

Dane County Contract Cover Sheet

Revised 01/2026

Res 084
significant

Dept./Division	DOA/Public Works Engineering		
Vendor Name	SHORT ELLIOT HENDRICKSON INC	MUNIS #	7124
Brief Contract Title/Description	PROFESSIONAL SERVICES FOR THE COMPREHENSIVE AIRPORT MASTER PLAN & ALP UPDATE		
Contract Term	08/24/26 - 08/24/31		
Contract Amount	\$ 5,819,500.00		

Contract # Admin will assign	16424
Type of Contract	
☒	Dane County Contract
☐	Intergovernmental
☐	County Lessee
☐	County Lessor
☐	Purchase of Property
☐	Property Sale
☐	Grant
☐	Other

Department Contact Information		Vendor Contact Information	
Name	MINDY DIAZ	Name	KACI NOWICKI
Phone #	608.267.0127	Phone #	651.894.2508
Email	DIAZ.MINDY@DANECOUNTY.GOV	Email	knowicki@sehinc.com
Purchasing Officer	Pete Patten		

Purchasing Authority	☐ \$13,000 or under – Best Judgment (1 quote required)	
	☐ Between \$13,000 – \$46,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	☒ Over \$46,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP # 325037
	☐ Bid Waiver – \$46,000 or under (\$25,000 or under Public Works)	
	☐ Bid Waiver – Over \$46,000 (N/A to Public Works)	
	☐ Cooperative Contract	Contract Name & #
☐ N/A - Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		

MUNIS Req.	Req # 2181	Org: AIRLNDG	Obj: 57219	Proj:	\$ 5,819,500.00
	Year 2026	Org:	Obj:	Proj:	\$
		Org:	Obj:	Proj:	\$

Budget Amendment	
☐	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000	☐ Contract does not exceed \$100,000	
	☒ Contract exceeds \$100,000 – resolution required.	Res # 084
	☒ A copy of the Resolution is attached to the contract cover sheet.	Year 2026

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
☐ No modifications.	☒ Modifications and reviewed by: Adam Ussher	☐ Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Draper, Todd	Digitally signed by Draper, Todd Date: 2026.07.10 06:58:27 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel
Slaven, Shelby	David Gault
Digitally signed by Slaven, Shelby Date: 2026.07.14 15:32:21 -05'00'	

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached		
DOA:	Date In: 7/10/26	Date Out: _____
☒ Controller, Purchasing, Corp Counsel, Risk Management		

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, July 14, 2026 10:55 AM
To: Hicklin, Charles; Patten, Peter; Gault, David; Cotillier, Joshua
Cc: Oby, Joe
Subject: Contract #16424
Attachments: 16424.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 7/14/2026 1:35 PM	Approve: 7/14/2026 1:35 PM
	Patten, Peter		Approve: 7/14/2026 11:38 AM
	Gault, David	Read: 7/14/2026 11:48 AM	Approve: 7/14/2026 11:49 AM
	Cotillier, Joshua	Read: 7/14/2026 11:06 AM	Approve: 7/14/2026 11:09 AM
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #16424

Department: Public Works

Vendor: Short Elliot Hendrickson Inc

Contract Description: Professional Services for Comprehensive Airport Maters Plan & ALP Update (Res 084)

Contract Term: 8/24/26 – 8/24/31

Contract Amount: \$5,819,500.00

Michelle Goldade

Administrative Manager

Dane County Department of Administration

Room 425, City-County Building

210 Martin Luther King, Jr. Boulevard

Madison, WI 53703

PH: 608/266-4941

Fax: 608/266-4425

TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays.

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AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR THE COMPREHENSIVE AIRPORT MASTER PLAN & LAYOUT PLAN UPDATES

The Department of Administration-Public Works Engineering Division reports the receipt of proposals for the Comprehensive Airport Master Plan & Layout Plan Updates located at the Dane County Regional Airport, 4000 International Lane, Madison, WI; Request for Qualifications Project# 325037. A complete tabulation is on file, and an agreement has been negotiated with:

SHORT ELLIOTT HENDRICKSON INC.
3535 VADNAIS CENTER DR
ST PAUL, MN 55110

Total: \$5,819,500.00

The Public Works staff finds the amount to be reasonable and recommends the Agreement be awarded to SHORT ELLIOTT HENDRICKSON INC. There are sufficient funds available for this project.

NOW, THEREFORE, BE IT RESOLVED that the Agreement be awarded to SHORT ELLIOTT HENDRICKSON INC. in the amount of \$5,819,500.00;

BE IT FURTHER RESOLVED that the County Executive and the County Clerk be authorized and directed to sign the Agreement; and

BE IT FINALLY RESOLVED that the Department of Administration-Public Works Engineering Division be directed to ensure complete performance of the Agreement.

**COUNTY OF DANE
PROFESSIONAL SERVICES AGREEMENT
SIGNATURE PAGE**

Date: _____
Project No.: 325037
Agreement No.: 16424

THIS AGREEMENT is between the County of Dane, by its Department of Administration, hereinafter referred to as “COUNTY”, and Short-Elliott-Hendrickson, Incorporated, 3535 Vadnais Center Drive, St. Paul, Minnesota, 55110, hereinafter called the “CONSULTANT”.

