

**REGULAR CITY COUNCIL MEETING
AIRPORT PROFESSIONAL SERVICES AGREEMENT
WORK ORDER
EXECUTIVE SUMMARY
SEPTEMBER 3, 2026**

The Federal Aviation Administration (FAA) administers the Airport Improvement Program (AIP), which provides airports an annual entitlement to be used to fund approved airport improvement projects. In order to receive the entitlement, airports must submit the FAA grant application and, if approved, complete the project according to FAA specification and regulations on a cost reimbursable basis.

One of this year's projects is final design for the full rehab of Runway 3/21 and reconfiguration of Taxiway A to meet FAA standards. Council previously approved a master agreement with Ardurra Engineering for AIP project engineering services through 2028. The airport is now seeking approval of a work order under that agreement for this design work. The work order is in the amount of \$1,104,322.00. The work will be funded 95% by federal AIP grants with the remaining 5% funded with State of Idaho grant and budgeted airport PFC funds.

The FAA allows for informal amendment of projects and grants up to 15%. We request that Council's approval include approval for such amendment, if necessary, for unforeseen costs, so that necessary timelines can be maintained without returning for Council approval if informal amendment is necessary.

MEMORANDUM

TO: City Council and Mayor
FROM: Brian Trammell, Deputy City Attorney BT
DATE: August 27, 2026
RE: Work Order

I have reviewed the work order with the Ardurra Group. I have no legal concerns with the Council's approval of the work order or the authorization of the Mayor to sign it.

Please let me know if you have any questions or concerns.

WORK ORDER 26-02 POCATELLO REGIONAL AIRPORT POCATELLO, IDAHO

REHABILITATE RUNWAY 3-21 AND RECONFIGURE TAXIWAY A – FINAL DESIGN

This Work Order shall be attached to, made a part of, and incorporated by reference into a Master Professional Services Agreement between the City of Pocatello and Ardurra Group, Inc., dated February 2024.

SCOPE OF WORK

The Scope of Work for this effort is attached as Exhibit A. This document describes the anticipated work effort and schedule in detail.

FEES

Fees for services provided under this Work Order will be determined and billed as follows:

• Tasks 1-7 (Lump Sum)	\$1,104,322.00
Total	\$1,104,322.00

Fees for the phases of work will be calculated with the methods listed above, as defined in the Agreement. Fees have been calculated using Consultant's current Fee Schedule. A detailed Fee Proposal, dated July 21, 2026 is attached as Exhibit B.

IN WITNESS WHEREOF, Client and Consultant have made and executed this WORK ORDER 26-02 to the AGREEMENT the day and year first above written.

FOR: CITY OF POCA TELLO

Signature: _____

By: _____

Title: _____

Date: _____

FOR: ARDURRA GROUP, INC.

Signature: _____

By: _____

Title: _____

Date: _____

WORK ORDER 26-02
EXHIBIT A – Scope of Work
Pocatello Regional Airport (PIH)
Pocatello, Idaho

REHABILITATE RUNWAY 3-21 AND RECONFIGURE TAXIWAY A FINAL DESIGN
AIP PROJECT NO. [3-16-0028-0XX-2026]

INTRODUCTION:

Pocatello Regional Airport is located in and owned by the City of Pocatello, Idaho. The airport is a Primary Non-Hub Commercial Service Airport serving southeastern Idaho and also serves as a regional BLM VLAT airtanker base. The airport intends to proceed with planning, environmental coordination, final design, bidding, and related support services for the future rehabilitation of Runway 3-21 and reconfiguration of Taxiway A. This project will be executed by Ardurra Group, Inc., with specialty subconsultants serving in support roles for geotechnical services.

Runway 3-21 is the airport's primary runway and is currently 150 feet wide by 9,059 feet long. The existing runway pavement is deteriorated and requires rehabilitation to maintain safe and efficient operations. In addition, the airport intends to correct nonstandard runway safety area (RSA) grading, improve drainage within the RSA, and reconfigure Taxiway A to eliminate its encroachment into the Runway 3-21 RSA.

This project builds upon prior work completed under "Rehabilitate Runway 3-21 (Preliminary Design) and Pavement Management Plan", AIP Project No. 3-16-0028-053-2022. The previous phase advanced the runway rehabilitation component of the project to approximately a 20% design level and included evaluation of preliminary design alternatives for the runway cross section. As part of the prior phase, shed and crown section alternatives were evaluated for Runway 3-21, and the airport subsequently obtained an approved Modification to Standards (MOS) to proceed with the shed section alternative. This phase will advance the runway rehabilitation component of the project through detailed design, bidding, and related administrative services as well as full design for grading the Runway Safety Area (RSA), drainage improvements, and reconfiguration/reconstruction of Taxiway A between A-6 and Runway 17-35.

The work under this agreement is anticipated to support a future construction project currently targeted for the 2027 construction season, subject to grant funding, FAA approvals, and Owner authorization.

