

# PROJECT CONTRACT

## Reconstruct East Apron

AIRPORT Contact Person: Rick Lanman, AAE, ACE, Airport Director  
Type of Services: Planning, Design, and/or Construction Inspection

Project Location: Auburn-Lewiston Airport Contract Negotiated Price: \$276,560.00  
Contract Begin Date: When Signed  
Federal AIP #: 3-23-0002-xxx-2021 Contract Expiration Date: June 30, 2022  
Federal Tax I.D. #: 01-0365409 GCA Agreement Number: 030740  
GCA Ordering Period Dates: 7/01/18 to 7/1/22

This Project Contract (hereinafter referred to as "Contract") is entered into by and between the **Auburn-Lewiston Airport, 80 Airport Drive, Auburn, ME 04210** (hereinafter referred to as "Sponsor"), and **Hoyle, Tanner & Associates, Inc.**, a corporation or other legal entity (hereinafter referred to as "Consultant") organized under the laws of the State of New Hampshire, with its principal place of business located at 150 Dow Street, Manchester, NH 03101 (hereinafter referred to as the "Parties").

The following attachments are hereby incorporated into this agreement by reference:

**Appendix A – Method of Payment and Price, Overhead Rate**  
**Appendix A-1 – Employee Names/Classifications/Rates**  
**Appendix B – Consultant's Proposal / Detailed Scope of Work**  
**Appendix C – DBE/WBE Utilization Plan**  
**Appendix D – Cost Estimate**

The Consultant agrees to be bound by the Airport Consultant General Conditions, dated **May 3, 2012** and by the Airport General Consultant Agreement dated **April 26, 2018**, Contract Number **030740**, which are hereby incorporated by reference.

This Contract is subject to compliance with the Disadvantaged Business Enterprise (DBE) Program requirements as set forth by the Sponsor.

The Parties, in consideration of the mutual promises set forth in this Contract, hereby agree as follows:

- 1. The Scope of Work.** The Consultant agrees to complete all work as detailed in Appendix B which is made a part of this Contract and;

The Consultant shall be responsible for furnishing all supervision, labor, equipment, tools supplies, permanent and temporary materials required to perform the work detailed in Appendix B and;

The Sponsor shall have the right to alter the nature and extent of the work as provided in this Contract, through a written modification signed by both Parties.

2. **Reimbursement.** Upon full execution of the FAA grant agreement and related individual project contract, the Sponsor will reimburse the Consultant for approved expenditures incurred on the project prior to the execution of the FAA grant agreement, and the receipt of the MaineDOT Assignment Letter.
  
3. **Funding.** The Parties agree that in the event that funds are not made available by the Federal Government, and/or State Government in support of this project, the Sponsor will assume full responsibility for costs incurred. The Sponsor will make every effort to notify the Consultant should such an event occur.
  
4. **Team Members.** Listed below are the names of the Consultant’s Project Manager, Chief Designer, other key personnel, and primary Subconsultants for this Contract. No substitutions of the key Consultant Team Members are allowed without prior notification and approval by the Sponsor.

Project Manager:            Suzanne L. Sheppard, PE

Engineering Manager:    Nils Gonzalez, PE

Other Key Personnel:     \_\_\_\_\_

Other Key Personnel:     \_\_\_\_\_

Subconsultant 1:         CES, Inc.

Subconsultant 2:         R.W. Gillespie & Associates, Inc.

5. **Representations.** By signing below, the Consultant hereby represents that to the best of the Consultant’s knowledge and belief:
  - a. All of the statements, representations, covenants, and/or certifications required or set forth in the Contract documents are complete and accurate as of the date of this Contract.
  
  - b. The Consultant knows of no legal, contractual, or financial impediment to entering into this Contract.
  
  - c. The person signing below is legally authorized by the Consultant to sign this Contract on its behalf and to legally bind the Consultant to the terms of this Contract.
  
7. **Offer.** The Consultant, having carefully examined the site of work, scope of work, the Airport Consultant General Conditions (including insurance requirements), Airport General Consultant Agreement (when applicable) hereby propose and offer to enter into this Contract to supply all the labor and materials needed to complete the whole of the work in strict accordance with the terms and conditions of this Contract at the prices agreed upon in Appendix A & A-1.

The Consultant also agrees:

First:            To do any extra work, not covered by the “Appendix B”, which may be required by the Sponsor, and to accept as full compensation the rates noted in Appendix A-1 or approved revision to same and related contract modifications.

Second: The Consultant will deliver to the Sponsor a signed, valid certificate of insurance proving the coverage required by this Contract and/or the Airport Consultant General Conditions before any work commences under this Contract. If the level of insurance is specified in this Contract, that amount will supersede the requirements outlined in the Airport Consultant General Conditions. The Sponsor shall be included as an additional insured on Commercial General Liability insurance policy carried by the Consultant.

Third: To begin and complete the work within the dates specified herein.

The Parties acknowledge that the Airport Consultant General Conditions, dated **May 3, 2012**, may only be amended thru a written modification approved in writing by the Maine Department of Transportation. If any provision in the Airport Consultant General Conditions is altered without approval from the Maine Department of Transportation, then funding from the State of Maine may be withdrawn.

IN WITNESS WHEREOF, the Consultant, for itself, its successors and assigns, hereby executes this Contract and thereby binds itself to all covenants, terms, and obligations contained in the Contract Documents.


**HOYLE, TANNER & ASSOCIATES, INC.  
CONSULTANT**

19 November 2020  
Date

  
Robert M. Furey, Senior Vice President  
Director, Aviation Services Group

**AUBURN-LEWISTON AIRPORT  
SPONSOR**

21 January 2021  
Date

  
Rick Lanman, AAE, ACE  
Airport Director

**APPENDIX A  
AIRPORT CONSULTANT CONTRACT  
METHOD OF PAYMENT**

**ADJUSTABLE PAYROLL – FIXED OVERHEAD RATE & PROFIT**

For all services rendered under the terms of this Contract/Modification, compensation shall be made based on an Adjustable Payroll, and a Fixed Overhead Rate and Profit method of payment. These rates include direct labor, and overhead that must be supportable at the time of Contract/Modification execution pursuant to the Federal Acquisition Regulations (FAR). Sponsor shall pay the Consultant on a monthly basis for acceptable services rendered under this Contract/Modification. Direct expenses shall be reimbursed at cost, and travel expenses shall be reimbursed in accordance with Airport Consultant General Conditions.

In the event that this Contract is terminated without completion of the services specified in this Contract/Modification, the total cost of the work completed plus a percentage of the fixed fee proportional to the amount of work completed shall constitute payment in full for this Contract.

For a breakdown of the Adjustable Burdened Hourly Rates see **ARTICLE I** on the attached Appendix D.

<b>Breakdown of Maximum Amount:</b>	Direct Labor:	\$9,343.50
	Overhead:	\$15,404.63
	<b>SUBTOTAL</b>	<b>\$24,748.13</b>
	Fixed Profit: <b><u>13.00%</u></b> =	\$3,200.00
<b>Mutually agreed upon Maximum Amount:</b>	<b>Total:</b>	<b>\$27,900.00</b>

The Maximum Amount indicated in this Contract/Modification for this Article does not constitute an obligation by the Sponsor to pay the Consultant this amount in its entirety; however, it does constitute the maximum amount that can be paid to a consultant under this Contract/Modification.

**FIXED OVERHEAD RATE**

The overhead rate of **164.87** percent was used to establish the maximum amount of this Contract/Modification. This rate is based on a review of the Consultant's Compiled Overhead Report and/or Audited Overhead. This Overhead Rate shall remain fixed for the duration of this Contract/Modification for this Article.

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AIRPORT CONSULTANT CONTRACT  
METHOD OF PAYMENT**

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For a breakdown of the Adjustable Burdened Hourly Rates see **ARTICLE II** on the attached Appendix D.

<b>Breakdown of Maximum Amount:</b>	Direct Labor:	\$2,325.00
	Overhead:	\$3,833.23
	<b>SUBTOTAL</b>	\$6,158.23
	Fixed Profit: <b><u>13.00%</u></b> =	\$800.00
<b>Mutually agreed upon Maximum Amount:</b>	<b>Total:</b>	<b>\$7,000.00</b>

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AIRPORT CONSULTANT CONTRACT  
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**ADJUSTABLE PAYROLL – FIXED OVERHEAD RATE & PROFIT**

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For a breakdown of the Adjustable Burdened Hourly Rates see **ARTICLE III** on the attached Appendix D.

<b>Breakdown of Maximum Amount:</b>	Direct Labor:	\$16,732.50
	Overhead:	\$27,586.87
	<b>SUBTOTAL</b>	<b>\$44,319.37</b>
	Fixed Profit: <b><u>13.00%</u></b> =	\$5,800.00
<b>Mutually agreed upon Maximum Amount:</b>	<b>Total:</b>	<b>\$50,100.00</b>

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**FIXED OVERHEAD RATE**

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In the event that this Contract is terminated without completion of the services specified in this Contract/Modification, the total cost of the work completed plus a percentage of the fixed fee proportional to the amount of work completed shall constitute payment in full for this Contract.

For a breakdown of the Adjustable Burdened Hourly Rates see **ARTICLE IV** on the attached Appendix D.

<b>Breakdown of Maximum Amount:</b>	Direct Labor:	\$9,786.00
	Overhead:	\$16,134.18
	<b>SUBTOTAL</b>	<b>\$25,920.18</b>
	Fixed Profit: <u>13.00%</u> =	\$3,400.00
<b>Mutually agreed upon Maximum Amount:</b>	<b>Total:</b>	<b>\$29,300.00</b>

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**FIXED OVERHEAD RATE**

The overhead rate of 164.87 percent was used to establish the maximum amount of this Contract/Modification. This rate is based on a review of the Consultant's Compiled Overhead Report and/or Audited Overhead. This Overhead Rate shall remain fixed for the duration of this Contract/Modification for this Article.

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**ADJUSTABLE PAYROLL – FIXED OVERHEAD RATE & PROFIT**

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In the event that this Contract is terminated without completion of the services specified in this Contract/Modification, the total cost of the work completed plus a percentage of the fixed fee proportional to the amount of work completed shall constitute payment in full for this Contract.

For a breakdown of the Adjustable Burdened Hourly Rates see **ARTICLE V** on the attached Appendix D.

<b>Breakdown of Maximum Amount:</b>	Direct Labor:	\$3,090.50
	Overhead:	\$5,095.31
	<b>SUBTOTAL</b>	<b>\$8,185.81</b>
	Fixed Profit: <b><u>13.00%</u></b> =	\$1,100.00
<b>Mutually agreed upon Maximum Amount:</b>	<b>Total:</b>	<b>\$9,300.00</b>

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**FIXED OVERHEAD RATE**

The overhead rate of **164.87** percent was used to establish the maximum amount of this Contract/Modification. This rate is based on a review of the Consultant's Compiled Overhead Report and/or Audited Overhead. This Overhead Rate shall remain fixed for the duration of this Contract/Modification for this Article.