WITNESSETH

WHEREAS, COUNTY proposes securing consulting services for a project described as follows:

Master Plan & Airport Layout Plan (ALP) Update and Exhibit A Property Inventory Map

WHEREAS, COUNTY deems it advisable to engage the services of the CONSULTANT to furnish professional services in connection with this project, and

WHEREAS, COUNTY has authority to engage such services, and

WHEREAS, the CONSULTANT represents that it is in compliance with the applicable Wisconsin Statutes relating to the registration of architects and professional engineers and designers, and has agreed to furnish professional services for COUNTY,

NOW, THEREFORE, in consideration of the premises and to their mutual and dependent agreements, the parties hereto agree as set forth in the following pages, which are annexed hereto and made a part hereof.

IN WITNESS WHEREOF, COUNTY and the CONSULTANT have executed this Agreement as of the above date.

**SHORT-ELLIOTT-HENDRICKSON,
INCORPORATED**

 Digitally signed by Shawn McMahon
DN: C=US,
E=smcmahon@sehinc.com,
O=SEH, OU=SER, CN=Shawn McMahon
Date: 2026.07.07
06:33:13-05'00'

7/7/2026

Shawn McMahon
Signature _____ Date _____

Shawn McMahon

Printed Name
Principal _____

Title
41-1251208 _____

Federal Employer Identification Number (FEIN)

COUNTY OF DANE

Melissa Agard, County Executive Date _____

Scott McDonell, County Clerk Date _____

This Agreement, and any amendment or addendum relating to it, may be executed and transmitted to any other party by legible facsimile reproduction or by scanned legible electronic PDF copy, and utilized in all respects as, an original, wet-inked manually executed document. Further, this Agreement and any amendment or addendum thereto, may be stored and reproduced by each party electronically, photographically, by photocopy or other similar process, and each party may at its option destroy any original document so reproduced. All parties hereto stipulate that any such legible reproduction shall be admissible in evidence as the original itself in any judicial, arbitration or administrative proceeding whether or not the original is in existence and whether or not each party made such reproduction in the regular course of business. This term does not apply to the service of notices under this Agreement.

COUNTY OF DANE
PROFESSIONAL SERVICES AGREEMENT
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ARTICLE 1: SCOPE OF AGREEMENT

- 1.) This Agreement between COUNTY and the person or firm, duly licensed under the laws and in accordance with the regulations of the State of Wisconsin, hereinafter referred to as the "CONSULTANT" shall be governed by the following Terms and Conditions.
- 2.) The CONSULTANT shall provide technical and professional services under this Agreement. The Terms and Conditions of this Agreement shall apply to modifications made to this Agreement and shall apply to both the services rendered in the creation of the design and to the additional services called for in carrying out the design.
- 3.) The CONSULTANT shall serve as the professional technical advisor and consultant to COUNTY in matters arising out of or incidental to the performance of this Agreement and in that capacity, the CONSULTANT shall not have a contractual duty or responsibility to any other person or party or individual regarding the services under this Agreement, except as that duty may arise under the laws of the State of Wisconsin. The CONSULTANT is not an agent of the COUNTY within the meaning of s. 893.80 or 895.46, Wis. Stats.
- 4.) Professional services performed or furnished under this Agreement shall be based on the care and skill ordinarily used by members of the profession involved, who practice under the authority of and who are governed by the license issued under the Wisconsin Statutes and the Wisconsin Administrative Code. The standard of care for architectural and engineering services under this Agreement shall include designing buildings, structures and / or related infrastructural systems that comply with all applicable building and safety codes.
- 5.) CONSULTANT shall perform its obligations under this Agreement with all deliberate speed and in a sound, economical, and efficient manner, in accordance with this Agreement and all laws. In providing services under this Agreement, CONSULTANT shall cooperate with the various departments, agencies, employees, and officers of COUNTY.
- 6.) By accepting this Agreement, the CONSULTANT represents possession of the necessary skill and other qualifications to perform work under this Agreement and is familiar with the practices in the locality where such services and work shall be performed.
- 7.) The CONSULTANT shall be professionally responsible for work performed under this Agreement. Upon written approval of COUNTY, the CONSULTANT may subcontract work to an approved consultant under this Agreement, to the specific extent authorized by COUNTY. The authorization to subcontract shall not relieve the CONSULTANT of professional or contractual responsibility for any work performed or delivered under this Agreement. The authorization to subcontract shall not be construed to create any contractual relationship between COUNTY and such consultant.
- 8.) Subcontracts for services under this Agreement shall provide that work performed under such subcontract, shall be subject to provisions of this Agreement and shall also provide that any professional duty or responsibility pertaining thereto shall be accomplished to the benefit of COUNTY. Upon request, an electronic copy of each such subcontract for which COUNTY approval is granted shall be furnished to COUNTY.
- 9.) The CONSULTANT may substitute consultants or professional staff under this Agreement only to the specific extent authorized by COUNTY in writing.
- 10.) In the performance of this Agreement, the CONSULTANT shall become familiar with and perform such services in accordance with the specifications set forth in the Request for Proposals document. The COUNTY reserves the right to update County Master Specifications Division 00 and Division 01 at any time, including after the signing date of this Agreement. The CONSULTANT shall use and conform to the most current County Master Specifications Division 00 and Division 01 available at the time of Final Review Documents and the CONSULTANT shall not be eligible for a change order based upon alterations to said County Master Specifications Division 00 and Division 01 occurring after the date of Agreement signing.