PROJECT ELEMENTS:

This is the next phase of a multi-phase effort to rehabilitate Runway 3-21, improve associated safety areas and drainage conditions, and reconfigure Taxiway A. During this phase, the survey and geotechnical investigation, design development, NAVAID coordination, AGIS support services, final design, bidding

services, and related grant and administrative tasks will be completed. Construction administration services are **not included** in this Work Order and are anticipated to be completed as part of a future phase.

The proposed project work is anticipated to include the following generally described elements:

Element 1 – Runway Rehabilitation

This element is intended to rehabilitate the existing Runway 3-21 pavement. Work is anticipated to include milling the existing pavement surface, sealing existing cracks, placing a leveling course, and placing new asphalt pavement to match existing grades. The existing runway dimensions will remain unchanged.

Element 2 – RSA and Drainage Improvements

This element is intended to correct nonstandard RSA grading and improve existing drainage within the RSA. Existing paved shoulders, currently approximately 75 feet wide, will be reduced to 12-foot wide shoulders of existing pavement. The shoulders will be repaved generally at existing grades. Existing runway edge lighting is anticipated to remain. Grading improvements will be completed outside the shoulders to meet current FAA design guidance for the RSA. Drainage improvements are anticipated to include demolition of non-functioning drainage structures and installation of new drywells within the RSA. Because this work may impact the existing grades and siting relationships of the PAPI and MALSR systems, coordination and possible modifications to those systems may be required.

Element 3 – Taxiway A Realignment

This element is intended to reconfigure Taxiway A to eliminate its encroachment into the Runway 3-21 RSA. The work is anticipated to include full reconstruction of approximately 1,350 feet of taxiway. The proposed realigned taxiway will be designed to meet TDG 3 standards. Associated modifications to taxiway lighting and signage will also be required as part of the realignment.

The project includes the following tasks:

- Contract Administration
- Planning and Formulation
- 30% Preliminary Design
- 60% Design
- Final Design
- Bidding Services
- Project Closeout
- Grant Administration
- AGIS Support Services
- Coordination of all phases of the project with the Owner and the FAA

The future phase of the project will include construction administration and construction of the improvements. Those services are not included in this work order.

FUNDING INFORMATION:

The total project cost is currently estimated at approximately \$18,000,000. It is anticipated that an FAA Airport Improvement Program (AIP) grant will fund 93.75% of eligible project costs and the City of Pocatello will provide all other required funds.

Funding for final design is anticipated in FY 2026, with construction funding currently planned for FY 2027, subject to the availability of federal funding, agency approvals, and the needs of the Owner.

ADDITIONAL INFORMATION:

Subconsultant services are anticipated to be required in the following fields:

- **Geotechnical:** STRATA, Inc.

Electrical engineering services and survey services are anticipated to be performed by Ardurra staff and are not currently anticipated to require a separate electrical or survey subconsultant.

Services and associated expenses for all tasks under this work order will be provided on a lump sum basis.

CONTRACTS AND BIDDING:

There will be one set of bidding and construction/delivery documents produced for the pavement maintenance project. The bidding and construction documents will be structured to allow flexibility in award, depending on available funding. This agreement does not include any services related to repackaging or re-bidding work elements at a later date. If such services are necessary, they will be added by amendment or considered an additional service to this agreement.

AVAILABLE INFORMATION:

The following information is anticipated to be available for use in development of the project:

- Master Plan and Airport Layout Plan (ALP) drawings, prepared by Ardurra, 2024
- Pavement Management Program documents, completed by All About Pavements, April 2023
- Design, construction and as-constructed drawings, survey data and geotechnical information from AIP 3-16-0028-034 through 061 projects, prepared by Ardurra.
- As-constructed drawings from AIP 3-16-0028-015/017 Construct Overlay, Porous Friction Course, HIRL & Electrical Upgrades at Pocatello Regional Airport, prepared by the City of Pocatello.
- Prior design information from Rehabilitate Runway 3-21 (Preliminary Design) and Pavement Management Plan, AIP 3-16-0028-053-2022.

ASSUMPTIONS AND EXCLUSIONS:

The project does **not** include construction administration services, resident project representative services, or construction-related closeout services. If such services are necessary, they will be added by amendment or included under a separate agreement.

For this Work Order, Project Closeout is limited to closeout of the **final design and bidding phase only**. This task does not include construction closeout, as-built survey of constructed work, post-construction Part 139 updates, post-construction airport diagram updates, post-construction AGIS survey, flight checks following construction, or preparation of a final construction report unless specifically authorized under a future amendment or separate agreement.

Imagery and an obstruction survey will not be completed as part of the project. All AGIS efforts will be performed in conformance with the current version of FAA Advisory Circular 150/5300-16B and 150/5300-18B. The as-built survey will be limited to the Taxiway A Realignment Project Area and will be completed under a future amendment or separate agreement.

PROJECT SCHEDULE:

The following dates summarize the target completion of significant project tasks. Dates are subject to change based on grant timing, FAA review, Owner direction, weather, environmental coordination, and the needs of the Owner.