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In the event that this Contract is terminated without completion of the services specified in this Contract/Modification, the total cost of the work completed plus a percentage of the fixed fee proportional to the amount of work completed shall constitute payment in full for this Contract.

For a breakdown of the Adjustable Burdened Hourly Rates see **ARTICLE VI** on the attached Appendix D.

<b>Breakdown of Maximum Amount:</b>	Direct Labor:	\$12,941.00
	Overhead:	\$21,335.83
	<b>SUBTOTAL</b>	<b>\$34,276.83</b>
	Fixed Profit: <b><u>13.00%</u></b> =	\$4,500.00
<b>Mutually agreed upon Maximum Amount:</b>	<b>Total:</b>	<b>\$38,800.00</b>

The Maximum Amount indicated in this Contract/Modification for this Article does not constitute an obligation by the Sponsor to pay the Consultant this amount in its entirety; however, it does constitute the maximum amount that can be paid to a consultant under this Contract/Modification.

**FIXED OVERHEAD RATE**

The overhead rate of **164.87** percent was used to establish the maximum amount of this Contract/Modification. This rate is based on a review of the Consultant's Compiled Overhead Report and/or Audited Overhead. This Overhead Rate shall remain fixed for the duration of this Contract/Modification for this Article.

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AIRPORT CONSULTANT CONTRACT  
METHOD OF PAYMENT**

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In the event that this Contract is terminated without completion of the services specified in this Contract/Modification, the total cost of the work completed plus a percentage of the fixed fee proportional to the amount of work completed shall constitute payment in full for this Contract.

For a breakdown of the Adjustable Burdened Hourly Rates see **ARTICLE VII** on the attached Appendix D.

<b>Breakdown of Maximum Amount:</b>	Direct Labor:	\$19,824.00
	Overhead:	\$27,105.36
	<b>SUBTOTAL</b>	<b>\$46,929.36</b>
	Fixed Profit: <b><u>13.00%</u></b> =	\$6,100.00
<b>Mutually agreed upon Maximum Amount:</b>	<b>Total:</b>	<b>\$53,000.00</b>

The Maximum Amount indicated in this Contract/Modification for this Article does not constitute an obligation by the Sponsor to pay the Consultant this amount in its entirety; however, it does constitute the maximum amount that can be paid to a consultant under this Contract/Modification.

**FIXED OVERHEAD RATE**

The overhead rate of **164.87** percent was used to establish the maximum amount of this Contract/Modification. This rate is based on a review of the Consultant's Compiled Overhead Report and/or Audited Overhead. This Overhead Rate shall remain fixed for the duration of this Contract/Modification for this Article.

**APPENDIX A  
AIRPORT CONSULTANT CONTRACT  
METHOD OF PAYMENT**

**LUMP SUM**

For all services rendered under the terms of this Contract/Modification, compensation shall be made based on a Lump Sum method of payment. This method of payment includes Direct Labor, Overhead, Profit, and Direct Expenses. The Direct Labor and Overhead must be supportable at the time of Contract/Modification execution pursuant to the Federal Acquisition Regulations (FAR). Sponsor shall pay the Consultant for acceptable services rendered. Direct Expenses shall be reimbursed at cost, and travel expenses shall be reimbursed in accordance with the current per diem/mileage rates that can be found under "Links for Mileage and Per Diem Rates" at <http://www.maine.gov/mdot/cpo/>.

For all services rendered under the terms of this Contract/Modification, compensation shall be made based on a Negotiated Lump Sum Amount that cannot be changed once the Contract is executed, unless there is a change in the scope of work whereby a modification to the Contract shall be executed. The Sponsor shall pay the Consultant for work satisfactorily completed/delivered under this Contract/Modification. Invoices must be broken down by task.

In the event that this Contract is terminated without completion of the services to be performed under the Lump Sum method of payment, the Sponsor will pay a percentage of the Lump Sum proportional to the amount of work satisfactorily completed and that will constitute payment in full.

For a breakdown of the Lump Sum Plus Expenses see **ARTICLE VIII** on the attached Appendix D.

<b>Breakdown of Maximum Amount:</b>	Direct Labor:		\$2,133.00
	Overhead:		\$3,516.68
		<b>SUBTOTAL</b>	
	Profit:	<u>13.00%</u> =	\$734.46
<b>Negotiated Lump Sum Amount:</b>	<b>Total:</b>		<b>\$6,400.00</b>

The total amount indicated above does not constitute an obligation by Sponsor to pay the Consultant this amount in its entirety; however, it does constitute the maximum amount that can be paid to a consultant under this contract.

**APPENDIX A  
AIRPORT CONSULTANT CONTRACT  
METHOD OF PAYMENT**

**DIRECT EXPENSES AND SUBCONSULTANTS**

Article I	\$150.00
Article II	\$31,247.00
Article III	\$.00
Article IV	\$1,900.00
Article V	\$600.00
Article VI	\$12,882.00
Article VII	\$7,881.00
Article VIII	\$100.00
<b>Total Expenses and Subconsultants</b>	<b>\$54,760.00</b>

APPENDIX A-1  
AIRPORT CONSULTANT CONTRACT  
Employee Names/Classifications & Rates

Consultant Name: Hoyle, Tanner & Associates, Inc.

Date: Updated as of November 13, 2020

Task: All Phases Overhead at 164.87, except

Resident Engineering Overhead at 136.73

Please indicate the Employee Names/Classifications and rates that will be used to fulfill the requirements of this contract.

Employee Name	Classification	Actual Rate Paid *	Allowable Direct Labor Hourly Rate	Overhead % 164.87%	Profit / Fixed Fee % 13.00%	Burdened Hourly Rate
Iryna S. Afong PE	Senior Engineer I	\$ 42.17	\$ 42.17	\$ 69.53	\$ 14.52	\$ 126.22
Donna E. Akerley	Project Assistant II	\$ 32.88	\$ 32.88	\$ 54.21	\$ 11.32	\$ 98.41
Glen J. Altimari	Resident Engineer III	\$ 43.56	\$ 43.56	\$ 56.60	\$ 13.02	\$ 113.18
Timothy J. Audet PE	Senior Engineer III	\$ 50.14	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Jennifer E. Auster PE	Senior Engineer III	\$ 51.15	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Fran H. Baldowski NP	Project Assistant II	\$ 30.80	\$ 30.80	\$ 50.78	\$ 10.61	\$ 92.19
Audrey G. Beaulac PE, CPSWQ	Senior Engineer II	\$ 47.87	\$ 47.87	\$ 78.92	\$ 16.48	\$ 143.28
Emily E. Belisle EIT	Engineer I	\$ 29.75	\$ 29.75	\$ 49.05	\$ 10.24	\$ 89.04
Josif Bicja PE	Project Manager I	\$ 54.23	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Janet J. Bishop	Project Assistant I	\$ 23.70	\$ 23.70	\$ 39.07	\$ 8.16	\$ 70.93
Payton R. Borza EI	Engineer I	\$ 30.68	\$ 30.68	\$ 50.58	\$ 10.56	\$ 91.83
Elizabeth A. Bosiak	Land Acquisition Specialist II	\$ 32.15	\$ 32.15	\$ 53.01	\$ 11.07	\$ 96.23
Paula M. Boyle EIT	Senior Engineer II	\$ 46.22	\$ 46.22	\$ 76.20	\$ 15.91	\$ 138.34
Kristina D. Brown PE	Senior Engineer I	\$ 43.26	\$ 43.26	\$ 71.32	\$ 14.90	\$ 129.48
Nicole L. Centerbar EIT	Engineer I	\$ 29.18	\$ 29.18	\$ 48.11	\$ 10.05	\$ 87.34
Amy W. Chase	Project Assistant I	\$ 24.00	\$ 24.00	\$ 39.57	\$ 8.26	\$ 71.83
Todd M. Clark PE	Senior Project Manager	\$ 66.31	\$ 50.00	\$ 64.97	\$ 14.95	\$ 129.92
Jeffrey C. Collins EIT	Senior Engineer II	\$ 46.24	\$ 46.24	\$ 76.24	\$ 15.92	\$ 138.40
Russell W. Colvin Jr.	Resident Engineer III	\$ 40.00	\$ 40.00	\$ 65.95	\$ 13.77	\$ 119.72
Deborah L. Coon	Project Assistant II	\$ 29.78	\$ 29.78	\$ 49.10	\$ 10.25	\$ 89.13
John L. Coon	Senior CADD Technician	\$ 44.86	\$ 44.86	\$ 73.96	\$ 15.45	\$ 134.27
Nicole E. Crawford PE, ENV SP	Engineer III	\$ 38.28	\$ 38.28	\$ 63.11	\$ 13.18	\$ 114.57
Griffin Curley	Technician II	\$ 25.00	\$ 25.00	\$ 41.22	\$ 8.61	\$ 74.83
William R. Davidson PE	Project Manager III	\$ 62.98	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Nichole E. Davis	Project Assistant III	\$ 39.67	\$ 39.67	\$ 65.40	\$ 13.66	\$ 118.73
Marisa A. DiBiasco PE	Senior Engineer II	\$ 48.15	\$ 48.15	\$ 79.38	\$ 16.58	\$ 144.11
Kirstin A. DiPietro Worden PE	Senior Engineer II	\$ 45.55	\$ 45.55	\$ 75.10	\$ 15.68	\$ 136.33
Judith E. Donovan-Hann	Project Assistant III	\$ 46.08	\$ 46.08	\$ 75.97	\$ 15.87	\$ 137.92
Joseph M. Ducharme Jr., PE, BCEE	Senior Project Manager	\$ 67.28	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Paul B. Dustin	Senior CADD Technician	\$ 39.86	\$ 39.86	\$ 65.72	\$ 13.73	\$ 119.30
Kathryn V. Dziadowicz	Engineer I	\$ 28.88	\$ 28.88	\$ 47.61	\$ 9.94	\$ 86.44
Mary A Ebner	Project Assistant III	\$ 39.19	\$ 39.19	\$ 64.61	\$ 13.49	\$ 117.30
David F. Edson PE	Project Manager II	\$ 80.00	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Timothy A Frechette	Resident Engineer III	\$ 39.50	\$ 39.50	\$ 65.12	\$ 13.60	\$ 118.22
Robert M. Furey PE	Senior Project Manager	\$ 65.85	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Travis A. Gelinas	CADD Technician I	\$ 28.40	\$ 28.40	\$ 46.82	\$ 9.78	\$ 85.00
Rychel E. Gibson PE	Engineer II	\$ 35.98	\$ 35.98	\$ 59.32	\$ 12.39	\$ 107.69
Nils E. Gonzalez PE	Project Manager III	\$ 60.29	\$ 60.29	\$ 99.40	\$ 20.76	\$ 180.45
Matthew J. Graca	Engineer I	\$ 28.33	\$ 28.33	\$ 46.71	\$ 9.75	\$ 84.79
Stephen B. Haas PE	Project Manager I	\$ 52.92	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Catherine L. Hall	Project Assistant I	\$ 26.12	\$ 26.12	\$ 43.06	\$ 8.99	\$ 78.18
Kayla M. Hampe PE	Engineer II	\$ 38.00	\$ 38.00	\$ 62.65	\$ 13.08	\$ 113.74

APPENDIX A-1  
AIRPORT CONSULTANT CONTRACT  
Employee Names/Classifications & Rates

Consultant Name: Hoyle, Tanner & Associates, Inc.