ARTICLE 2: SCOPE OF THE SERVICES TO BE PROVIDED

1.) General:

- 1.) The CONSULTANT shall provide services as described in Attachment A outlining the scope of work.
- 2.) The CONSULTANT shall obtain from COUNTY information and materials necessary to ascertain scope of the Project and shall verify with COUNTY program and functional requirements of the Project.

ARTICLE 3: COUNTY'S RESPONSIBILITIES

- 1.) COUNTY will determine the Project scope, as approved by the Federal Aviation Administration ("FAA"), for which the professional design services are required and will fully cooperate in achieving completion of that work.
- 2.) COUNTY will establish an internal operating procedure for timely and proper performance of any COUNTY duty required to fulfill the needs of the Project.
- 3.) COUNTY will provide available information regarding the requirements for the Project, which set forth COUNTY's objectives for program, schedule and deliverables. COUNTY will make available to the CONSULTANT data known to COUNTY or requested by the CONSULTANT, which may be needed for the fulfillment of the professional responsibility of the CONSULTANT. This data may include, but is not limited to, record drawings and COUNTY standards and guides. Such documents will be the most recent and accurate available. The use of any such data by the CONSULTANT shall be without contractual or legal significance unless otherwise established elsewhere in this Agreement. However, providing of documents by COUNTY shall not relieve the CONSULTANT from the responsibility for conducting a field survey to verify existing conditions as specified herein.
- 4.) COUNTY will communicate to the CONSULTANT the format of the documents required to be submitted.
- 5.) COUNTY will examine documents submitted by the CONSULTANT and will render decisions regarding them promptly, to avoid unreasonable delay in the progress and sequence of the CONSULTANT's work. COUNTY will coordinate review comments from the User Agency and COUNTY staff prior to issuance to the CONSULTANT.
- 6.) COUNTY will prepare and process the Agreements between COUNTY and CONSULTANT.

ARTICLE 4: COMPENSATION

- 1.) CONSULTANT fees for basic services will be compensated by COUNTY in accordance with the Terms and Conditions of this Agreement as follows:
 - 1.) COUNTY will pay the CONSULTANT the following fees:
 - (1.) COUNTY will pay the CONSULTANT a lump sum fee not to exceed \$5,819,500.00. A breakdown of the fee is shown on Attachment B.
 - (2.) COUNTY shall never be required to pay more than the sum set forth for this Agreement, for all services rendered by CONSULTANT under this Agreement.
- 2.) Payments to the CONSULTANT:

- 1.) Payments of the CONSULTANT's lump sum will be made monthly, in proportion to services performed as confirmed by COUNTY, to increase the compensation to the following percentages of the lump sum fee at the completion of each phase of the work.
- 2.) A CONSULTANT whose work is found deficient or fails to conform to the requirements set forth in the Agreement, is not entitled to further payments, until corrected to the satisfaction of COUNTY.
 - (1.) Payments to the CONSULTANT may be withheld for damages sustained by COUNTY due to error, omission, unauthorized changes or negligence on the part of the CONSULTANT. COUNTY will notify the CONSULTANT in writing of the alleged, specific damages and amounts involved, on a timely basis.
- 3.) If the Project is suspended for more than three (3) months in whole or in part, the CONSULTANT will be paid fees for services performed prior to receipt of written notice from COUNTY of the suspension, together with Reimbursable Expenses then due and reasonable expenses resulting from this suspension, as approved by COUNTY. If the Project is resumed after being suspended for more than three (3) months, the CONSULTANT's compensation will be subject to renegotiation.

ARTICLE 5: ACCOUNTING RECORDS

- 1.) Records of the CONSULTANT's direct personnel, consultants, and reimbursable expenses pertaining to the Project shall be kept in accordance with Generally Accepted Accounting Principles (GAAP) and shall be available to COUNTY or an authorized representative throughout the term of this Agreement and for at least three (3) years after final payment to the CONSULTANT.

ARTICLE 6: TERMINATION OF AGREEMENT

- 1.) This Agreement may be terminated by COUNTY without cause upon ten (10) calendar days written notice to the CONSULTANT. In the event of termination, the CONSULTANT will be paid fees for services performed to termination date, reimbursable expenses then due, and termination expenses as approved by COUNTY. Work performed prior to the date of termination shall be in accordance with the terms and conditions of this Agreement. Upon termination, the results of such work shall immediately be turned over to the COUNTY Airport Project Manager and is a condition precedent to further payment by COUNTY.
- 2.) The following shall constitute grounds for immediate termination:
 - 1.) Violation by CONSULTANT of any law, or failure by CONSULTANT to comply with any State and Federal service standards, as expressed by statute, rule, and regulation;
 - 2.) Failure by CONSULTANT to carry licenses or certifications as required by law;
 - 3.) Failure of CONSULTANT to comply with reporting requirements contained in this Agreement; or
 - 4.) Inability of CONSULTANT to perform the work provided for herein.
- 3.) Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- 4.) In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by CONSULTANT under this Agreement shall at the option of COUNTY become the property of

COUNTY, and CONSULTANT shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, CONSULTANT shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by CONSULTANT, and COUNTY may withhold any payments to CONSULTANT for the purpose of offset.