ACTIVITY	COMPLETION
Submit Draft Scope to Owner	June 2026
Complete Independent Fee Estimate Review	June 2026
Complete Pre-Design Conference	June 2026
Submit 30% Design	September 2026
Submit 60% Design	October 2026
Submit 90% Design	December 2026
Complete Final Design	January 2027
Advertise for Bids	February 2027
Open Bids	March 2027
Award Construction Contract	June 2027
Anticipated Construction Start	April 2028

Dates are subject to change, based on grant timing, weather and the needs of the Owner.

SCOPE OF PROFESSIONAL SERVICES

TASK 1 – CONTRACT ADMINISTRATION

During the Project the following general administrative services shall be provided.

- 1.1 Coordinate with Owner to evaluate scope, budget and approach to project. Travel to and meet with the Airport to discuss the project scope and approach. It is anticipated one kickoff meeting will be held with the Owner to review project goals, project schedules, available information, anticipated funding, and the overall approach to the work.
- 1.2 Prepare a detailed Scope of Professional Services narrative. Review the Scope with Owner and FAA and modify as necessary, based on comments received. This shall also include a detailed cost proposal based on estimates of professional service man hours, hourly rates and lump sum costs required to accomplish the work.
- 1.3 Provide Scope of Work and blank cost proposal spreadsheet to Owner for use in obtaining an Independent Fee Estimator for review. One teleconference is anticipated to describe and discuss the project scope. Assist the Owner in preparing the Record of Negotiation to obtain FAA approval of the project fees.
- 1.4 Administer subconsultant contracts and coordinate delivery of work products. It is anticipated that subconsultant services will be required in the following fields:
 - 1.4.1 Geotechnical Investigation: The services of a qualified geotechnical consultant will be required to investigate existing sub-surface soil conditions including soil types and rock depth for design of the project as well as infiltration rates. After data has been collected, Engineer shall analyze and summarize the data for use in subsequent phases of the project. Consultant's services for this task shall include providing all applicable information, subcontract preparation and execution, invoicing, and coordination with the subconsultant. Project Engineer will make one (1) trip to the airport to coordinate site work and escort the geotechnical subconsultant. Field work is anticipated to take two (2) full days.
- 1.5 Project management and administration to include monthly cost accounting and budget analysis, invoicing and monitoring of project progress. The assumed duration of the project is 17 months.
- 1.6 Travel Time for Consultant personnel associated with Task 1. It is assumed the Project Engineer will make one (1) trip to the airport to escort and coordinate subconsultant work.
- 1.7 Advise and coordinate with Owner and FAA throughout these tasks. This task also includes monthly 1-hour project status meetings with the Owner and FAA for the life of the project. This task also includes bi-weekly 30-minute meetings with the Owner to discuss the project. It is assumed the Project Manager and Principal will attend these meetings.

TASK 2 – PLANNING AND FORMULATION

During the Project the following planning and formulation services shall be provided

- 2.1 Prepare for and participate in a pre-design conference with FAA personnel and the Owner. This conference shall be conducted according to current guidance from the FAA Northwest Mountain Region. The conference will take place via conference call. After the meeting, prepare notes to document what was discussed.
- 2.2 Provide design field survey in horizontal datum Idaho State Plane East Zone, US Foot with vertical datum NAVD 88. Survey requirements are expected to include survey of existing ground,

- pavement, fence, utilities/drainage features, and any other structures/features within 100 feet of the limits of the proposed improvements. Drainage features/utilities will be surveyed beyond the 100 feet to the next upstream and/or downstream feature/structure. It is anticipated that a Survey Crew Chief and Survey Technician will be onsite for two days to complete all necessary items related to this task
- 2.3 Coordinate internally with Ardurra staff during this phase of the project to discuss key aspects of the planning, environmental coordination, design approach, survey, geotechnical work, and anticipated project phasing.
 - 2.4 Coordinate with the Owner and FAA during this phase of the project.
 - 2.5 Travel time required for Task 2 tasks. Anticipate [one] round trip with [two] members of the project team.

TASK 3 – 30% DESIGN

The Preliminary Planning and Design services shall commence upon completion of Task 2 work. Preliminary Planning and Design phase services shall include:

- 3.1 Analyze the survey data and prepare base drawings and digital terrain models for use in the analysis and design. Base drawings shall include all topographic information plus known underground utilities, structures, etc.
- 3.2 Determine a Fleet Mix for the realignment section of Taxiway A. Design a recommended HMA and PCC pavement section. Compare the HMA and PCC sections using a life-cycle cost analysis and determine the preferred pavement section.
- 3.3 Analyze the existing storm drainage system adjacent to the work areas to determine its adequacy and impact from the improvements. Design additional storm drainage to serve project areas. Complete a preliminary evaluation of subsurface drainage, to determine feasibility to outlet subsurface drainage piping.
- 3.4 Prepare preliminary construction cost and time estimates based on historical information available from previous projects completed at the airport and other comparable airports.
- 3.5 Prepare proposed base drawings and design 3D surface (includes alignment, profile, corridor, and finished grade model).
- 3.6 Prepare a preliminary design and construction plan set (including Schedule 1 work) to a completion level of approximately 30%. (Anticipated to consist of 45 sheets – Cover, CLP, CSPP, Demo, Embankment Stockpile, Millings Stockpile/Disposal, and Electrical Demo). Meet with Owner to review the plans and obtain additional direction for the next phase of design and construction plans. This meeting will be held in person at the airport with the Principle, Project Manager and Project Engineer in attendance. On this same trip, the Principle, Project Manager and Project Engineer will conduct a site visit of the project area to collect any additional information needed at this stage of the design.
- 3.7 Coordinate internally with Ardurra staff and subconsultants during this phase of the project to discuss key aspects of the design and conduct an internal 30% plan review.
- 3.8 Prepare and submit FAA forms 7460-1 to reflect all project work.
- 3.9 Coordinate with FAA and Owner during this phase of the project, including periodic status updates.

- 3.10 Travel Time for Ardurra personnel associated with Task 2. Principle, Project Manager, and Project Engineer will make one (1) trip to the airport for the design review/site visit. Survey Tech and Survey Assistant will make one (1) trip to the airport to conduct the design field survey. Project Engineer will make one (1) trip to the airport to escort the geotechnical subconsultant.

TASK 4 – 60% DESIGN

The 60% Design services shall commence upon completion of Task 3 work. 60% Design phase services shall include:

- 4.1 Update plans based on comments received in Task 3.
- 4.2 Finalize pavement design and prepare a pavement analysis report, to be incorporated into the Engineer's Design Report.
- 4.3 Finalize grading design and finished grade model, to be incorporated into the plan set.
- 4.4 Finalize drainage analysis and storm drainage design. Anticipated to include modifications to the existing storm drainage system, surface drainage treatment and disposal, installation of dry wells, etc. Prepare a drainage analysis report, to be incorporated into the Engineer's Design Report.
- 4.5 Finalize subsurface drainage analysis and subsurface drainage design. This system will be designed to drain water trapped in the pavement section only. Prepare a subsurface drainage analysis report, to be incorporated into the Engineer's Design Report.
- 4.6 Develop an erosion and sediment control plan for the project, to be included in the bidding and construction drawings. This plan shall apply approved Best Management Practices for the State of Idaho and local agencies.
- 4.7 Prepare a preliminary Construction Safety and Phasing Plan (CSPP) for evaluation by the Owner and FAA, including plan sheets and narrative report.
- 4.8 Finalize CSPP based on Owner/FAA comments and upload for airspace through OE/AAA portal. It is assumed this project will require ten airspace case submissions (overall, each phase, haul routes for each phase, staging areas for each phase)
- 4.9 Develop a pavement marking plan for the areas of the airfield included in the project.
- 4.10 Develop a light/sign layout plan for the reconfigured section of Taxiway A.
- 4.11 Evaluate impacts to airport owned NAVAIDs (PAPI and REIL) from proposed grading.
- 4.12 Develop layout/design of airport owned NAVAIDs (PAPI and REIL).
- 4.13 Coordinate with FAA/SSC on design of airport owned PAPI and REIL as well as planned impacts to FAA owned NAVAIDs from revised grading and shutdowns during construction.
- 4.14 Based on the design completed in this phase, revise cost estimate and prepare preliminary bid schedule(s) for use in bidding the work.
- 4.15 Prepare and lead one (1) presentation/meeting with all stakeholders at the airport to provide updates on the design of the project, planned phasing of construction, and schedule. Gather input from stakeholders and review with Owner to determine any necessary changes to the design/schedule/phasing. This meeting will be held at the airport with the Principal, Project Manager, and Project Engineer in attendance.
- 4.16 Coordinate internally with Ardurra staff and subconsultants during this phase of the project to discuss key aspects of the design and conduct an internal 60% plan and specification QC review.

- 4.17 Prepare a preliminary design and construction plan set to a completion level of approximately 60% (Anticipated to consist of 106 sheets, total). Meet with Owner to review the plans and obtain additional direction for completion of the design and construction plans. This meeting will be held at the airport with the Principle, Project Manager and Project Engineer in attendance.
- 4.18 Prepare preliminary construction specifications and bid documents. Specifications shall be based on the current FAA AC 150/5370-10 and current regional notices. Bid documents shall include Notice Inviting Bids, Bid Schedules, Agreement, forms and other contract documents and “boiler plate” items necessary to solicit bids and execute contracts following award.
- 4.19 Coordinate with FAA and the Owner during this phase of the project, including periodic status updates.