Date: Updated as of November 13, 2020

Task: All Phases Overhead at 164.87, except  
Resident Engineering Overhead at 136.73

Please indicate the Employee Names/Classifications and rates that will be used to fulfill the requirements of this contract.

Employee Name	Classification	Actual Rate Paid *	Allowable Direct Labor Hourly Rate	Overhead % 164.87%	Profit / Fixed Fee % 13.00%	Burdened Hourly Rate
Ryan P. Hayden EI	Engineer I	\$ 31.77	\$ 31.77	\$ 52.38	\$ 10.94	\$ 95.09
Monika M. Ingalls EIT	Engineer I	\$ 28.97	\$ 28.97	\$ 47.76	\$ 9.98	\$ 86.71
Sean T. James PE	Senior Project Manager	\$ 66.33	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Justin A. Keefe EIT	Engineer II	\$ 36.17	\$ 36.17	\$ 59.63	\$ 12.45	\$ 108.26
Owen G. Krauss PE	Senior Engineer I	\$ 44.10	\$ 44.10	\$ 57.30	\$ 13.18	\$ 114.59
Aaron M. Lachance PE	Project Manager I	\$ 54.23	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
David M. Langlais PE	Senior Engineer II	\$ 47.23	\$ 47.23	\$ 77.87	\$ 16.26	\$ 141.36
Daniel B. Marks PE	Senior Engineer II	\$ 44.63	\$ 44.63	\$ 73.58	\$ 15.37	\$ 133.58
Heidi J. Marshall PE	Project Manager II	\$ 56.61	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Wilbur J. Mathurin PE	Project Manager I	\$ 53.69	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Stephen A. Mayo	Project Assistant III	\$ 42.23	\$ 42.23	\$ 69.62	\$ 14.54	\$ 126.40
Ryan P. McMullen PE	Engineer I	\$ 32.59	\$ 32.59	\$ 53.73	\$ 11.22	\$ 97.54
Christopher J Mellen	Engineer I	\$ 30.17	\$ 30.17	\$ 49.74	\$ 10.39	\$ 90.30
Howard E. Miller	CADD Technician II	\$ 33.03	\$ 33.03	\$ 54.46	\$ 11.37	\$ 98.86
Jean E. Mongillo PE	Project Manager I	\$ 53.75	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Nahal R. Namazi	Project Assistant I	\$ 25.55	\$ 25.55	\$ 42.12	\$ 8.80	\$ 76.47
Brian J. Nichols	CADD Technician III	\$ 37.13	\$ 37.13	\$ 61.22	\$ 12.79	\$ 111.13
Douglas N. Norman EI	Senior Project Manager	\$ 66.67	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Jon A. Olin PE	Project Manager II	\$ 57.13	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Kimberly R. Peace	Environmental Coordinator III	\$ 47.21	\$ 47.21	\$ 77.84	\$ 16.26	\$ 141.30
Kevin D. Preston	CADD Technician II	\$ 30.32	\$ 30.32	\$ 49.99	\$ 10.44	\$ 90.75
John D. Reilly PE	Senior Engineer III	\$ 50.06	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Shawn P. Reynolds	Resident Engineer III	\$ 41.46	\$ 41.46	\$ 68.36	\$ 14.28	\$ 124.09
Joseph C. Ripley PE	Engineer III	\$ 40.11	\$ 40.11	\$ 52.12	\$ 11.99	\$ 104.22
Michael C. Rogerson PE, LEED AP	Project Manager I	\$ 45.00	\$ 45.00	\$ 74.19	\$ 15.49	\$ 134.69
Diane L. Ryan	Project Assistant II	\$ 31.06	\$ 31.06	\$ 40.36	\$ 9.28	\$ 80.70
Shelley L Ryan NP	Project Assistant II	\$ 29.21	\$ 29.21	\$ 48.16	\$ 10.06	\$ 87.43
Benjamin L. Schorn EIT	Engineer I	\$ 27.50	\$ 27.50	\$ 45.34	\$ 9.47	\$ 82.31
Jillian A. Semprini PE	Senior Engineer I	\$ 42.54	\$ 42.54	\$ 70.14	\$ 14.65	\$ 127.32
Patrick J. Sharrow AAE	Planner I	\$ 48.42	\$ 48.42	\$ 79.83	\$ 16.67	\$ 144.92
Suzanne L. Sheppard PE	Project Manager I	\$ 54.20	\$ 54.20	\$ 89.36	\$ 18.66	\$ 162.22
Aidan P Short	Engineer I	\$ 30.00	\$ 30.00	\$ 49.46	\$ 10.33	\$ 89.79
Christina M Singer	Technician I	\$ 17.25	\$ 17.25	\$ 22.41	\$ 5.16	\$ 44.82
Christina L Slosek	Project Assistant I	\$ 24.00	\$ 24.00	\$ 39.57	\$ 8.26	\$ 71.83
Arthur J. Sobota Jr.	Resident Engineer II	\$ 36.17	\$ 36.17	\$ 59.63	\$ 12.45	\$ 108.26
Jacob F. Sparkowich PE	Engineer II	\$ 37.11	\$ 37.11	\$ 61.18	\$ 12.78	\$ 111.07
Michelle G. Stewart	Project Assistant II	\$ 31.26	\$ 31.26	\$ 51.54	\$ 10.76	\$ 93.56
Andrew E. Sturgeon PLS	Senior Administrative Professional	\$ 64.57	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Joanne E. Theriault	Environmental Coordinator I	\$ 31.82	\$ 31.82	\$ 52.46	\$ 10.96	\$ 95.24
Shawn M. Tobey PE	Senior Engineer II	\$ 47.37	\$ 47.37	\$ 78.10	\$ 16.31	\$ 141.78
Michael A. Trainque PE	Senior Project Manager	\$ 65.06	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Joel H. Vendt	CADD Technician III	\$ 36.12	\$ 36.12	\$ 59.55	\$ 12.44	\$ 108.11

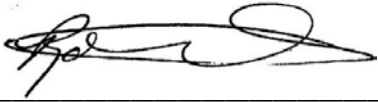
APPENDIX A-1  
 AIRPORT CONSULTANT CONTRACT  
Employee Names/Classifications & Rates

Consultant Name: Hoyle, Tanner & Associates, Inc.  
 Date: Updated as of November 13, 2020  
 Task: All Phases Overhead at 164.87, except  
Resident Engineering Overhead at 136.73

Please indicate the Employee Names/Classifications and rates that will be used to fulfill the requirements of this contract.

Employee Name	Classification	Actual Rate Paid *	Allowable Direct Labor Hourly Rate	Overhead % 164.87%	Profit / Fixed Fee % 13.00%	Burdened Hourly Rate
Edward G. Weingartner PE	Project Manager II	\$ 56.58	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65
Katelyn M. Welch EIT	Engineer I	\$ 30.36	\$ 30.36	\$ 50.05	\$ 10.45	\$ 90.87
Woodrow S. Wilson PE	Resident Engineer III	\$ 45.00	\$ 45.00	\$ 74.19	\$ 15.49	\$ 134.69
Ross S. Wood PE	Senior Engineer II	\$ 47.61	\$ 50.00	\$ 82.44	\$ 17.22	\$ 149.65

\*I certify that this rate is the actual rate paid to this employee under this firm's payroll.



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

Date: November 19, 2020

Robert M. Furey, PE / Senior Vice President  
 {Name/Title Printed}

I certify that the foregoing signature is true and accurate, and if electronic, I further certify that it (a) is intended to have the same force as a manual signature, (b) is unique to myself, (c) is capable of verification, and (d) is under the sole control of myself.

# Auburn-Lewiston Airport

## Reconstruct East Apron

Hoyle, Tanner Project No. 030744

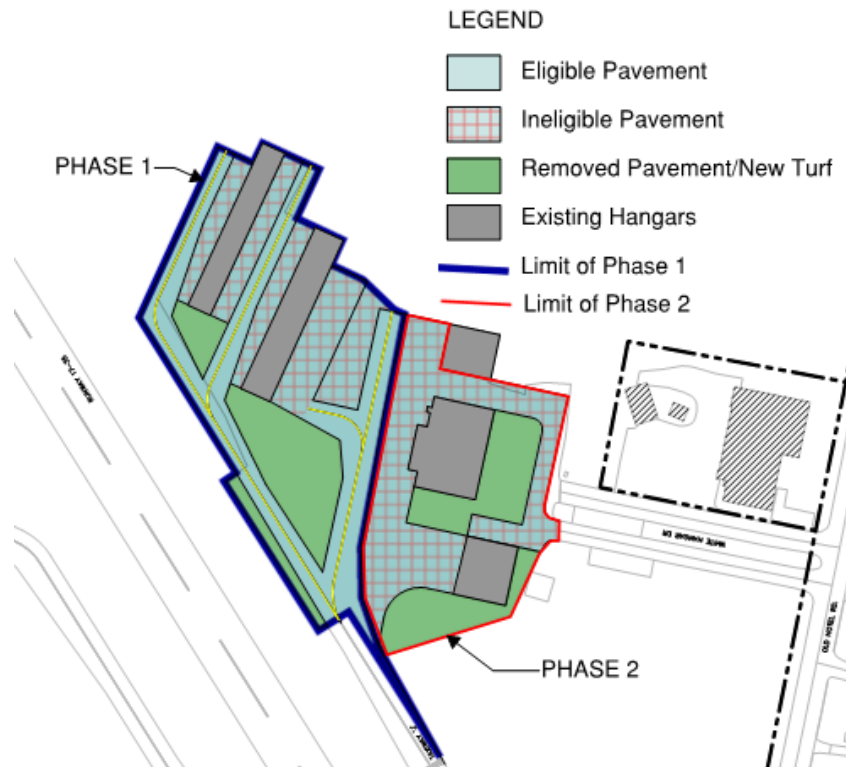
### APPENDIX B - SCOPE OF WORK

#### PROJECT DESCRIPTION

This project includes the project administration, data collection, design, permitting, bidding, and construction services for reconstruction of the east apron. A sketch of the proposed project is attached.