ARTICLE 7: OWNERSHIP OF DOCUMENTS

- 1.) All drawings and specifications, renderings, models, scale details, and other such documents prepared by the CONSULTANT or any consultant pursuant to this Agreement shall become the property of COUNTY on completion and acceptance of any of the CONSULTANT's work, or upon termination of the Agreement, and shall be delivered to COUNTY upon request.
- 2.) COUNTY may use documents prepared under this Agreement for informational purposes without additional compensation to the CONSULTANT. If COUNTY uses or modifies documents without involvement or written consent of the CONSULTANT or its sub-consultant(s), COUNTY shall remove name and signatures of the CONSULTANT or its sub-consultant(s) from documents prior to such use or modification. Any such use or modification shall be at sole risk of COUNTY and without liability for the CONSULTANT or its sub-consultant(s).
- 3.) Detailed planning documents, concept drawings inherent to the design of the Project, whether provided by the COUNTY or generated by the CONSULTANT, shall be available for future use by the parties to this Agreement and other parties, each at their own risk.

ARTICLE 8: LIABILITY - HOLD HARMLESS AND INDEMNIFICATION

- 1.) CONSULTANT shall indemnify and hold harmless COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of the CONSULTANT furnishing the services required to be provided under this Agreement, but only to extent caused or resulting from intentional or negligent acts of the CONSULTANT or its sub-consultant(s) and provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of the CONSULTANT under this paragraph shall survive the expiration or termination of this Agreement.

ARTICLE 9: PROFESSIONAL LIABILITY INSURANCE

- 1.) The CONSULTANT and its consultants retained under the terms of this Agreement shall procure and maintain a professional liability insurance policy with at least \$1,000,000 in coverage that provides for payment of the insured's liability for errors, omissions or negligent acts arising out of the performance of the professional services required under this Agreement. The CONSULTANT shall provide up-to-date, accurate professional liability information on the CONSULTANT's Data Record, including amount of insurance, deductible, carrier and expiration date of coverage. Upon request by COUNTY, the CONSULTANT shall furnish COUNTY with a Certificate of Insurance showing the type, amount, deductible, effective date and date of expiration of such policy. Such certificate shall also contain substantially the following statement: "The insurance covered by this certificate shall not be canceled, the coverage changed or reduced by endorsement, by the insurance company, except after thirty (30) calendar days written notice has been received by COUNTY." The CONSULTANT shall not cancel or materially alter this coverage without prior written approval by COUNTY. The CONSULTANT shall be responsible for consultants maintaining professional liability insurance during the life of their Agreement.

ARTICLE 10: OTHER INSURANCE

- 1.) The CONSULTANT and its consultants retained under terms of this Agreement shall:
 - 1.) Maintain Worker's Compensation Insurance:
 - (1.) Procure and maintain Worker's Compensation Insurance as required by State of Wisconsin Statutes for all of the CONSULTANT's and consultant's employees engaged in work associated with the Project under this Agreement.
 - (2.) Maintain Employer's Liability Insurance with a policy limit of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Insurance may be met by a combination of primary and excess coverage.
 - (3.) Procure and maintain during the life of this Agreement, and until one year after the completion of this Agreement, Commercial General Liability Insurance, including Products and Completed Operations for all claims that might occur in carrying out the Agreement. Minimum coverage shall be \$1,000,000 per occurrence, \$1,000,000 general aggregate, combined single limit for bodily injury, personal injury, and property damage. Such coverage shall be of the "occurrence" type form and shall include the employees of the CONSULTANT as insureds.
 - (4.) Procure and maintain Commercial Automobile Liability Insurance for all owned, non-owned, and hired vehicles that are used in carrying out the Agreement. Minimum coverage shall be \$1,000,000 per occurrence combined single limit for bodily injury and property damage. Insurance may be met by a combination of primary and excess coverage.
 - (5.) Provide an insurance certificate indicating the above Commercial Liability Insurance and property damage coverage, countersigned by an insurer licensed to do business in Wisconsin, covering and maintained for the period of the Agreement. Upon request by COUNTY, the insurance certificate is to be presented on or before execution of the Agreement.

ARTICLE 11: REQUIRED FEDERAL PROVISIONS

- 1.) The provisions Attachment C are included as required by federal law. To the extent there is any conflict between Attachment C and the rest of this agreement, the terms of Attachment C control.

ARTICLE 12: ASSIGNMENT/TRANSFER

- 1.) CONSULTANT shall not assign, subcontract, or transfer any interest or obligation in this agreement, without the prior written consent of COUNTY, including the hiring of independent contract service providers unless otherwise provided herein. All subcontracts must utilize the form subcontract attached as Attachment D. Claims for money due or to become due CONSULTANT from COUNTY under this agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to CONSULTANT shall be subject to prior claims of all persons, firms, and corporations for services rendered or materials supplied for the performance of the work called for in this agreement. CONSULTANT shall promptly provide notice of any such assignment or transfer to COUNTY. Any unauthorized assignment, subcontract, or transfer is void.

ARTICLE 13: DEBARMENT

- 1.) By signing this contract, CONSULTANT attests that it is not debarred from participating in federal procurements. COUNTY reserves the right to cancel this contract if CONSULTANT is presently, or is in the future, on the list of parties excluded from federal procurements.