TASK 5 – FINAL DESIGN

The Final Design services shall commence upon completion of Task 4 work. Final Design phase services shall include:

- 5.1 Incorporate comments received during the preliminary design review process into final project design documents.
- 5.2 Prepare 90% design and construction plans in conformance with applicable FAA Advisory Circulars as appropriate to the project (Anticipated to consist of 140 sheets, total).
- 5.3 Prepare 90% construction specifications and bid documents.
- 5.4 Participate in and support the required Safety Risk Management (SRM) Panel. This task shall include preparation for the SRM Panel, coordination with the Owner and FAA, participation in the panel process, and incorporation of applicable panel recommendations into the project documents, as appropriate. It is anticipated that the Principle and Project Manager will attend this meeting. This meeting is anticipated to be held virtually and take four hours.
- 5.5 Prepare a final engineer’s opinion of probable construction cost, based on the final design.
- 5.6 Prepare the Engineer’s Design Report in conformance with FAA guidelines.
- 5.7 Coordinate internally with Ardurra staff and subconsultants during this phase of the project to discuss key aspects of the design and conduct an internal 90% plan and specification review.
- 5.8 Submit 90% design drawings, specifications and design report to Owner and FAA for review and comment. Meet with Owner to review the plans and obtain additional direction for completion of the design and construction plans. This meeting will be held virtually with the Principle, Project Manager and Project Engineer in attendance.
- 5.9 Revise drawings, specifications, and bid documents based on final review comments and prepare 100% (bid set) documents. Submit up to three complete sets of final documents to the Owner and one set of final documents to the FAA.
- 5.10 Coordinate with FAA and Owner during this phase of the project, including periodic status updates.

TASK 6 – BIDDING SERVICES

The Bidding services shall commence upon completion of Task 5 work. Bidding phase services shall include:

- 6.1 Administer the public bid advertisement process including bid document reproduction and distribution of documents to plan rooms and suppliers. Prepare advertisement(s) for the project and submit to appropriate newspaper(s) for publication. Maintain a “bidders list” and distribute plans as requested. Compile a list of previous contractors and subcontractors who have completed similar work on previous projects in the area. Contact contractors to make sure they know the project is available for bidding.
- 6.2 Prepare for and lead a Prebid Meeting at the airport. Discuss the project requirements and take a tour of the project site. Prepare summary notes of the meeting and include in an Addendum. It is anticipated that the Principle, Project Manager, and Project Engineer will attend this meeting.
- 6.3 Respond to questions that arise during the Contractors’ bid preparation process.
- 6.4 Prepare and distribute up to three Addenda for the project as a follow up to contractor questions.
- 6.5 Assist the Owner in preparation for the project Bid Opening as required, including preparation of a Project Bid Summary form. It is anticipated that the Consultant will not attend the Bid Opening in Pocatello. After opening bids, Owner will send copies to Ardurra’s Meridian office, to evaluate the qualifications of bidders and responsiveness to bidding criteria, including compliance with Buy American requirements.
- 6.6 Prepare a detailed Bid Tabulation documenting bid results and submit to Owner and FAA.
- 6.7 Analyze bids received and provide Engineer’s recommendation of award letter to Owner.
- 6.8 Prepare and distribute the Notice of Award. Review the Construction Agreement documents, bonds and insurance documents submitted by Contractor, and assist Owner and Contractor in processing documents for the project.
- 6.9 Coordinate with the FAA and Owner throughout the bidding and award process. Coordinate the execution and submittal of documentation including copies of all executed contract documents as required by the FAA.
- 6.10 Travel time required for Phase 5 tasks. Anticipate 1 round trip by the Principle, Project Manager and the Project Engineer.

Note: The Engineer assumes a routine and orderly bid process when preparing the estimated hours. Professional services related to the resolution of non-routine issues such as bid protests, rebid services, contractor qualification investigations, “responsible” bidder determinations, DBE certification and compliance issues, or bid negotiations will be considered additional services beyond the scope of hours and costs estimated for the work outlined above.

TASK 7 – ADDITIONAL SERVICES

Consultant shall provide the following services as “Additional Services”:

- 7.1 Document the Project work and accomplishments in a Final Closeout Report in accordance with FAA guidelines, including final SF 271 and SF 425.
- 7.2 Assist the Owner with Grant Administration tasks.
 - 7.2.1 Prepare a Grant Application for submittal to FAA. Update the Grant Application for FAA-AIP funding assistance based on project bid results. Assist Owner in coordination of Grant Application submittal and process.

