

**ENGINEERING/ARCHITECTURAL CONSULTANT
TASK ORDER NUMBER 13**

for use with

**ENGINEERING/ARCHITECTURAL CONSULTANT MASTER PROFESSIONAL
SERVICES AGREEMENT NUMBER 500225**

This Task Order Agreement (“TOA”) is made and entered into on _____, 2026, by and between Lake Havasu City, Arizona, a municipal corporation ("City") and C&S Engineers, Inc. ("Consultant"), both individually referenced as “Party” and collectively referenced as the “Parties.”

This TOA incorporates by reference all provisions of the Engineering/Architectural Consultant Master Professional Services Agreement 500225 executed May 11, 2022 (“MPSA”), that are not expressly contradicted by the language of this TOA.

1. Scope of Work. Consultant agrees to provide the services contained in the attached Exhibit “A” (“Scope of Work” or “Services”). When requested by City, Consultant agrees to attend City Council meetings and provide necessary and requested documents, including correspondence for Council action, supporting charts, graphs, drawings, and colored slides.
2. Compensation and Payment Schedule.
City shall pay the Consultant the amount specified in the Fee Schedule attached as Exhibit “B.” Payment shall not exceed the total amount set forth in Exhibit “B” unless otherwise authorized by the City.
3. Period of Service. The Services shall be completed by the date contained in the Scope of Work and Time Schedule attached as Exhibit “A.” When this TOA is agreed to and executed by both Parties the TOA shall constitute Consultant’s authorization to proceed with the requested Services. In the event delays are experienced beyond the control of Consultant, the completion date may be extended in writing as mutually agreed upon by the Parties.

[Signatures on following page]

IN WITNESS WHEREOF, the Parties have executed this Task Order Agreement as of the date and year first set forth above.

LAKE HAVASU CITY

CONSULTANT

BY: _____

Title: City Manager

Date: _____

BY: _____

Title _____

Date _____

APPROVED AS TO FORM

Lake Havasu City Attorney's Office

BY: _____

EXHIBIT A
SCOPE OF WORK AND TIME SCHEDULE

**ENGINEERING/ARCHITECTURAL CONSULTANT MASTER PROFESSIONAL
SERVICES AGREEMENT NUMBER 500225**

TASK ORDER AGREEMENT 13

Project Title: Terminal Apron Reconstruction
Airport Name: Lake Havasu City Municipal Airport
Services Provided: Design

1. PROJECT SERVICES

Consultant agrees to perform design phase services for a project known and described as Terminal Apron Reconstruction Project (the “Project”). This Project includes the reconstruction of the Terminal Apron. The Project will be performed by the City with grant assistance from the Federal Aviation Administration (FAA) and the Arizona State Department of Transportation (ADOT).

The Services are described in the following tasks:

1.1 PROJECT MANAGEMENT/GRANT ADMINISTRATION PHASE

The Consultant shall aid the City by acting as its liaison and Project coordinator with ADOT during the Project’s design. In addition, the Consultant shall assist the City in the preparation of paperwork required to secure funds for the Project. The specific services to be provided or furnished for this Phase of the Project are the following:

- A. Prepare a Categorical Exclusion environmental document, including the collection and review of available documents such as published wetland maps, soil conservation survey maps, and previous master plan and environmental archaeological studies, to identify potential impacts the Project may have on the environment.
- B. Preparation of reimbursement request packages; coordination of their execution by the City; and submission to the funding agencies.
- C. During the Design Phase, to aid the City by acting as its liaison and Project coordinator with the funding agencies.
- D. Perform Project management duties such as project planning, invoice preparation, schedule coordination and coordination of design team.
- E. Grant project set-up for City, Federal Aviation Administration and State Agency.
- F. Preparation of grant application packages for the Project; coordination of their execution by the City; and submission to the funding agencies.
- G. Prepare quarterly progress reports and schedule updates for submission to the FAA and ADOT.
- H. Preparation of reimbursement request packages; coordination of their execution by the City; and submission to the funding agencies.
- I. Monitoring DBE participation and DBE payments for life of the Project.
- J. Preparation of the FAA and ADOT grant closeout packages for this Project.

1.2 SCHEMATIC DESIGN PHASE

The Schematic Design Phase is intended to identify and evaluate alternatives to provide cost-effective and practical solutions for the work items identified. The Consultant will evaluate alternatives through contacts with local authorities, review of the pre-application, field investigations, and a practical design approach. The Project's design will take advantage of local knowledge and experience and will utilize expertise from recent construction projects in an effort to design a cost-effective Project. The specific services to be provided or furnished for this Phase of the Project are the following:

- A. Schedule and conduct a pre-design meeting with the City, the FAA and ADOT to review the scope of services and become familiar with the Project requirements and operational concerns during the Project's construction.
- B. Perform a preliminary Project site inspection to further familiarize the design team with Project areas.
- C. Acquire and review record documents (such as plans, specifications, reports, and studies) to become familiar with data that is available for the Project.
- D. Prepare initial plans/exhibits identifying required topographic field surveys, subsurface soils investigations, and other field investigative programs.
- E. Coordination and management of required surveys and investigations to minimize interference with airport and tenant operations. Coordinate schedule with City and supervise work at the Project site as necessary.
- F. Acquire the necessary topographic survey and utility data for the Project site, including related office computations and drafting as follows:
 - 1. Topographic survey (50' grid) of Terminal Apron for the full area of the Apron plus 100' beyond each edge. Cross sections of the apron longitudinally every 50 feet shall include, at a minimum, spot grades, edge of pavement (and drops), grade breaks, and angle points. Locate all pavement markings, include nearby structures including all electrical facilities, signs, pull boxes, lights, utility markers, etc., and any drainage features. Provide elevations and note description and contents if possible. Provide survey DTM, LandXML, and 3D surface topo line work compatible with AutoCAD 2024.
- G. Acquire soils and existing pavement investigation data, including borings, pavement cores, and test pits, as well as field and laboratory tests, to identify existing pavement conditions and subsurface soil characteristics as follows:
 - 1. Mark boring locations and arrange utility clearance of the boring locations. Perform a subsurface exploration by drilling an adequate number of borings to depths of approximately 10 ft below existing site grade distributed as necessary to obtain an accurate sampling.
 - 2. Before drilling at the boring locations, cores of the existing pavement layer will be obtained. Measurement of the thickness of the different layers forming the existing pavement structure will also be performed at each boring/coring location.
 - 3. Strata encountered will be examined and logged. Loose and relatively undisturbed soil samples will be taken for laboratory testing. Testing of soil samples will include

gradation, plasticity (Atterberg limits), in-situ moisture content/density (from ring samples), moisture-density relationship (Proctor), sand equivalent, and laboratory CBR (4 tests).

4. Testing on the recovered asphalt concrete cores will consist of asphalt recovery (Abson), binder penetration, absolute viscosity and specific gravity on recovered asphalt binder, asphalt binder content and gradation.
 5. The borings will be backfilled with native soils and capped with non-shrink grout and painted with black paint at all locations. An effort will be made in the field to compact the backfill material (mostly by adding water) and minimize subsequent settlement of the backfill and capping material.
 6. A written report will be provided and will include a boring/coring location diagram, logs of borings, laboratory test results, photos of recovered asphalt concrete cores, recommendations/discussions of our findings regarding recommendations for pavement reconstruction/rehabilitation alternatives and for materials specifications for earthwork and pavement structure.
 7. All explorations will be advanced to the depths outlined unless refusal to auger drilling is encountered. A field engineer/geologist will log the borings, record blow counts of penetration tests, and obtain AC cores and undisturbed and representative bulk samples of soils and aggregate base/subbase encountered as conditions dictate.
- H. Develop schematic designs, including preliminary pavement horizontal geometric layouts, and prepare preliminary opinion of probable construction costs for each major element of the Project.
- I. Develop a draft construction safety phasing plan (CSPP) that endeavors to limit interference by the Project's construction with airport and tenant operations, in accordance with FAA advisory circular 150/5370-2 (current edition).
- J. Submit schematic design to the City, ADOT and the FAA for their review and comment.

1.3 PRELIMINARY DESIGN PHASE (75%)

The services to be performed during this Phase consist generally of services required to furnish the City with a set of Preliminary Plans, Specifications, and Engineer's Report.

The specific services to be provided or furnished for this Phase of the Project are the following:

- A. Conduct site inspections if necessary to verify topographic survey and other Project-related existing physical features and facilities.
- B. Analyze data obtained from existing pavement investigation program and determine properties of existing pavement and soil materials. Document results of program, existing conditions, and recommendations in the design report.
- C. Develop pavement design in accordance with FAA advisory circular 150/5320-6F.
- D. Develop horizontal pavement geometrical layouts. Compute and document on drawings sufficient information to layout proposed pavements in field during construction.
- E. Develop preliminary three-dimensional design in order to develop pavement profiles, typical sections, and other grading details for the proposed work.
- F. Develop preliminary drainage designs, including computation of surface water runoff, and

layout necessary to accommodate expected flows.

- G. Finalize construction safety phasing plan (CSPP) and Submit to OE/AAA Portal.
- H. Develop preliminary storm water pollution prevention plan to control stormwater runoff during construction.
- I. Develop preliminary taxiway edge lighting improvements.
- J. Develop preliminary marking layout design in accordance with FAA Advisory Circular 150/5340-1M.
- K. Prepare preliminary Contract Drawings (approximately 75% complete) providing sufficient detail for review of design concepts by the City , the FAA and ADOT.
- L. Prepare general provisions and preliminary technical specifications expected to be required for the proposed work using FAA standards from FAA AC 150/5370-10.
- M. Update opinion of probable construction cost to reflect the outcomes of preliminary Project design.
- N. Prepare written design report documenting items such as design concepts, assumptions, and alternative designs.
- O. Perform quality control review on design documents.
- P. Submit preliminary design documents to the City for review and comment.
- Q. Submit preliminary design documents to the FAA, and ADOT.
- R. Schedule and conduct a preliminary design review meeting to discuss and resolve City comments.