ARTICLE 14: MISCELLANEOUS PROVISIONS

- 1.) CONSULTANT warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so.
- 2.) Legal Relations. The CONSULTANT shall comply with and observe federal and state laws and regulations and local zoning ordinances applicable to this project and in effect on the date of this Agreement.
- 3.) Approvals. None of the approvals performed by COUNTY shall be construed or implied to relieve the CONSULTANT from any duty or responsibility it has for its professional performance, unless COUNTY formally assumes such responsibility in writing from COUNTY so stating that the responsibility has been assumed.
- 4.) Successors, Subrogees and Assigns. COUNTY and CONSULTANT each bind themselves, their partners, successors, subrogees, assigns, and legal representatives to the other party to this Agreement and to the partners, successors, subrogees, assigns and legal representatives of such other party with respect to covenants of this Agreement.
- 5.) Claims. The CONSULTANT's project manager will meet with COUNTY's Airport Project Manager to attempt to resolve claims, disputes and other matters in question arising out of, or relating to, this Agreement or the breach thereof. Issues not settled are to be presented in writing to the COUNTY Airport Executive Director for review and resolution. The decision of the Airport Executive Director shall be final. Work shall progress during the period of any dispute or claim. Unless specifically agreed between the parties, venue will be in Dane County, Wisconsin.
- 6.) Amendment of Agreement. This Agreement may be amended in writing by both COUNTY and CONSULTANT.
- 7.) It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- 8.) This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal

existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.

- 9.) The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.

ARTICLE 15: NONDISCRIMINATION IN EMPLOYMENT

- 1.) During the term of this Agreement, CONSULTANT agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). CONSULTANT agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases and exceptions shall be permitted only to the extent allowable in state or federal law.
- 2.) Civil Rights Compliance:
 - 1.) If CONSULTANT has twenty (20) or more employees and receives \$20,000 in annual contracts with COUNTY, the CONSULTANT shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. CONSULTANT shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of Chapter 19 of the Dane County Code of Ordinances. CONSULTANT shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous calendar year, a plan update is acceptable. The plan may cover a two-year period. If CONSULTANT has less than twenty (20) employees, but receives more than \$20,000 from the COUNTY in annual contracts, it may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If CONSULTANT submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of CONSULTANT's Plan is sufficient.
 - 2.) CONSULTANT agrees to comply with the COUNTY's civil rights compliance policies and procedures. CONSULTANT agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the CONSULTANT. CONSULTANT agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. CONSULTANT further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.

- 3.) CONSULTANT shall post the Equal Opportunity Policy, the name of CONSULTANT's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. CONSULTANT shall supply to COUNTY's Contract Compliance Specialist upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- 1.) CONSULTANT shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Specialist when such announcements are issued.

ATTACHMENT A

SCOPE OF WORK

ATTACHMENT A
SCOPE OF WORK OUTLINE
SCHEDULE A –
AIRPORT MASTER PLAN, AIRPORT LAYOUT PLAN AND EXHIBIT A PROPERTY INVENTORY MAP
DANE COUNTY REGIONAL AIRPORT
MADISON, WISCONSIN

Background: The most recent Master Plan for the Dane County Regional Airport (the Airport) was completed in the early 1990s. The Airport is embarking on a comprehensive Master Plan update intended to guide its development and operations into the future. This Master Plan will provide a strategic foundation for addressing current demands, supporting growth, and enhancing the Airport's role as a vital transportation hub for Dane County and the surrounding region. The project aims to ensure the Airport can efficiently serve existing and future air transportation needs while considering evolving industry trends and community needs.

The planning process will focus on creating flexible solutions that can adapt to a variety of growth scenarios and triggering events. Near-term projects that are anticipated to be supported by this Master Plan include the reconstruction of Runway 18/36, the extension of Runway 3/21 (based on Master Plan length analysis), taxiway improvements, elimination of two Hot Spots, building area development and redevelopment, terminal and remote parking improvements to increase capacity, landside improvements to surface transportation infrastructure and ongoing maintenance and rehabilitation of existing airport facilities.

Stakeholder and public engagement are integral to the Master Plan, with the Airport seeking meaningful and comprehensive input from stakeholders throughout the process. Through this collaborative process, the plan will reflect shared priorities, address potential concerns, and foster support and understanding for upcoming projects and initiatives.

Project Deliverables – The project deliverables of this scope include the following:

- AGIS Survey
- Airport Master Plan
- Airport Layout Plan
- Exhibit A Property Inventory Map

The Master Plan will be prepared in accordance with applicable federal and state guidelines current as of the date of this scope. FAA Advisory Circular (AC) 150/5070-6B, Airport Master Plans, AC 150/5000-17 Critical Aircraft and Regular Use Determination, AC 150/5190-4b, Airport Land Use Compatibility Planning, and AC 150/5300-13B, Airport Design, FAA Order 5100-38D, Airport Improvement Program Handbook (Change 1), FAA Standard Operating Procedure ARP SOP 2.00, Standard Operating Procedure for FAA Review and Approval of Airport Layout Plans (effective October 1, 2013), SOP 3.0 Standard Operating Procedure for FAA Review of Exhibit 'A' Airport Property Inventory Maps among others current as of this date, will be utilized in the development of the Master Plan and Airport Layout Plan (ALP). Throughout the process, any new or revised federal and state guidance will be considered. If implementation of new guidance requires additional effort beyond this scope of services, SEH will identify and communicate those changes with the Airport, FAA, and BOA. Should the Airport choose to add extra services to address or incorporate new guidance, an amendment to the agreement may be requested, with FAA review and coordination.

