DESCRIPTION	Engineers Estimate	Wyoming Machinery		
Schedule 1 - Furnish and Deliver One - Loader with 12' Actuating Plow	\$369,444.00	\$342,930.00		
Receipt of Addenda #1		X		
Proposal Signature		X		
Bid Bond		X		