The East Apron has numerous block and alligator cracks, and pavement separation. The 2019 Dubois & King Pavement Condition Report assigned the pavement a Pavement Condition Index (PCI) of 42 in 2018, with a predicted drop of 2 PCI per year. There are 5 hangars installed on the apron: the silver wings hangar was constructed before 1975 and renovated in 2005; the 6-unit and 8-unit T-hangars and pavement were installed in 1986; the Life Flight hangar was built in 2000; and, the most recent hangar was constructed in 2019. This last hangar did not require pavement construction.

A portion of the project will not be eligible for FAA or MaineDOT funding. See the below project sketch for limits of ineligible and eligible work. This scope assumes that all portions of the work shown below will be designed, permitted, and constructed at the same time. However, if required due to limited funding, construction of the project will be phased as shown on the sketch.





## **Article I, Project Administration**

The Consultant shall provide project administration services as required and as requested by the Owner from scoping through to closeout. The Consultant's services under this paragraph shall include:

1. Prepare for, attend, and follow up for project scoping meeting. Efforts to include pre-scoping with client and eligibility discussion. All meetings conducted remotely. 3 meetings attended by the Project Manager and Planner. Two meetings attended by the Environmental Coordinator. Efforts to include various plan developments to represent intent of design.
2. Prepare four (4) subconsultant requests for services including drawings to indicate boring locations and limits of work. Subconsultants to include topographical surveyor, geotechnical surveyor, soil scientist to determine wetlands, vernal pools and soil classification, and a subsurface utility exploration company.
3. Develop, edit, and revise project scope of work and fee proposal and assist the Owner during Independent Fee Estimate process by providing project sketches, scoping meeting notes, and correspondence relevant to project.
4. Prepare contract documents and supporting back-up documentation required in connection with the Project.
5. Prepare three (3) subconsultant agreements and supporting back-up documentation required for the topo surveyor, geotechnical surveyor and soil scientist.
6. Prepare Airport Improvement Program (AIP) Grant Application, to include SF 424 Application for Federal Assistance form, including project sketch, narrative, financial summary, and client identification information.
7. Throughout the course of the project the consultant will update original schedule, coordinate project tasks, report on monthly progress, and maintain project records file.
8. Assist Owner by filling out FAA Quarterly Progress Reports.
9. Provide assistance with forms and supporting documentation required of the Owner to obtain partial grant payments from the FAA and State DOT under each grant. Task includes financial document collection and organization, and filing US DOT e-Delphi requests on line. Assume monthly support for the duration from grant acceptance to grant closeout, currently assumed to be approximately 8 months.
10. Create a three-year DBE plan using predicted future CIP projects and previous DBE participation. Plan to cover fiscal years 2021 to 2023.
11. Assist Owner with submitting annual FAA ANE Project Readiness Form, to include developing preliminary project sketch, cost estimate, and reporting on environmental permitting requirements.
12. Assist Owner in drafting the FAA ANE Notice of Intent letters for funding updates.
13. File end of year E-Delphi Airport Improvement Program Grant Financial Summary report, either SF Form 425, and SF 270 (Planning) or SF 271 (Non Planning) forms.
14. As reasonably requested, provide assistance with any other administrative-type work required by the Owner in connection with the Project. The engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Owner, the state, the FAA, and other interested parties; disseminating interim project information to the Owner, the state, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for six (6) years.
15. Manage Project budget including monthly billings and scope reviews. The Project Manager will provide general project administration and coordination with the staff of the accounting department. The

Project Manager will prepare the internal close out forms. The Project Manager will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The consultant will approve and process invoices received from subconsultants and vendors providing services to the engineer throughout the design phases of the project. The consultant will prepare and submit monthly invoices to the Owner for services provided to the Owner and for costs incurred by the consultant and their subconsultants. It is anticipated that a total of 13 invoices will be prepared and submitted during the course of the project.

## **Article II, Data Collection**

Subsurface utilities are unknown within the proposed project limits and a subsurface utility exploration company was considered; however, the costs were prohibitive and instead the consultant will research through multiple other sources. Efforts to be included in the Design phase.

### **Geotechnical Investigation**

1. Coordinate with the Owner to determine work restrictions, timing, and phasing of the work.
2. Coordinate with geotechnical office lead, or field crew lead prior to field deployment to discuss project objectives, special needs, airport operations and security procedures, equipment storage requirements, utility locations, and general coordination on scheduling.
3. Lay out location of geotechnical investigation borings and CBRs prior to Dig Safe notification (notification is the responsibility of the subconsultant). One day trip expected.
4. Provide onsite observation and inspection of geotechnical field work. Determine if further investigation may be required and consult on any unanticipated soil conditions and provide direction on soil sample procedures. Assume 2 days of work.
5. Review preliminary data and coordinate with geotechnical engineer to identify additional laboratory testing, answer questions.
6. Review and evaluate final geotechnical report and coordinate for additional data.

### **Wetland/VP Survey**

1. Coordinate with subconsultant on the following:
  - Environmental data needs and collection project limits.
  - Establish any unique data needs, airport operations and security procedures, equipment storage requirements, utility locations, and general coordination on scheduling.
  - Discuss the Consultant's ACAD or GIS data attribute naming and layering convention, and how to deliver environmental data in format useful to design team.
2. Review draft and evaluate final environmental report and coordinate for additional data as needed.

### **Topographical Survey**

1. Coordinate with the Owner to determine work restrictions, timing, and phasing of the work.
2. Coordinate with the survey office lead or field crew lead prior to field deployment to discuss project objectives, special needs, airport operations and security procedures, existing airport

control monumentation, the Consultant's ACAD data attribute naming and layering convention, and general coordination on scheduling.

3. Coordinate with the field crew during the field work to discuss field conditions and original scope of work prior to demobilization to determine if further survey may be required and consult on any unanticipated site conditions and provide direction on final survey requirements.
4. Review and evaluate the survey deliverables, including topography, planimetric, digital terrain models, and stamped plans in PDF format. Additional information will be requested as needed, and the modifications will be reviewed.
5. Visit the site to verify existing conditions.

### **Article III, Design**

Design submissions will be made at the Preliminary Design (60%), and Final Design (100%) stages.

The Consultant's services under this paragraph shall include:

1. Update airport base files (electrical, water, sewer, gas, drainage, edge of pavement, building locations, boring, and other miscellaneous planimetrics) using deliverables from the subconsultants, research of record plans from the Consultant's and Owner's archives, online GIS sources, and contact with public/private utilities and tenants.
2. Create Title Sheet Drawing, 1 sheet.
3. Create Drawing Index and General Notes, 1 sheet.
4. Create General Plan and Survey Control, 1 sheet.
5. Create Safety and Phasing Plans, 1 sheet. Develop Written Document for Construction Safety and Phasing Plan (CSPP) Filing. File case on the OE/AAA portal for the CSPP.
6. Create existing conditions plan, 2 sheets. Plans will include surveyor provided stamped plans on the Consultant's border.
7. Develop the existing digital terrain model and existing contours in Autodesk Civil 3D from data obtained from the survey subconsultant.
8. Create Demolition and Erosion Control Plans, 2 sheets. Demolition of existing entities will be determined based on proposed geometry, drainage, electrical, marking and grading.
9. Develop fleet mix from 5010 Airport Record info and Owner supplied data, assess geotechnical results, and prepare pavement design using FAARFIELD.
10. Create Geometry Plans - establish baseline for Taxiway J centerline and indicate other key data points using dimensioning, station labels, and State Plane coordinates. Geometry to be developed using most current FAA design criteria. 2 sheets.
11. Develop existing and proposed profile of Taxiway J using FAA criteria and existing survey limits, 1 sheet.
12. Develop the grading design based on FAA criteria for taxiway and apron grading, 2 sheets.
13. Develop drainage design, including underdrain layout, 1 sheet. Efforts in this phase to include determining layout, slope, and inverts of underdrain, sizing of storm drain pipe and plan production for bidding purposes.
14. Develop the pavement markings based on current FAA criteria for the taxiways and taxilanes. Marking to be included on the geometry plans.
15. Develop taxiway edge lighting design based on FAA criteria, 1 sheet.

16. Create typical pavement sections based on pavement design, 1 sheet.
17. Create Electrical Details Drawing using standard details, 1 sheet.
18. Create Drainage Details Drawing using standard details, 1 sheet.
19. Create Erosion and Sediment Control Details Drawing, 2 sheets. Drawings to include details for DEP required stormwater treatment. Efforts for design of treatment included in the Permitting phase.
20. Create boring logs using PDFs from the Geotechnical surveyor's report, 2 sheets
21. Develop specifications: Front End and Proposal Documents.
22. Develop specifications: Technical Specifications, using FAA AC 150/5370-10 current edition and tracking any changes made for FAA review.
23. Quantity take-offs and cost estimates for each: Conceptual / 60% / Final Submission.
24. In-house QA/QC Checks for each: 60% / Final Submissions. Includes, plans, specs, calculations and quantity take-offs and cost estimates in accordance with the Consultant's Quality Control Plan.
25. File cases to the FAA OE/AAA website for Notice of Construction. Data entry, including multiple points, for project details including staging area limits, haul routes, and limits of construction.
26. Coordinate all aspects of the design with the Owner through emails, phone calls, and meetings. To include a meeting to coincide with the 60% design submission. Assume all meetings will be conducted remotely.

#### **Article IV, Permitting and FAA NEPA**

FAA Order 1050.1F Chapter 5, Categorical Exclusions, allows for certain projects to be excluded from analysis if Extraordinary Circumstances, as defined in Paragraph 5-2 of the order, are not affected. Paragraph 5-6.4(e) includes approval for construction, repair, reconstruction, resurfacing, extending, strengthening, or widening of a taxiway, apron, loading ramp or runway safety area (RSA).

As noted in Order 1050.1F, Paragraph 5-2, Extraordinary circumstances exist when the proposed action involves any of the circumstances listed and may have a significant effect (40 CFR 1508.4). Preliminary review of the project site has revealed not anticipated extraordinary circumstances exist within the project limits, thus, this scope assumes the project may address NEPA using a simple Cat Ex and not a documented Cat Ex that would require completion of FAA ARP SOP 5.1 Appendix A.

Preliminary discussions with the Maine Department of Environmental Protection (DEP) staff indicate that this project will require a modification to the airport's existing Maine DEP Site Location of Development Act (SLDA) permit- a Minor Amendment is assumed for scope and fee development.