- 7.2.2 Assist the Owner to prepare and process required certifications for submittal to the FAA including Selection of Consultants, Plans and Specifications, Construction/Equipment Contracts, Drug Free Workplace and any other required certifications.
- 7.2.3 Assist the Owner with preparation of annual SF 271 and SF 425.
- 7.2.4 Assist the Owner with quarterly performance reports in accordance with Table 5-16 of draft FAA Order 5100.38d. Form 5370-1 will meet this requirement for construction.
- 7.3 Provide periodic project budget updates to Owner during execution of the work.
- 7.4 Provide the following services related to Federal Disadvantaged Business Enterprise requirements (DBE):
 - 7.4.1 Assist the Owner with Disadvantaged Business Enterprise (DBE) annual reporting for FY 2026 - 2028.
- 7.5 Assist and coordinate with independent auditors in locating appropriate documents for performing A-133 annual audit. In addition to finding appropriate project files, answer questions concerning Contractor's wage rates and interview forms as required.
- 7.6 AGIS Support Services. Assist the Owner in collecting and submitting project data into the FAA's AGIS system as a Safety Critical As-Built Project. Imagery and an obstruction survey will not be completed as part of the project. All AGIS efforts will be performed in conformance with the current version of FAA Advisory Circular 150/5300-16B and 150/5300-18B.
 - 7.6.1 AGIS Project Approach. Review AGIS requirements with FAA to determine the level of AGIS survey effort required. Review existing survey control information.
 - 7.6.2 Statement of Work. Prepare an AGIS Statement of Work to describe the work to be performed and submit the Statement of Work through the AGIS portal. This task will also include coordination with the Owner to set up and manage an AGIS account.
- 7.7 Coordinate with Owner and FAA

EXHIBIT B

Pocatello Regional Airport
Rehabilitate Runway 3-21 and Reconfigure Taxiway A - Final Design

AIP TBD

Hours & Fees Worksheet

Exhibit B
July 21, 2026

Task	Description	Personnel Hours																		Total Hours	Fee
		Prin JN	PM MD	PE KO	DE BC	EIT SR	CM DB	CM OVT DB	EE AG	PL WR	EPM SS	EP CS	GIS PM BC	GIS T BN	SM AP	SV AB	ST WR	PC ET	Admin JH		
		\$357.00	\$252.00	\$174.00	\$158.00	\$137.00	\$200.00	\$227.00	\$331.00	\$252.00	\$278.00	\$158.00	\$242.00	\$153.00	\$273.00	\$168.00	\$158.00	\$126.00	\$121.00		
Task 1 - Contract Administration																					
1.1	Project Approach Outline & Meeting	4	6						1		1		1		1				2	16	\$4,306.00
1.2	Prepare Scope of Engineering Design and Bidding Services	8	12						2		2		2		2				1	29	\$8,249.00
1.3	IFE Coordination	1	2	4																7	\$1,557.00
1.4	Administer Subconsultant Agreements																				
1.4.1	Geotechnical Services	2	6	28															1	37	\$7,219.00
1.5	Project Management / Admin.	88	132						4		4		4		4			66	66	368	\$85,478.00
1.6	Travel Time	7	7	7																21	\$5,481.00
1.7	FAA/Owner Coordination	97	165																	262	\$76,209.00
Subtotal, Task 1		207	330	39	0	0	0	0	7	0	7	0	7	0	7	0	0	66	70	740	\$188,499.00
Task 2 - Planning and Formulation																					
2.1	Pre-Design Conference	1	2	2																5	\$1,209.00
2.2	Survey Services	2	4											20	5	45	30			106	\$18,447.00
2.3	Internal Coordination	2	6	4					2		2		2		2					20	\$5,170.00
2.4	FAA/Owner Coordination	2	4	2																8	\$2,070.00
2.5	Travel Time															7	7			14	\$2,282.00
Subtotal, Task 2		7	16	8	0	0	0	0	2	0	2	0	2	20	7	52	37	0	0	153	\$29,178.00
Task 3 - 30% Preliminary Design																					
3.1	Prepare Existing Base Maps & Survey Data			12		24														36	\$5,376.00
3.2	Prepare Pavement Design Report	2	4	4	8	24														42	\$6,970.00
3.3	Prepare Drainage Design Report	2	4	8	4	20	4													42	\$7,286.00
3.4	Prepare 30% Construction Cost Estimate	2	2	4	8	16	2													34	\$5,770.00
3.5	Prepare Proposed Base Maps & 3D Surface		6	30	40	60														136	\$21,272.00
3.6	Prepare 30% Plans (General Sheets, CLP, CSPP) 45 Sheets	4	25	50	100	240														419	\$65,108.00
3.7	Internal Coordination - 30% Plan Review	4	4	2	2	2	2		12	2	4	4	2		2					42	\$11,024.00
3.8	Submit FAA forms 7460-1	1	1	2	4															8	\$1,589.00
3.9	FAA/Owner Coordination	2	4	4						8										18	\$4,642.00
3.10	Travel Time	7	7	7																21	\$5,481.00
Subtotal, Task 3		24	57	123	166	386	8	0	12	2	12	4	2	0	2	0	0	0	0	798	\$134,518.00
Task 4 - 60% Design																					
4.1	Review and Revise 30% Submittal Comments	1	2	6	24	24			4											61	\$10,309.00
4.2	Finalize Pavement Design & Prepare Pavement Analysis Report	2	2		4	12														20	\$3,494.00
4.3	Finalize Grading Design & Grading Model	2	8	16	64	20														110	\$18,366.00
4.4	Finalize Drainage Analysis & Storm Drainage Design	2	8	16	40	32														98	\$16,219.00
4.5	Finalize Subsurface Drainage Analysis & Design	2	4	8	16	24														54	\$8,930.00
4.6	Develop Erosion and Sediment Control Plan	1	1	4	8	16														30	\$4,761.00
4.7	60% Construction Safety and Phasing Plan Sheets w/ Narrative	2	8	16	24	32														82	\$13,690.00
4.8	Finalize CSPP and Airspace	1	2	4	8	24	12													51	\$8,509.00
4.9	Develop Pavement Marking Plan	2	2	4	16	24														48	\$7,730.00
4.10	Develop Light/Sign Layout Plan for reconfigured Taxiway A	2	2	4	16	24	12		24											84	\$18,074.00
4.11	Evaluate Existing NAVAIDS and Proposed Grading to determine NAVAID Impacts	2	2	4	8	4														20	\$3,726.00
4.12	Develop Layout/Design of NAVAIDS	2	4	8	16	24														54	\$8,930.00
4.13	FAA and SCC NAVAID Coordination	4	8	24																36	\$7,620.00
4.14	Revise Cost Estimate & Prepare Preliminary Bid Schedules	1	2	4	8	16	24		4											59	\$11,137.00
4.15	Stakeholders Meeting	4	6	8		12			2											32	\$6,638.00
4.16	Internal Coordination and QC Review	6	18	28	28	24														104	\$19,262.00
4.17	Prepare 60% Design Plan Set (106 total Sheets)	6	60	100	200	400			32											798	\$131,654.00
4.18	Prepare Preliminary Construction Specification and Bid Documents	4	6	8	16	32	20		8											94	\$17,892.00
4.19	Coordinate with Owner and FAA	4	12	12																28	\$6,540.00
Subtotal, Task 4		50	157	274	496	744	68	0	74	0	0	0	0	0	0	0	0	0	0	1863	\$323,460.00