Study Element - 1 Project Initiation, Coordination and Administration

Task - 1.1 Project Scoping and Contract Development

Short Elliott Hendrickson (SEH and/or Consultant) will coordinate with the Dane County Regional Airport / MSN staff to develop the appropriate work scope, define tasks, lines of communication and establish project goals, objectives or areas of interest. Project fees will be prepared using the final Scope of Work. This task includes

project scoping meetings with MSN staff, FAA and BOA. An agreement will be developed from the Final Scope of Work and approved fees. The agreement will be provided to the FAA and BOA for review and approval prior to a contract being executed. This task also includes time to coordinate scopes of services with subconsultants and development of subconsultant contracts.

Task - 1.2 Project Administration and Management Service

SEH will provide project administration and management services as required to complete the project within the conditions of this agreement. Administration and management duties include project setup, monthly invoicing and preparation of budget and schedule. The schedule will be updated monthly as the project progresses. SEH will hold monthly internal project team meetings (4 staff attending on average). This task includes time for 5 staff to obtain airport badges (Project Manager, Assistant Project Manager, Planner, and 2 Project Engineers) and the required security training at MSN, it is anticipated that the airport badges will be at no-cost.

Task - 1.3 Client Coordination

Client coordination under this task includes bi-monthly coordination meetings with MSN staff throughout the project and preparation and submittal of written monthly project updates. It is anticipated that, on average, one monthly meeting will occur virtually (2 hours, typically attended by the Project Manager, Assistant Project Manager and Planner) and the second monthly meeting will occur in-person (a longer 4-hour meeting, typically attended by the Project Manager and Assistant Project Manager. A Planner will attend half of those in person meetings virtually and half in-person). This task includes time to travel to/from MSN for the in-person meetings. However, it is assumed that no overnight stays will be required. These standing meetings will also serve as opportunities for subconsultants to join these meetings periodically to cover technical topics, coordination and updates.

Task - 1.4 Quality Assurance and Control

SEH will develop a comprehensive Quality Management Plan for the project, outlining procedures and standards to ensure content and product quality at every phase. The plan will include independent peer review, draft and final proof-reading, editing, graphics, and reporting protocols for all deliverables included in this Scope of Work. It should be noted that hours allocated for quality control and quality assurance activities for each task are included within those individual tasks.

Task - 1.5 Subconsultant Management

SEH will manage all subconsultants (ten total) throughout the project, ensuring their services align with the established scope and objectives. This includes developing and negotiating subconsultant agreements and reviewing and approving monthly subconsultant invoices. Coordination will be conducted regularly via virtual Teams meetings and email communication to address project updates, resolve issues, review and discuss deliverables and maintain alignment among the various project partners. It is estimated that this task will be led by the Project Manager for approximately 6 hours per month for invoice review and miscellaneous coordination. This task also includes time for vendor invoice review (printing expenses, etc.). In addition, the following coordination meetings are estimated (duration will be 30-60 minutes with meetings attended by the Project Manager and up to 2 additional staff):

- Alliance – 25
- Kimley Horn – 25
- MDG – 20
- Revelation – 16
- TKDA – 10
- Mead & Hunt – 4
- ProSource – 6
- Benzon Aviation Consulting – 10
- EndPoint - 4
- Martinez - 4

Study Element - 2 Stakeholder Engagement and Project Meetings

SEH will lead stakeholder involvement efforts for the Master Plan to meet the requirements set forth in Advisory Circular (AC) 150/5070-6B, Airport Master Plans. A key focus of the stakeholder involvement efforts will be to provide multiple touch points with stakeholders using various techniques throughout the project. An additional

focus will be building a transparent planning and decision-making process throughout the Master Plan. Revelation will provide services related to this Study Element as outlined in their scope.

Task - 2.1 Public Involvement Framework

SEH will review and provide feedback on the Public Involvement Framework (PIF) developed by Revelation in collaboration with Airport staff. This task includes a review/strategy meeting with Airport staff. The PIF will identify project stakeholders, outreach methods and tools and an anticipated schedule for outreach efforts. The PIF will be updated periodically, if needed, throughout the Master Plan and is meant to be a living document. This framework will be used to communicate engagement approach and strategy with County leadership as well as external stakeholders.

Written Engagement

Task - 2.2 Project Branding and Logo

Revelation will develop a unique project brand and logo. The project brand and logo will be utilized throughout all stakeholder involvement efforts. SEH will provide feedback to Revelation and the Airport throughout this process.

Task - 2.3 Project Document and Presentation Templates

SEH will utilize the logo created by Revelation and prepare Word document templates for the Master Plan report, Technical Memos, Agendas, Minutes, and PowerPoint presentations. These templates will be utilized for materials and deliverables throughout the project.

Task - 2.4 Project Flyers/Information Sheets

SEH will create content (text and graphics) with approximately sixteen (16) flyers covering topic specific text. SEH will develop the text and graphics needed for each flyer. Revelation will produce the flyer using information provided by SEH. Project flyers will cover assorted topics which may include Master Plan FAQ, activity forecasts, specific focus topics, Master Plan overview, and other topics as determined throughout the process.

Task - 2.5 Executive Summary

SEH will prepare the text and figures/charts for an executive summary (approximately 10 pages, full color) that will summarize the Master Plan for the general public. Revelation will prepare the graphic Executive Summary document, and SEH will provide guidance and feedback throughout the process. This task includes printing 100 copies of the Executive Summary.