The Consultant's services under this paragraph shall include:

1. Preliminary Coordination with Maine DEP to explain the project scope and determine level of permitting required. Coordination to include a narrative and a drawing to demonstrate the proposed work.
2. Coordinate with and send letters to relevant resource agencies discussing potential impacts. Response letters to be included in the Categorical Exclusion (Cat Ex) request and Maine DEP permit application. Maine Natural Areas Program (MNAP) review includes a fee.
3. Develop request for FAA's Cat Ex of NEPA analysis. Coordinate with FAA on receiving approval.
4. Review existing published resource data, including but not limited to previous permits and

- applications, and existing wetland information.
5. Coordinate with Owner on on-going environmental activities and past vegetative management and stormwater management practices, including past permitting efforts to determine the extent of stormwater analysis and treatment that may be required for the project based on the prior development.
  6. Prepare for and attend Maine DEP pre-application meeting, estimate 2 people will attend. Assume meeting to be conducted virtually.
  7. Update wetland and vernal pool basefile based on data received from the Subconsultant, as needed, and determine jurisdictional impacts and associated NRPA permitting required (scope assumes no NRPA resources within the project limits and that NRPA permitting will not be required).
  8. Model Pre and Post Development Drainage in HydroCAD. Task includes determining existing stormwater catchment areas, assigning hydraulic values to existing terrain and areas; insert information into HydroCAD modeling software; determine post condition stormwater catchment areas, assign proposed hydraulic values to areas; insert information into HydroCAD modeling software; compare PRE to POST and make iterative adjustments to obtain stormwater control objectives.
  9. Analyze and size stormwater treatment device BMP. Assume 1 BMP.
  10. Prepare permitting plans by selecting applicable plans from the 60% design review and editing for permitting requirements. In addition, create plans that will demonstrate the potential wetland and vernal pool impacts, if needed, and new impervious areas. Plan set will include but is not limited to; general plan, grading/drainage/erosion control plans and detail sheets.
  11. Develop a Pre-Development Drainage Plan depicting data analyzed in HydroCAD, estimate 2 sheets.
  12. Develop a Post-Development Drainage Plan depicting data analyzed in HydroCAD, estimate 2 sheets.
  13. Develop Stormwater Report and Erosion and Sediment Control Plan (report).
  14. Prepare, print and submit Site Location of Development Permit (SLDA) application.
  15. Prepare for and attend Maine DEP pre-submittal meeting, estimate 2 people will attend. Assume meeting will be conducted virtually.
  16. Develop, Draft and Send Abutter Notifications.
  17. Coordinate with the local newspaper to place a public notice for the permit application, if needed based on the application.
  18. Receive and respond to any Maine DEP comments. Assume answering minor questions with no re-design of major efforts like HydroCAD or treatment BMP.

It is the responsibility of the FAA to issue a NEPA determination. It will be up to FAA to determine if the project meets the threshold for a Categorical Exclusion. Hoyle, Tanner cannot guarantee that this Cat Ex will result in the FAA signing the document. Should it be determined that an Environmental Assessment be required, the scope and fee will be amended.

#### **Article V, Bidding**

The Consultant's services under this paragraph shall include:

1. Assist with advertising the project to include compiling a list of potential bidders and emailing the ad for bid.
2. Set up and maintain the online bidding system, QuestCDN. Efforts to include the following:

- Create Advertisement on QuestCDNs online bidding site to obtain ebid number for project.
  - Check documents for any obvious errors
  - Create bookmarks for documents (Plans & Specs need to be uploaded as one file)
  - Extract all documents needed to be uploaded as separate documents for contractors to submit an eligible bid
  - Convert Excel spreadsheet (Proposal Document) to CSV file, check cells to be sure they're calculating correctly, upload CSV file to QuestCDN, check CSV file again to be sure it is still calculating correctly.
  - Email Contractors the Ad for Bids with instructions on how to obtain the bidding documents and setup their account with QuestCDN
  - Check Plan Holders list and approve contractors for bidding.
  - Upload any Addendums that may be issued
3. Attend the pre-bid conference, prepare the agenda, and prepare the minutes for distribution. Assume pre-bid meeting will be at the airport.
  4. Receive bidder questions and evaluate for inclusion in an addendum. Preparation of addenda if necessary, including any changes to design plans or specifications. Assume 2 addenda.
  5. Administer the bid opening. The bid opening will be administered through the QuestCDN system and will take place in Consultant's office over Microsoft® Teams for those who can't be present.
  6. Analyze the bids for errors and completeness.
  7. Call the CONTRACTOR's references and record responses. Efforts to check references and determine bidder's ability to perform scope of work have historically taken longer than typical due to an apparent lack of experienced contractors in the Mid Coast area.
  8. Prepare a letter of recommendation of award to the Owner and distribute to MaineDOT and the FAA.

#### **Article VI, Construction Administration**

This scope reflects a construction performance period of **8 weeks**. Should this duration change during construction a modification to the contract will be requested to reflect the increase in construction oversight. The Consultant shall provide construction administration services as required and as requested by the Owner during the construction periods.

The Consultant will enter into an agreement with RW Gillespie for testing.

The Consultant's services under this paragraph shall include:

1. Prepare contract documents, obtain approvals, issue Notice of Award and Notice to Proceed. Effort to include coordination with Owner and Contractor to determine schedule.
2. Conform sets of drawings to incorporate addenda. Print and distribute drawing and specification documents to Contractor and Resident (RPR). The number of documents will be at the request of the contractor. Assume 10 full size drawing sets and 10 specifications.

3. Prepare for and direct a pre-construction conference. Construction Manager to attend. Preparation materials to include agenda, sign-in sheet and visual graphics for phasing.
4. Establish and maintain a tracking system for all Project construction records (Request for Information (RFI), Change Order (CO), Project Changes (PCN), Cost Proposals, etc.)
5. Review the Contractor's Project Schedule, Submittal Schedule, Available Equipment, and list of proposed subcontractors.
6. Shop Drawing & Submittal Review. This scope assumes no more than 24 shop drawings and materials lists reviews and considers contractor resubmittal as another separate submittal. Review of the Contractor's job mix formula for Hot Mix Airport Pavement (P-401) to be included.
7. Prepare for and attend bi-weekly job meetings (4 assumed), make observations of work in progress, and provide appropriate reports to the Owner (does not include resident engineering).
8. Coordinate with testing Subconsultant and RPR to verify that all testing requirements are satisfied. Review acceptance tests required by specifications.
9. Requests for Information (RFIs) will be responded to through the preparation of written directives and sketches on behalf of the Owner to the Contractor. This scope assumes no more than 5 design inquiries will be submitted by the contractor and considers contractor resubmittal as another separate submittal.
10. Negotiate and prepare change orders. Assumed a maximum of 3 change orders. Effort to include review of Contractor cost proposals. Assume a total of 6 cost proposals.
11. Prepare for, organize and direct a pre-paving conference.
12. Review and approve periodic estimates submitted by the RPR for partial and final payments to the Contractor. Assume 3 pay requests.
13. Review weekly Contractor and Subcontractor payrolls for compliance with Davis Bacon wage rates.
14. Provide consultation and advice to the RPR (assume 2 hours per week for Construction Manager).
15. Consult with and advise the Owner during construction (assume 1 hour per week for Construction Manager).
16. Attend the final construction inspection and prepare a report on any deficiencies, corrective actions required, etc. as determined at said review.
17. Coordinate with Contractor to verify schedule to complete punch list items.
18. Review the Contractor's record drawings and close-out documentation.

#### **Article VII, Resident Project Representative**

It is estimated that the RPR will be on site for 8 weeks for construction. Including an extra day for marking after the pavement curing time.

The Consultant's Resident Project Representative shall perform the following tasks:

1. Undertake a pre-field review of the plans and specifications in order to become familiar with the project documents and project work site.
2. Prepare daily reports covering the work in progress, delays to construction, unusual events, visitors to the work site, and record daily contract quantities.
3. Coordinate the construction activity with the Owner.

4. Provide "as built" information for preparation of "as built" drawings of the completed project.
5. Determine the suitability of materials brought to the site to be used in the construction based on shop drawing submittals.
6. Interpret the contract plans and specifications and monitor the construction activities to assure compliance with the intent of the design.
7. Measure, compute, or monitor quantities of work performed and quantities of materials in-place for partial and final payments to the contractors; and maintain diaries and other project records to document the work.
8. Undertake post-field work as necessary in order to close out the PROJECT

**Article VIII, Project Close-out**

The Consultant’s services under this paragraph shall include:

1. Upon completion of the construction work, the Consultant shall prepare, execute, and furnish a copy of "As-Built" plans to FAA, Maine DOT, and the Owner. As-Builts will not be in accordance with A/C 150/5300-16, 17 or 18.
2. Update ALP with revised Apron geometry.
3. Prepare final quantities including overruns / underruns.
4. Prepare and submit the final reimbursement report to the Owner.
5. Prepare the final project report for distribution to the FAA, Maine DOT and the Owner.
6. Retain project records file; including grants, contracts and construction files.
7. Printing and distributing the final closeout documents.

**PROJECT SCHEDULE**

The Consultant shall complete the services outlined in Articles I through VIII as follows:

- Complete Surveys/Borings: November 20, 2020
- Complete Pavement/Drainage Design: December 18, 2020
- Submit Permit Application: December 22, 2020
- Submit Preliminary Plans & Specs: January 15, 2021
- Submit Final Plans & Specs: February 12, 2021
- Submit Construction Safety and Phasing Plan: February 2021
- Bid Opening: March 12, 2021
- Project Application: March 26, 2021
- DEP permit received: April 1, 2021
- Construction start: August/September 2021
- Closeout: Spring 2022



**APPENDIX C  
AIRPORT CONSULTANT'S DBE/SUBCONSULTANT  
PROPOSED UTILIZATION FORM**

**Must be provided by the Consultant as an attachment to New Technical Proposals**

Consultant Firm: Hoyle, Tanner & Associates, Inc.  
 Contact Person: Suzanne L. Sheppard, PE  
 E-mail: ssheppard@hoyletanner.com  
 Contract Amount: \$276,560.00

Is Your Firm a DBE: Yes  No   
 Tele: 603-669-5555 Fax: 603-669-4168

Date of Execution: \_\_\_\_\_  
 (For Airport Use Only)

Federal Project PIN # AIP 3-23-0002-xxx-2021

Project Location: Auburn-Lewiston Airport

**TOTAL ANTICIPATED DBE .00 % PARTICIPATION FOR THIS CONTRACT**

**LIST ALL CONTRACT SUBCONSULTANTS BELOW**

W B E	D B E	Non DBE	Firm Name	Description of Work	Anticipated \$ Value
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CES, Inc.	Topo and Wetland	\$20,541.00
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RW Gillespie	Geotech and Testing	\$21,300.00
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<b>Subconsultant Total &gt;</b>					<b>\$41,841.00</b>
<b>DBE Total &gt;</b>					<b>\$.00</b>

*\*Note: this information is used to track and report anticipated dbe participation in all federally funded contracts.*

(AIRPORT'S INTERNAL USE ONLY)

Form received: \_\_\_/\_\_\_/\_\_\_ Verified by: \_\_\_\_\_  
 Airport Representative

For a complete list of certified firms and company designation (WBE/DBE) go to <http://www.state.me.us/mdot/disadvantaged-business-enterprises/dbe-home.php>