EXHIBIT B

Pocatello Regional Airport Rehabilitate Runway 3-21 and Reconfigure Taxiway A - Final Design															AIP TBD
Hours & Fees Worksheet															Exhibit B July 21, 2026

Task	Description	Personnel Hours																			Total	Fee
		Prin	PM	PE	DE	EIT	CM	CM OVT	EE	PL	EPM	EP	GIS PM	GIS T	SM	SV	ST	PC	Admin			
		JN	MD	KD	BC	SR	DB	DB	AG	WR	SS	CS	BC	BN	AP	AB	WR	ET	JH			
		\$357.00	\$252.00	\$174.00	\$158.00	\$137.00	\$200.00	\$227.00	\$331.00	\$252.00	\$278.00	\$158.00	\$242.00	\$153.00	\$273.00	\$168.00	\$158.00	\$126.00	\$121.00	Hours		
Task 5 - Final Design																						
5.1	Review and Revise 60% Submittal Comments	2	2	4	24	48			2											82	\$12,944.00	
5.2	Prepare 90% Design Plan Set (140 Sheets)	8	60	120	240	360			24											812	\$134,040.00	
5.3	Prepare 90% Construction Specs & Bid Documents	4	8	12	16	4			2											46	\$9,270.00	
5.4	SRM Panel	6	8	8																22	\$5,550.00	
5.5	Prepare Final Engineer's Opinion of Cost	2	2	4	4	8	12		2											34	\$6,704.00	
5.6	Prepare Engineer's Design Report	2	4	16	24	32														78	\$12,682.00	
5.7	Internal Coordination & QC Review	6	12	16	16	12	12		4											78	\$15,846.00	
5.8	Submit 90% Plans, Specifications, and Design Report for Owner review	2	2	6																10	\$2,262.00	
5.9	Revise Drawings, Specifications and Bid Documents and Prepare 100% Documents for Bid	4	8	16	24	32														84	\$14,404.00	
5.10	Coordinate with Owner and FAA	6	16	16																38	\$8,958.00	
Subtotal, Task 5		42	122	218	348	496	24	0	34	0	0	0	0	0	0	0	0	0	0	1284	\$222,660.00	
Task 6 - Bidding Services																						
6.1	Bid Administration	2	8	20																30	\$6,210.00	
6.2	Pre-Bid Conference	2	6	20																28	\$5,706.00	
6.3	Questions	2	10	20	10	25			4											71	\$13,043.00	
6.4	Addenda	2	10	20	10	25			8											75	\$14,367.00	
6.5	Bid Opening	2	2	8		16														28	\$4,802.00	
6.6	Prepare Bid Tabulation and Submit to Owner and FAA		1	2		4														7	\$1,148.00	
6.7	Bid Analysis and Recommendation	2	12	28																42	\$8,610.00	
6.8	Contract Forms	2	4	8																14	\$3,114.00	
6.9	FAA/Owner Coordination	4	8	16																28	\$6,228.00	
6.10	Travel Time	7	7	7																21	\$5,481.00	
Subtotal, Task 6		25	68	149	20	70	0	0	12	0	0	0	0	0	0	0	0	0	0	344	\$ 68,709.00	