Task - 2.6 Online Surveys

SEH will prepare up to four (4) online surveys that can be distributed to stakeholders at various points in the Master Plan process. These surveys will be created using Survey Monkey or similar and distributed via an email/online link. SEH will summarize survey results for Airport staff and for inclusion in the Master Plan where applicable. Survey efforts may be utilized to get feedback from stakeholders on the outreach process or to collect general data or Airport feedback that will influence the Master Plan. This task includes creation of survey notification emails/signs/posters and digital content.

Task - 2.7 Outreach Log

SEH will prepare an outreach log to track stakeholder outreach efforts. The outreach log will track type of outreach, date, attendance, topic and method of outreach. This log will be updated throughout the project. Monthly outreach summaries will also be prepared and submitted to Airport staff. The question/comment, stakeholder, date, follow-up actions and resolution/answer (if any) will be documented.

Task - 2.8 Project Newsletter

SEH will prepare and distribute quarterly project newsletters (8 total). The Airport will develop project email lists to be utilized for newsletter distribution. The newsletter will be prepared utilizing the Airport's email distribution account (Constant Contact, or similar) and/or distributed via traditional email and PDF. SEH will have access to the airport's newsletter distribution account to create and send project newsletters. SEH will prepare newsletters and submit to Airport staff for review prior to distribution. If feasible, metrics will be tracked related to opened/unopened emails and other available data.

Task - 2.9 Project Webpage and Digital Updates

Revelation will develop a project webpage with custom domain name to provide project information to the public. Revelation's scope includes the fees for website and domain registration for a period of 3 years. The website and domain will become the property of Dane County at the end of the project. The website may include a calendar of events, project overview, newsletters and other project documents. SEH will participate in a webpage kick off and review meeting with Revelation and Airport staff.

SEH will collaboratively with Revelation to update the project webpage monthly to include new content or schedule updates as necessary. Revelation will host and manage the webpage throughout the duration of the project.

SEH and Revelation will assist the Airport in creating, monitoring and managing a Master Plan email address that will be used for stakeholder engagement efforts and communication.

Revelation and SEH will prepare draft social media posts that the Airport can use to share project updates. SEH and Revelation will also prepare project update content that can be shared through the Airport's FIDs network in the terminal.

Task - 2.10 Project Photography and Videography

Project photography and videography of the airfield, terminal and landside will be completed to support stakeholder engagement and inventory activities throughout the project. It will be completed by utilizing a mix of drones and ground photography of airport infrastructure and study focus areas. All drone flights will be completed by an FAA Part 107 Certified pilot with strict adherence to the FAA safety regulations. The operator will be accompanied by a visual observer (who will also be the badged escort for inside the fence needs) as recommended by the FAA to maximize safe drone operation. This will be required for this site as it requires flights within airport property and therefore has an increased safety risk to manage. Ground photography is expected to take place over a 1 day period and will be completed by a local photography vendor. The photographer will be escorted for 4 hours of the day by a local SEH Project Engineer.

Deliverables are edited photos (.jpg) and unedited videos for future marketing/public engagement efforts (.mp4) provided to the client with Microsoft OneDrive. 360 panoramic photos will be hosted online for the client to view and share with stakeholders as they deem appropriate. Two durable acrylic boards of the airport aerial photography will be printed for use at stakeholder meetings throughout the project.

In Person Engagement

Task - 2.11 Dane County Board or Committee Meetings

SEH will support Airport staff in providing updates to the Dane County Board of Commissioners throughout the project. This may include preparation of presentations/slide decks and/or participating in project updates with Airport staff. Preparation of up to 10 presentation slide decks are included in this task. It is anticipated that the Project Manager will participate in up to 4 in person presentations (assumed to be stand-alone dates, not tied to other meetings).

Task - 2.12 Stakeholder Advisory Committee (6 Meetings)

SEH will work collaboratively with Airport staff to develop a diverse stakeholder advisory committee that represents the varied stakeholder groups and types. SEH will assist in identifying goals and purpose of the group and a profile of desired stakeholder representation. SEH will assist the Airport in developing committee invites for potential committee members.

It is assumed that the timing of these meetings will require stand-alone travel, not tied to other meetings, with an overnight stay for half of the meetings (3 total). It is anticipated that these meetings will be attended in person by the Project Manager and Assistant Project Manager and virtually by a Planner.

For each meeting, SEH will prepare meeting invites and coordinate meeting logistics. This task includes time to prepare meeting content and materials in addition to attending and assisting Airport staff in leading the meetings. Following each meeting, SEH will prepare detailed meeting minutes as well as a brief meeting summary. Meeting minutes will include any action items identified during the meeting. The meeting minutes will be distributed to the committee and Airport staff for comments prior to finalization.

Task - 2.13 Technical Topic Specific Advisory Committees (18 meetings)

Technical working groups or advisory committees will be convened to discuss select technical topics. SEH will work with Airport staff and relevant stakeholders to identify the appropriate stakeholders for each topic specific

working group. Some working groups are likely to meet more than one time to discuss a topic throughout the Master Plan project and may include focus areas such as airside planning, terminal planning, and landside planning. These meetings are meant to be technical in nature.