APPENDIX D

ESTIMATE OF ENGINEERING COST  
for  
RECONSTRUCT EAST APRON

at  
AUBURN-LEWISTON AIRPORT

AUBURN, ME  
November 2020

HOYLE, TANNER PROJECT NO. 030744.00

Article I – Project Administration		\$27,900	ACTUAL COST PLUS FIXED FEE
	Hoyle Tanner Phase 01		
Article II – Data Collection		\$7,000	ACTUAL COST PLUS FIXED FEE
	Hoyle Tanner Phase 10		
Article III – Design		\$50,100	ACTUAL COST PLUS FIXED FEE
	Hoyle Tanner Phase 40		
Article IV – Permitting and NEPA		\$29,300	ACTUAL COST PLUS FIXED FEE
	Hoyle Tanner Phase 50		
Article V – Bidding		\$9,300	ACTUAL COST PLUS FIXED FEE
	Hoyle Tanner Phase 60		
Article VI – Construction Administration		\$38,800	ACTUAL COST PLUS FIXED FEE
	Hoyle Tanner Phase 70		
Article VII – Resident Engineering		\$53,000	ACTUAL COST PLUS FIXED FEE
	Hoyle Tanner Phase 72		
Article VIII – Closeout		\$6,400	LUMP SUM
	Hoyle Tanner Phase 80		
Expenses and Subconsultants		\$54,760	ACTUAL COST
	Hoyle Tanner Phase 99		
TOTAL ESTIMATED PROJECT COST:		\$276,560	

RECONSTRUCT EAST APRON

HOYLE, TANNER PROJECT NO. 030744.00

		ESTIMATED HOURS BY LABOR CLASSIFICATION							Total Hours	Total Labor Cost	
Task	Description	Principal Engineer \$50.00 /HR	QA/QC Manager \$66.00 /HR	Sr. Planner \$50.00 /HR	Project Manager \$54.50 /HR	Environmental Coordinator \$49.00 /HR	Staff Engineer \$38.50	Sr. CAD Tech \$46.00 /HR			Admin Support \$32.00 /HR
1	Prepare for, attend, and follow up for project scoping meeting. Efforts to include pre-scoping with client and eligibility discussion. All meetings conducted remotely. 3 meetings attended by the Project Manager and Planner. Two meetings attended by the Environmental Coordinator. Efforts to include various plan developments to represent intent of design.	2		6	12	2		8	2	32	\$1,584.00
2	Prepare four (4) subconsultant requests for services including drawings to indicate boring locations and limits of work. Subconsultants to include topographical surveyor, geotechnical surveyor, soil scientist to determine wetlands, vernal pools and soil classification, and a subsurface utility exploration company.				8		6		2	16	\$731.00
3	Develop, edit, and revise project scope of work and fee proposal and assist the Owner during Independent Fee Estimate process by providing project sketches, scoping meeting notes, and correspondence relevant to project.	1		1	14	2			2	20	\$1,025.00
4	Prepare contract documents and supporting back-up documentation required in connection with the Project.	1			1				4	6	\$232.50
5	Prepare three (3) subconsultant agreements and supporting back-up documentation required for the topo surveyor, geotechnical surveyor and soil scientist.	1			3				6	10	\$405.50
6	Prepare Airport Improvement Program (AIP) Grant Application, to include SF 424 Application for Federal Assistance form, including project sketch, narrative, financial summary, and client identification information.	1			2		1		6	10	\$389.50
7	Throughout the course of the project the consultant will update original schedule, coordinate project tasks, report on monthly progress, and maintain project records file.				4				4	8	\$346.00
8	Assist Owner by filling out FAA Quarterly Progress Reports.				3				2	5	\$227.50
9	Provide assistance with forms and supporting documentation required of the Owner to obtain partial grant payments from the FAA and State DOT under each grant. Task includes financial document collection and organization, and filing US DOT e-Delphi requests on line. Assume monthly support for the duration from grant acceptance to grant closeout, currently assumed to be approximately 8 months.				4				16	20	\$730.00
10	Create a three-year DBE plan using predicted future CIP projects and previous DBE participation. Plan to cover fiscal years 2021 to 2023.				2				16	18	\$621.00
11	Assist Owner with submitting annual FAA ANE Project Readiness Form, to include developing preliminary project sketch, cost estimate, and reporting on environmental permitting requirements.				2		1			3	\$147.50
12	Assist Owner in drafting the FAA ANE Notice of Intent letters for funding updates.				1					1	\$54.50
13	File end of year E-Delphi Airport Improvement Program Grant Financial Summary report, either SF Form 425, and SF 270 (Planning) or SF 271 (Non Planning) forms.				1				6	7	\$246.50
14	As reasonably requested, provide assistance with any other administrative type work required by the Owner in connection with the Project. The engineer will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the Owner, the state, the FAA, and other interested parties; disseminating interim project information to the Owner, the state, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for six (6) years.			2	10				16	28	\$1,157.00
15	Manage Project budget including monthly billings and scope reviews. The Project Manager will provide general project administration and coordination with the staff of the accounting department. The Project Manager will prepare the internal close out forms. The Project Manager will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The consultant will approve and process invoices received from subconsultants and vendors providing services to the engineer throughout the design phases of the project. The consultant will prepare and submit monthly invoices to the Owner for services provided to the Owner and for costs incurred by the consultant and their subconsultants. It is anticipated that a total of 13 invoices will be prepared and submitted during the course of the project.	2			20				8	30	\$1,446.00
<b>TOTAL HOURS</b>		<b>8</b>	<b>0</b>	<b>9</b>	<b>87</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>90</b>	<b>214</b>	
<b>TOTAL DIRECT LABOR</b>		<b>\$400.00</b>	<b>\$0.00</b>	<b>\$450.00</b>	<b>\$4,741.50</b>	<b>\$196.00</b>	<b>\$308.00</b>	<b>\$368.00</b>	<b>\$2,880.00</b>		<b>\$9,343.50</b>

DIRECT LABOR		\$9,343.50
OVERHEAD	164.87%	\$15,404.63
		\$24,748.13
FIXED FEE	13%	\$3,200.00
<b>ACTUAL COST PLUS FIXED FEE</b>		<b>\$27,900</b>

RECONSTRUCT EAST APRON

HOYLE, TANNER PROJECT NO. 030744.00

		ESTIMATED HOURS BY LABOR CLASSIFICATION							Total Hours	Total Labor Cost	
Task	Description	Principal Engineer \$50.00 /HR	QA/QC Manager \$66.00 /HR	Project Manager \$54.50 /HR	Environmental Coordinator \$49.00 /HR	Staff Engineer \$38.50 /HR	Staff Engineer \$38.50 /HR	Field Technician \$42.00 /HR			Admin Support \$32.00 /HR
Geotechnical Investigation											
1	Coordinate with the Owner to determine work restrictions, timing, and phasing of the work.			1						1	\$54.50
2	Coordinate with geotechnical office lead, or field crew lead prior to field deployment to discuss project objectives, special needs, airport operations and security procedures, equipment storage requirements, utility locations, and general coordination on scheduling.			1						1	\$54.50
3	Lay out location of geotechnical investigation borings and CBRs prior to Dig Safe notification (notification is the responsibility of the subconsultant). One day trip expected.							8		8	\$336.00
4	Provide onsite observation and inspection of geotechnical field work. Determine if further investigation may be required and consult on any unanticipated soil conditions and provide direction on soil sample procedures. Assume 2 days of work.							16		16	\$672.00
5	Review preliminary data and coordinate with geotechnical engineer to identify additional laboratory testing, answer questions.			1		1				2	\$93.00
6	Review and evaluate final geotechnical report and coordinate for additional data.			1		2		1		4	\$173.50
Wetland/VP Survey											
1	Coordinate with subconsultant on the following: Environmental data needs and collection project limits. Establish any unique data needs, airport operations and security procedures, equipment storage requirements, utility locations, and general coordination on scheduling. Discuss the Consultant's ACAD or GIS data attribute naming and layering convention, and how to deliver environmental data in format useful to design team.			2	1	1				4	\$196.50
2	Review draft and evaluate final environmental report and coordinate for additional data as needed.			1	1					2	\$103.50
Topographical Survey											
1	Coordinate with the Owner to determine work restrictions, timing, and phasing of the work.			1						1	\$54.50
2	Coordinate with the survey office lead or field crew lead prior to field deployment to discuss project objectives, special needs, airport operations and security procedures, existing airport control monumentation, the Consultant's ACAD data attribute naming and layering convention, and general coordination on scheduling.			1		1				2	\$93.00
3	Coordinate with the field crew during the field work to discuss field conditions and original scope of work prior to demobilization to determine if further survey may be required and consult on any unanticipated site conditions and provide direction on final survey requirements.			1						1	\$54.50
4	Review and evaluate the survey deliverables, including topography, planimetric, digital terrain models, and stamped plans in PDF format. Additional information will be requested as needed, and the modifications will be reviewed.			1		2				3	\$131.50
5	Visit the site to verify existing conditions.					8				8	\$308.00
<b>TOTAL HOURS</b>		<b>0</b>	<b>0</b>	<b>11</b>	<b>2</b>	<b>15</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>53</b>	
<b>TOTAL DIRECT LABOR</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$599.50</b>	<b>\$98.00</b>	<b>\$577.50</b>	<b>\$0.00</b>	<b>\$1,050.00</b>	<b>\$0.00</b>		<b>\$2,325.00</b>

DIRECT LABOR		\$2,325.00
OVERHEAD	164.87%	\$3,833.23
		\$6,158.23
FIXED FEE	13%	\$800.00
<b>ACTUAL COST PLUS FIXED FEE</b>		<b>\$7,000</b>