EXHIBIT B

Pocatello Regional Airport Rehabilitate Runway 3-21 and Reconfigure Taxiway A - Final Design																			AIP TBD		
Hours & Fees Worksheet																			Exhibit B July 21, 2026		
Task	Description	Personnel Hours																		Total Hours	Fee
		Prin	PM	PE	DE	EIT	CM	CM OVT	EE	PL	EPM	EP	GIS PM	GIS T	SM	SV	ST	PC	Admin		
		JN	MD	KD	BC	SR	DB	DB	AG	WR	SS	CS	BC	BN	AP	AB	WR	ET	JH		
		\$357.00	\$252.00	\$174.00	\$158.00	\$137.00	\$200.00	\$227.00	\$331.00	\$252.00	\$278.00	\$158.00	\$242.00	\$153.00	\$273.00	\$168.00	\$158.00	\$126.00	\$121.00		
Task 7 - Additional Services																					
7.1	Prepare Final Closeout Report	2	2	8	8	12	8										16		56	\$9,134.00	
7.2	Grant Administration																				
7.2.1	Grant Application		2	4	6	8											8		28	\$4,252.00	
7.2.2	Prepare Sponsor Certifications			2													4		6	\$852.00	
7.2.3	Prepare Annual SF 271 and SF 425		2	4	4												8		18	\$2,840.00	
7.2.4	Quarterly Performance Reporting		4	4	8												8		24	\$3,976.00	
7.2.5	Budget Updates	4	8	4													8		24	\$5,148.00	
7.3	DBE Documentation																				
7.3.1	DBE Annual Reporting		12		4														16	\$3,656.00	
7.4	A-133 Audit Assistance	8	8																16	\$4,872.00	
7.5	AGIS Safety Critical As-Built Survey																				
7.5.1	AGIS Project Approach	2	2									8		4					16	\$4,246.00	
7.5.2	Statement of Work	2	2									8		4					16	\$4,246.00	
7.6	Coordinate with Owner and FAA	2	4																6	\$1,722.00	
Subtotal, Task 7		20	46	26	30	20	8	0	0	0	0	16	0	8	0	0	52	0	226	\$ 44,944.00	
Subtotal Lump Sum (Tasks 1-7)		375	796	837	1060	1716	108	0	141	2	21	4	27	20	24	52	37	118	70	5408	\$1,011,988.00
TOTAL, ALL TASKS		375	796	837	1,060	1,716	108	0	141	2	21	4	27	20	24	52	37	118	70	5,408	\$1,011,988.00

Pocatello Regional Airport
Rehabilitate Runway 3-21 and Reconfigure Taxiway A - Final Design
Fee Summary

AIP TBD
Exhibit B
July-26

Tasks 1-7 (Lump Sum)

1. Personnel Costs

Classification	Title	Hours	Rate/Hour	Cost
Prin	Principal	375	\$357.00	\$133,875.00
PM	Project Manager	796	\$252.00	\$200,592.00
PE	Project Engineer	837	\$174.00	\$145,638.00
DE	Design Engineer	1060	\$158.00	\$167,480.00
EIT	Engineer-In-Training	1716	\$137.00	\$235,092.00
CM	Construction Manager/Specifier	108	\$200.00	\$21,600.00
CM OVT	Construction Manager Overtime	0	\$227.00	\$0.00
EE	Electrical Engineer	141	\$331.00	\$46,671.00
PL	Planner	2	\$252.00	\$504.00
EPM	Environmental Project Manager	21	\$278.00	\$5,838.00
EP	Environmental Planner	4	\$158.00	\$632.00
GIS PM	GIS Project Manager	27	\$242.00	\$6,534.00
GIS T	GIS Technician	20	\$153.00	\$3,060.00
SM	Survey Manager	24	\$273.00	\$6,552.00
SV	Surveyor	52	\$168.00	\$8,736.00
ST	Survey Technician	37	\$158.00	\$5,846.00
PC	Project Coordinator	118	\$126.00	\$14,868.00
Admin	Administrative Assistant	70	\$121.00	\$8,470.00
Totals:		5408		\$1,011,988.00

2. Subconsultant Fees

Geotechnical	\$76,860.00
Subtotal, Subconsultant Fees:	\$76,860.00

3. Reimbursable Expenses

Description	Number	Unit Cost	Cost
Vehicle Travel (Per Mile)	5000	\$0.75	\$3,750.00
Lodging (Per Night)	19	\$160.00	\$3,040.00
Airline Travel (Per Roundtrip)	0	\$0.00	\$0.00
Per Diem (Per Day)	38	\$68.00	\$2,584.00
Survey Equipment (Per Hour)	50	\$65.00	\$2,600.00
Document Reproduction (Lump Sum)	1	\$2,000.00	\$2,000.00
Phone, Fax, Postage, Legal Notice (Lump Sum)	1	\$1,500.00	\$1,500.00
Subtotal, Reimbursable Expenses			\$15,474.00

TASKS 1-7 TOTAL FEE (1+2+3):

\$1,104,322.00