1.4 FINAL DESIGN PHASE (100%)

The services included under this Phase shall generally consist of services required to furnish the City with a complete set of Contract Documents for the Project, including Final Plans, Specifications, Engineer's Design Report, and opinion of probable construction costs. Services to be performed or furnished during this Phase may include revising the preliminary submittal information to comply with City, FAA and ADOT comments and then completion of the final design. Plans and Specifications, suitable for unit price bidding, will be completed; final design will be coordinated with the City, FAA and ADOT and a complete set of bid documents will be furnished to the City. A final opinion of probable construction cost and the final Design Report will also be prepared and submitted. A final Construction Safety and Phasing Plan will be included as part of the Contract Documents.

The specific services to be provided or furnished for this Phase of the Project are the following:

- A. Finalize three-dimensional design in order to finalize pavement profiles, typical sections, and other grading details for the proposed work.
- B. Finalize pavement designs and detail pavement keyways, edge of pavement grading requirements, and pavement sections.
- C. Finalize pavement profiles, cross-sections, grading and drainage designs.
- D. Finalize erosion control design and details.

- E. Finalize pavement marking layouts, and detail installations.
- F. Finalize edge lighting improvements and detail installations.
- G. Prepare final Contract Drawings.
- H. Perform a detailed quantity takeoff of all bid items to be included on the Contract Drawings and in the General Specifications of the Contract Documents.
- I. Finalize General Specifications and prepare written Technical Specifications for all construction materials and installations.
- J. Prepare FAA 7460 forms and submit them online through the FAA website portal.
- K. Prepare final opinion of probable construction costs based upon the actual bid items and quantity takeoffs.
- L. Finalize design report to be consistent with the final design.
- M. Perform an internal quality control review of design documents.
- N. Perform a constructability review on drawings, specifications and CSPP.
- O. Submit final documents to the City, the FAA and ADOT for final review and comment. Schedule and conduct draft final review meeting with the City to discuss and resolve final comments.

1.5 BID PHASE (for Phase 1 only)

The Bid Phase is that time frame between completion of the design process and beginning of actual construction when the City publicly advertises and receives bids, awards contracts to the lowest responsible bidder, and executes a construction contract to perform the work with the successful contractor(s). The Consultant shall assist the City during this Phase as required.

The specific services to be provided or furnished for this Phase of the Project are the following:

- A. Assist the City in the advertisement of the Project and issuance of bid documents.
- B. Receive and respond as required to questions from potential bidders regarding the Contract Documents.
- C. Schedule and conduct a pre-bid conference if requested by the City and advise the City on matters relating to design. Prepare meeting minutes of the pre-bid conference.
- D. Prepare addenda to the bid documents after advertisement and prior to bidding as required upon the City's approval.
- E. Upon receipt of bids, perform bid reviews. The bid review shall include items such as a check of the contractor's bid extensions, bid security, execution of bid, non-collusive bidding certificate, EEO certification, statement of surety's intent, addenda receipt. Request evidence of competency and evidence of financial responsibility from the contractor. Review contractor's list of personnel, list of equipment, and financial statement.
- F. Prepare final bid tabulation, recommendation/rejection of award to the City, and a sample award letter.
- G. Upon award of contract, prepare conformed copies of contracts; coordinate contractor's execution of contract; review contractor's bonds, insurance certificates, and DBE plan;

review contractor's submission with City; coordinate City's execution of the contract; and assist in distributing electronic copies of executed contracts.

- H. Coordinate Notice to Proceed (NTP) for construction. Contact ADOT for permission to issue NTP. Prepare a sample NTP letter for the City to send to the contractor.

2. PROJECT SCHEDULE:

The Services will commence upon a fully executed TOA and are anticipated to be completed within one year.

3. ASSUMPTIONS:

Construction administration and/or observation services are not included with this TOA.

END OF EXHIBIT A

**EXHIBIT B
FEE SCHEDULE**

**ENGINEERING/ARCHITECTURAL CONSULTANT MASTER PROFESSIONAL
SERVICES AGREEMENT NUMBER 500225**

TASK ORDER AGREEMENT 13

Project Title: **Terminal Apron Reconstruction**
Airport Name: **Lake Havasu City Municipal Airport**
Services Provided: **Design**

Task 1.1 Project Management/Grant Administration Phase (Lump Sum Basis)	\$25,588
Task 1.2 Schematic Design (30%) (Lump Sum Basis)	\$89,980
Task 1.3 Preliminary Design (75%) (Lump Sum Basis)	\$37,784
Task 1.4 Final Design (100%) (Lump Sum Basis)	\$31,554
Task 1.5 Bidding Phase (Lump Sum Basis)	\$11,283
TOTAL LUMP FEE	\$196,189