AUBURN-LEWISTON AIRPORT  
RECONSTRUCT EAST APRON

Article III – Design  
Hoyle Tanner Phase 40

HOYLE, TANNER PROJECT NO. 030744.00

Task	Description	ESTIMATED HOURS BY LABOR CLASSIFICATION						Total Hours	Total Labor Cost	
		Principal Engineer \$50.00 /HR	QA/QC Manager \$66.00 /HR	Project Manager \$54.50 /HR	Environmental Coordinator \$49.00 /HR	Staff Engineer \$38.50 /HR	Sr. CAD Tech \$46.00 /HR			Admin Support \$32.00 /HR
1	Update airport base files (electrical, water, sewer, gas, drainage, edge of pavement, building locations, boring, and other miscellaneous planimetrics) using deliverables from the subconsultants, research of record plans from the Consultant's and Owner's archives, online GIS sources, and contact with public/private utilities and tenants.			4		12			16	\$680.00
2	Create Title Sheet Drawing, 1 sheet.						1		1	\$46.00
3	Create Drawing Index and General Notes, 1 sheet.			1		2	2		5	\$223.50
4	Create General Plan and Survey Control, 1 sheet.			3		2	8		13	\$608.50
5	Create Safety and Phasing Plans, 1 sheet. Develop Written Document for Construction Safety and Phasing Plan (CSPP) Filing. File case on the OE/AAA portal for the CSPP.			2			12		14	\$661.00
6	Create existing conditions plan, 2 sheets. Plans will include surveyor provided stamped plans on the Consultant's border.			1			2		3	\$146.50
7	Develop the existing digital terrain model and existing contours in Autodesk Civil 3D from data obtained from the survey subconsultant.					4	1		5	\$200.00
8	Create Demolition and Erosion Control Plans, 2 sheets. Demolition of existing entities will be determined based on proposed geometry, drainage, electrical, marking and grading.			6		2	12		20	\$956.00
9	Develop fleet mix from 5010 Airport Record Info and Owner supplied data, assess geotechnical results, and prepare pavement design using FAARFIELD.		1	1		10			12	\$505.50
10	Create Geometry Plans - establish baseline for Taxiway J centerline and indicate other key data points using dimensioning, station labels, and State Plane coordinates. Geometry to be developed using most current FAA design criteria. 2 sheets.	1		4		8	12		25	\$1,128.00
11	Develop existing and proposed profile of Taxiway J using FAA criteria and existing survey limits, 1 sheet.			1		4	4		9	\$392.50
12	Develop the grading design based on FAA criteria for taxiway and apron grading, 2 sheets.			12		40	12		64	\$2,746.00
13	Develop drainage design, including underdrain layout, 1 sheet. Efforts in this phase to include determining layout, slope, and inverts of underdrain, sizing of storm drain pipe and plan production for bidding purposes.			2		12	8		22	\$939.00
14	Develop the pavement markings based on current FAA criteria for the taxiways and taxilanes. Marking to be included on the geometry plans.			1		2			3	\$131.50
15	Develop taxiway edge lighting design based on FAA criteria, 1 sheet.			2		4	8		14	\$631.00
16	Create typical pavement sections based on pavement design, 1 sheet.			2			8		10	\$477.00
17	Create Electrical Details Drawing using standard details, 1 sheet.			2			6		8	\$385.00
18	Create Drainage Details Drawing using standard details, 1 sheet.			3		4	4		11	\$501.50
19	Create Erosion and Sediment Control Details Drawing, 2 sheets. Drawings to include details for DEP required stormwater treatment. Efforts for design of treatment included in the Permitting phase.			2		4	4		10	\$447.00
20	Create boring logs using PDFs from the Geotechnical surveyor's report, 2 sheets			1			2		3	\$146.50
21	Develop specifications: Front End and Proposal Documents.			4				8	12	\$474.00
22	Develop specifications: Technical Specifications, using FAA AC 150/5370-10 current edition and tracking any changes made for FAA review.			10		24		4	38	\$1,597.00
23	Quantity take-offs and cost estimates for each: Conceptual / 60% / Final Submission.			4		16			20	\$834.00
24	In-house QA/QC Checks for each: 60% / Final Submissions. Includes, plans, specs, calculations and quantity take-offs and cost estimates in accordance with the Consultant's Quality Control Plan.	1	8						9	\$578.00
25	File cases to the FAA OE/AAA website for Notice of Construction. Data entry, including multiple points, for project details including staging area limits, haul routes, and limits of construction.			1		12			13	\$516.50
26	Coordinate all aspects of the design with the Owner through emails, phone calls, and meetings. To include a meeting to coincide with the 60% design submission. Assume all meetings will be conducted remotely.	1		12		2			15	\$781.00
<b>TOTAL HOURS</b>		<b>3</b>	<b>9</b>	<b>81</b>	<b>0</b>	<b>164</b>	<b>106</b>	<b>12</b>	<b>375</b>	
<b>TOTAL DIRECT LABOR</b>		<b>\$150.00</b>	<b>\$594.00</b>	<b>\$4,414.50</b>	<b>\$0.00</b>	<b>\$6,314.00</b>	<b>\$4,876.00</b>	<b>\$384.00</b>		<b>\$16,732.50</b>

DIRECT LABOR		\$16,732.50
OVERHEAD	164.87%	\$27,586.87
		\$44,319.37
FIXED FEE	13%	\$5,800.00
<b>ACTUAL COST PLUS FIXED FEE</b>		<b>\$50,100</b>

AUBURN-LEWISTON AIRPORT

Article IV – Permitting and NEPA

RECONSTRUCT EAST APRON

Hoyle Tanner Phase 50

HOYLE, TANNER PROJECT NO. 030744.00

		ESTIMATED HOURS BY LABOR CLASSIFICATION							Total Hours	Total Labor Cost
Task	Description	Principal Engineer \$50.00 /HR	QA/QC Manager \$66.00 /HR	Project Manager \$54.50 /HR	Environmental Coordinator \$49.00 /HR	Staff Engineer \$38.50 /HR	Sr. CAD Tech \$46.00 /HR	Admin Support \$32.00 /HR		
1	Preliminary Coordination with Maine DEP to explain the project scope and determine level of permitting required. Coordination to include a narrative and a drawing to demonstrate the proposed work.			4	6		4		14	\$696.00
2	Coordinate with and send letters to relevant resource agencies discussing potential impacts. Response letters to be included in the Categorical Exclusion (Cat Ex) request and Maine DEP permit application. Maine Natural Areas Program (MNAP) review includes a fee.				1			6	7	\$241.00
3	Develop request for Categorical Exclusion to NEPA. Coordinate with FAA on receiving approval.			1	1			4	6	\$231.50
4	Review existing published resource data, including but not limited to previous permits and applications, and existing wetland information.			4	6			4	14	\$640.00
5	Coordinate with Owner on on-going environmental activities and past vegetative management and stormwater management practices, including past permitting efforts to determine the extent of stormwater analysis and treatment that may be required for the project based on the prior development.			1	2				3	\$152.50
6	Prepare for and attend Maine DEP pre-application meeting, estimate 2 people will attend. Assume meeting to be conducted virtually.			1	4	4			9	\$404.50
7	Update wetland and vernal pool basefile based on data received from the Subconsultant, as needed, and determine jurisdictional impacts and associated NRPA permitting required (scope assumes no NRPA resources within the project limits and that NRPA permitting will not be required).				2	4				
8	Model Pre and Post Development Drainage in HydroCAD. Task includes determining existing stormwater catchment areas, assigning hydraulic values to existing terrain and areas; insert information into HydroCAD modeling software; determine post condition stormwater catchment areas, assign proposed hydraulic values to areas; insert information into HydroCAD modeling software; compare PRE to POST and make iterative adjustments to obtain stormwater control objectives.		1		2	20			23	\$934.00
9	Analyze and size stormwater treatment device BMP. Assume 1 BMP.		1	4		16			21	\$900.00
10	Prepare permitting plans by selecting applicable plans from the 60% design review and editing for permitting requirements. In addition, create plans that will demonstrate the potential wetland and vernal pool impacts, if needed, and new impervious areas. Plan set will include but is not limited to; general plan, grading/drainage/erosion control plans and detail sheets.			2	2	8	8		20	\$883.00
11	Develop a Pre-Development Drainage Plan depicting data analyzed in HydroCAD, estimate 2 sheets.			1		12			13	\$516.50
12	Develop a Post-Development Drainage Plan depicting data analyzed in HydroCAD, estimate 2 sheets.			1		12			13	\$516.50
13	Develop Stormwater Report and Erosion and Sediment Control Plan (report).			2	4	16			22	\$921.00
14	Prepare, print and submit Site Location of Development Permit (SLDA) application.			2	16			24	42	\$1,661.00
15	Prepare for and attend Maine DEP pre-submittal meeting, estimate 2 people will attend. Assume meeting will be conducted virtually.			1		2			3	\$131.50
16	Develop, Draft and Send Abutter Notifications.							4	4	\$128.00
17	Coordinate with the local newspaper to place a public notice for the permit application, if needed based on the application.							2	2	\$64.00
18	Receive and respond to any Maine DEP comments. Assume answering minor questions with no re-design of major efforts like HydroCAD or treatment BMP.			4		6		2	12	\$513.00
<b>TOTAL HOURS</b>		<b>0</b>	<b>2</b>	<b>28</b>	<b>46</b>	<b>100</b>	<b>12</b>	<b>46</b>	<b>234</b>	
<b>TOTAL DIRECT LABOR</b>		<b>\$0.00</b>	<b>\$132.00</b>	<b>\$1,526.00</b>	<b>\$2,254.00</b>	<b>\$3,850.00</b>	<b>\$552.00</b>	<b>\$1,472.00</b>		<b>\$9,786.00</b>

<b>DIRECT LABOR</b>		\$9,786.00
<b>OVERHEAD</b>	164.87%	\$16,134.18
		\$25,920.18
<b>FIXED FEE</b>	13%	\$3,400.00
<b>ACTUAL COST PLUS FIXED FEE</b>		<b>\$29,300</b>

AUBURN-LEWISTON AIRPORT

Article V – Bidding  
Hoyle Tanner Phase 60

RECONSTRUCT EAST APRON

HOYLE, TANNER PROJECT NO. 030744.00

		ESTIMATED HOURS BY LABOR CLASSIFICATION						Total Hours	Total Labor Cost	
Task	Description	Principal Engineer \$50.00 /HR	Construction Project Manager \$61.00 /HR	Project Manager \$54.50 /HR	Environmental Coordinator \$49.00 /HR	Staff Engineer \$38.50 /HR	Sr. CAD Tech \$46.00 /HR			Admin Support \$32.00 /HR
1	Assist with advertising the project to include compiling a list of potential bidders and emailing the ad for bid.			2		1		4	7	\$275.50
2	Set up and maintain the online bidding system, QuestCDN. Efforts to include the following: Create Advertisement on QuestCDNs online bidding site to obtain ebid number for project. Check documents for any obvious errors Create bookmarks for documents (Plans & Specs need to be uploaded as one file) Extract all documents needed to be uploaded as separate documents for contactors to submit an eligible bid Convert Excel spreadsheet (Proposal Document) to CSV file, check cells to be sure they're calculating correctly, upload CSV file to QuestCDN, check CSV file again to be sure it is still calculating correctly. Email Contractors the Ad for Bids with instructions on how to obtain the bidding documents and setup their account with QuestCDN Check Plan Holders list and approve contractors for bidding. Upload any Addendums that may be issued			2				6	8	\$301.00
3	Attend the pre-bid conference, prepare the agenda, and prepare the minutes for distribution. Assume pre-bid meeting will be at the airport.		8	8					16	\$924.00
4	Receive bidder questions and evaluate for inclusion in an addendum. Preparation of addenda if necessary, including any changes to design plans or specifications. Assume 2 addenda.			4		12	8		24	\$1,048.00
5	Administer the bid opening. The bid opening will be administered through the QuestCDN system and will take place in Consultant's office over Microsoft® Teams for those who can't be present.		1	1				1	3	\$147.50
6	Analyze the bids for errors and completeness.			1		3			4	\$170.00
7	Call the CONTRACTOR's references and record responses. Efforts to check references and determine bidder's ability to perform scope of work have historically taken longer than typical due to an apparent lack of experienced contractors in the Mid Coast area.			1		3			4	\$170.00
8	Prepare a letter of recommendation of award to the Owner and distribute to MaineDOT and the FAA.			1					1	\$54.50
<b>TOTAL HOURS</b>		<b>0</b>	<b>9</b>	<b>20</b>	<b>0</b>	<b>19</b>	<b>8</b>	<b>11</b>	<b>67</b>	
<b>TOTAL DIRECT LABOR</b>		<b>\$0.00</b>	<b>\$549.00</b>	<b>\$1,090.00</b>	<b>\$0.00</b>	<b>\$731.50</b>	<b>\$368.00</b>	<b>\$352.00</b>		<b>\$3,090.50</b>

DIRECT LABOR		\$3,090.50
OVERHEAD	164.87%	\$5,095.31
		\$8,185.81
FIXED FEE	13%	\$1,100.00
<b>ACTUAL COST PLUS FIXED FEE</b>		<b>\$9,300</b>

RECONSTRUCT EAST APRON

HOYLE, TANNER PROJECT NO. 030744.00

		ESTIMATED HOURS BY LABOR CLASSIFICATION						Total Hours	Total Labor Cost	
Task	Description	Principal Engineer \$50.00 /HR	Construction Project Manager \$61.00 /HR	QA/QC Manager \$66.00 /HR	Environmental Coordinator \$49.00 /HR	Staff Engineer \$38.50 /HR	Sr. CAD Tech \$46.00 /HR			Admin Support \$32.00 /HR
1	Prepare contract documents, obtain approvals, issue Notice of Award and Notice to Proceed. Effort to include coordination with Owner and Contractor to determine schedule.	1	10					6	17	\$852.00
2	Conform sets of drawings to incorporate addenda. Print and distribute drawing and specification documents to Contractor and Resident (RPR). The number of documents will be at the request of the contractor. Assume 10 full size drawing sets and 10 specifications.		2			8	8	2	20	\$862.00
3	Prepare for and direct a pre-construction conference. Construction Manager to attend. Preparation materials to include agenda, sign-in sheet and visual graphics for phasing.		10			2		2	14	\$751.00
4	Establish and maintain a tracking system for all Project construction records (Request for Information (RFI), Change Order (CO), Project Changes (PCN), Cost Proposals, etc.)		2					18	20	\$698.00
5	Review the Contractor's Project Schedule, Submittal Schedule, Available Equipment, and list of proposed subcontractors.		1						1	\$61.00
6	Shop Drawing & Submittal Review. This scope assumes no more than 24 shop drawings and materials lists reviews and considers contractor resubmittal as another separate submittal. Review of the Contractor's job mix formula for Hot Mix Airport Pavement (P-401) to be included.		10	4		24			38	\$1,798.00
7	Prepare for and attend bi-weekly job meetings (4 assumed), make observations of work in progress, and provide appropriate reports to the Owner (does not include resident engineering).		40						40	\$2,440.00
8	Coordinate with testing Subconsultant and RPR to verify that all testing requirements are satisfied. Review acceptance tests required by specifications.		2						2	\$122.00
9	Requests for Information (RFIs) will be responded to through the preparation of written directives and sketches on behalf of the Owner to the Contractor. This scope assumes no more than 5 design inquiries will be submitted by the contractor and considers contractor resubmittal as another separate submittal.		5	4		6			15	\$800.00
10	Negotiate and prepare change orders. Assumed a maximum of 3 change orders. Effort to include review of Contractor cost proposals. Assume a total of 6 cost proposals.		6			2		2	10	\$507.00
11	Prepare for, organize and direct a pre-paving conference.		10						10	\$610.00
12	Review and approve periodic estimates submitted by the RPR for partial and final payments to the Contractor. Assume 3 pay requests.		9					4	13	\$677.00
13	Review weekly Contractor and Subcontractor payrolls for compliance with Davis Bacon wage rates.		2					12	14	\$506.00
14	Provide consultation and advice to the RPR (assume 2 hours per week for Construction Manager).		16						16	\$976.00
15	Consult with and advise the Owner during construction (assume 1 hours per week for Construction Manager).		8						8	\$488.00
16	Attend the final construction inspection and prepare a report on any deficiencies, corrective actions required, etc. as determined at said review.		10						10	\$610.00
17	Coordinate with Contractor to verify schedule to complete punch list items.		2						2	\$122.00
18	Review the Contractor's record drawings and close-out documentation.		1						1	\$61.00
	<b>TOTAL HOURS</b>	<b>1</b>	<b>146</b>	<b>8</b>	<b>0</b>	<b>42</b>	<b>8</b>	<b>46</b>	<b>251</b>	
	<b>TOTAL DIRECT LABOR</b>	<b>\$50.00</b>	<b>\$8,906.00</b>	<b>\$528.00</b>	<b>\$0.00</b>	<b>\$1,617.00</b>	<b>\$368.00</b>	<b>\$1,472.00</b>		<b>\$12,941.00</b>

DIRECT LABOR		\$12,941.00
OVERHEAD	164.87%	\$21,335.83
		\$34,276.83
FIXED FEE	13%	\$4,500.00
<b>ACTUAL COST PLUS FIXED FEE</b>		<b>\$38,800</b>



AUBURN-LEWISTON AIRPORT

Article VII – Resident Engineering  
 Hoyle Tanner Phase 72

RECONSTRUCT EAST APRON

HOYLE, TANNER PROJECT NO. 030744.00

Construction Duration - Weeks 8  
 Construction Duration - Calendar Days 56

Task	Description	Hours by Labor Classification		Total Hours	Total Labor Cost
		Resident Straight-Time \$42.00 /HR	Resident Overtime \$63.00 /HR		
	Weekday - Straight Time (8 hours per day, 5 days per week)	320		320	\$13,440.00
	Weekday - Overtime (2 hrs per day, 5 days per week)		80	80	\$5,040.00
	Pre-Field Preparation	8		8	\$336.00
	Attend Pre-Construction Conference	8		8	\$336.00
	Attend Final Inspection	8		8	\$336.00
	Post-Field Closeout	8		8	\$336.00
<b>TOTAL HOURS</b>		<b>352</b>	<b>80</b>	<b>432</b>	
<b>TOTAL DIRECT LABOR</b>		<b>\$14,784.00</b>	<b>\$5,040.00</b>		<b>\$19,824.00</b>

DIRECT LABOR		\$19,824.00
OVERHEAD	136.73%	\$27,105.36
		\$46,929.36
FIXED FEE	13%	\$6,100.00
<b>ACTUAL COST PLUS FIXED FEE</b>		<b>\$53,000</b>

Hoyle, Tanner & Associates, Inc.

150 Dow Street, Manchester, New Hampshire 03101-1227

RECONSTRUCT EAST APRON

HOYLE, TANNER PROJECT NO. 030744.00

		ESTIMATED HOURS BY LABOR CLASSIFICATION							Total Hours	Total Labor Cost
Task	Description	Principal Engineer \$50.00 /HR	Construction Project Manager \$61.00 /HR	Project Manager \$54.50 /HR	QA/QC Manager \$66.00 /HR	Staff Engineer \$38.50 /HR	Sr. CAD Tech \$46.00 /HR	Admin Support \$32.00 /HR		
1	Upon completion of the construction work, the Consultant shall prepare, execute, and furnish a copy of "As-Built" plans to FAA, Maine DOT, and the Owner. As-Builts will not be in accordance with A/C 150/5300-16, 17 or 18.		2			4	8		14	\$644.00
2	Update ALP with revised Apron geometry.		1				4		5	\$245.00
3	Prepare final quantities including overruns / underruns.		2						2	\$122.00
4	Prepare and submit the final reimbursement report to the Owner.							8	8	\$256.00
5	Prepare the final project report for distribution to the FAA, Maine DOT and the Owner.		2			12			14	\$584.00
6	Retain project records file; including grants, contracts and construction files.		1					2	3	\$125.00
7	Printing and distributing the final closeout documents.		1					3	4	\$157.00
<b>TOTAL HOURS</b>		<b>0</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>12</b>	<b>13</b>	<b>50</b>	
<b>TOTAL DIRECT LABOR</b>		<b>\$0.00</b>	<b>\$549.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$616.00</b>	<b>\$552.00</b>	<b>\$416.00</b>		<b>\$2,133.00</b>

**DIRECT LABOR** \$2,133.00  
**OVERHEAD** 164.87% \$3,516.68  
\$5,649.68

**PROFIT** 13% \$734.46

**LUMP SUM** \$6,400

HOYLE, TANNER PROJECT NO. 030744.00

Reimbursable Expenses	Mileage & Tolls \$122.50 /trip	Postage & Communications	Printing	Lodging \$105.00 /night	Per Diem		Fees /day	GPS Unit \$150.00 /day	Construction Supplies	Expenses Total	Subconsultant	Subconsultant Fees
					\$55.00 /full day	\$41.25 /travel day						
Article I – Project Administration	\$0.00	\$50.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$150.00		
Article II – Data Collection	\$368.00	\$0.00	\$0.00	\$105.00	\$0.00	\$83.00	\$0.00	\$150.00	\$0.00	\$706.00	CES (topo) CES (wetland) RWG (geotech)	\$ 8,500.00 \$ 12,041.00 \$ 10,000.00
Article III – Design	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Article IV – Permitting and NEPA Maine DEP Minor Amendment MNAP review	\$0.00	\$100.00	\$150.00	\$0.00	\$0.00	\$0.00	\$1,500.00 \$150.00	\$0.00	\$0.00	\$1,900.00		
Article V – Bidding Advertisement	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00	\$0.00	\$0.00	\$600.00		
Article VI – Construction Administration	\$857.00	\$50.00	\$650.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25.00	\$1,582.00	RWG (testing)	\$ 11,300.00
Article VII – Resident Engineering construction weeks: <b>8</b> Day Resident (8 weeks, 5 days/week) Pre-Con and Final Inspection Site Travel: (5 miles/day x 312 days x \$.45/mile)	\$980.00 \$245.00 \$36.00	\$0.00	\$0.00	\$4,200.00	\$1,760.00	\$660.00	\$0.00	\$0.00	\$0.00	\$7,881.00		
Article VIII – Closeout	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00		
<b>Total:</b>	<b>\$2,486.00</b>	<b>\$200.00</b>	<b>\$1,000.00</b>	<b>\$4,305.00</b>	<b>\$2,503.00</b>		<b>\$2,250.00</b>	<b>\$150.00</b>	<b>\$25.00</b>	<b>\$12,919.00</b>		

Reimbursables Expenses: \$12,919.00 Subconsultants: \$ 41,841.00

Total Expenses: **\$54,760.00**