Up to 18 meetings are included in this task. It is expected that these meetings will be in-person with a hybrid option for virtual attendees. Meetings will be attended in person by the Project Manager. The Assistant Project Manager will attend half of the meetings in person. The Planner will attend half of the meetings in person, and half of the meetings virtually. It is expected that half of all meetings will require an overnight stay. It is expected that half of these meetings will occur as stand-alone efforts not tied to other meetings while the other half will be added to existing budgeted trips.

For each meeting, SEH will prepare meeting invites and coordinate meeting logistics. This task includes time to prepare meeting content and materials in addition to attending and assisting Airport staff in leading the meetings. Following each meeting, SEH will prepare detailed meeting minutes as well as a brief meeting summary. Meeting minutes will include any action items identified during the meeting. The meeting minutes will be distributed to the committee and Airport staff for comments prior to finalization.

Task - 2.14 Project Open Houses (4 in person, 4 virtual)

SEH will assist Revelation in preparing for and leading four (4) rounds of project open houses at various points in the Master Plan process. Each round will have a separate in person (4 total) and a virtual (4 total) meeting. The in person events may occur at the airport or another off-site community location. The topics and format will be determined as part of the PIP development. A formal public hearing is not included in this scope. SEH will prepare a presentation and develop content for Revelation to include in exhibits and informational handouts. SEH will assist Revelation in the development of FAQ talking points for each meeting. It is anticipated that the Project Manager and Planner will attend the Open Houses. It is assumed that two will be stand-alone dates, not tied to other meetings for the Project Manager while all meeting occurrences are expected to require stand alone travel for the Planner.

Task - 2.15 Community/Stakeholder Hosted Meetings/Coordination Meetings/Project Updates

SEH will attend various on and off-airport stakeholder hosted meetings (four rounds of up to 10 meetings) to provide project updates/presentations as part of other existing airport or community meetings or events. SEH will prepare presentations that can be used for these meetings. These meetings will be attended by the Project Manager or Assistant Project Manager (½ in person, ½ virtual).

SEH will assist Revelation in staffing a project booth/station at up to eight (8) community events throughout the project to provide project updates and materials. These are anticipated to be extended half-day or full-day events. Half will occur near project kick-off/initiation and the remaining half will occur towards the end of the project.

Task - 2.16 Stakeholder One-on-One Meetings

This task includes approximately 30 one-on-one stakeholder meetings to be held, in collaboration with Airport staff, with various on and off-airport stakeholders throughout the Master Plan process. It is anticipated that these meetings will occur using both virtual and in-person methods (25% in person and 75% virtual). These meetings will be attended by the Project Manager or Assistant Project Manager. A Planner will attend 15 of the meetings virtually. The in person meetings are assumed to be scheduled while the project team members are on-site for other meetings when possible. Up to four additional stand-alone trips, not requiring an overnight stay, for the in person meetings are included in this task.

Task - 2.17 FAA Meetings and Coordination (approximately 12 meetings)

SEH will maintain contact with the FAA Airports District Office (ADO) through e-mail, phone, review documents and deliverables. The FAA and BOA will have the opportunity to review and comment on the project deliverables.

This task includes time to coordinate, meet, and build consensus with these groups and also time to make revisions per their recommendations. It is anticipated that up to twelve (12) meetings (bi-monthly meetings – 9 virtual and 3 in person at the ADO) will take place with the FAA throughout the project. These meetings will be attended by the Project Manager, Assistant Project Manager and Planner. For in-person meetings, the Project Manager will attend in-person and the Assistant Project Manager and Planner will attend virtually. In person meetings are not expected to require an overnight stay. Additional meetings and conference calls may be scheduled throughout the project as needed.

For all meetings, meeting minutes and summaries will be prepared with action items documented. The topics and schedule of the coordination meetings will be determined and scheduled as needed throughout the project with input from the Airport and FAA. In addition, the FAA and BOA may be invited to other meetings listed in Study Element 2.

Study Element - 3 Airports GIS (AGIS) Survey

The purpose of this task is to follow the FAA AGIS program and the current versions of FAA AC 150/5300-16B, 17C, and 18B. Data collection will be accomplished through a combination of field-survey and remote-sensing technologies. The dataset will include both “safety-critical” (airspace, runway & NAVAID data) and “non-safety-critical” (planimetric & topographic mapping) elements as needed to update the existing information.

AC 150/5300-18B, Table 2-1, Column ‘Airport Layout Plan’ will be used as a basis for determining the specific data collection tasks to be accomplished. Considerations for specific included/excluded tasks will be based on relevance to the Airport and through the process of defining the final scope of work.

This task will be completed by the subconsultant as outlined in the attached Scope provided by Martinez Geospatial with the additional services provided by SEH as outlined in the following subtasks.

Task - 3.1 FAA Airports-GIS (AGIS) Project Initiation

SEH will assist the Airport in initiating an AGIS project in ADIP and assigning consultant roles. SEH will provide quality control reviews of the AGIS Statement of Work (SOW) and Imagery/Remote Sensing Plan.

Task - 3.2 Project Geodetic Control

SEH will provide quality control reviews of the Survey & Quality Control Plan.

Task - 3.3 Planimetric & Topographic Basemaps

SEH will provide quality control reviews of the data.

Task - 3.4 Runway and Navigational Aide Surveys

SEH will provide quality control reviews of the data.

Task - 3.5 Airport Airspace Analysis

SEH will provide quality control reviews. This task will include collecting obstacle data that will be used by SEH in Study Element 4.

Task - 3.6 FAA AGIS Data Processing and Submission

SEH will assist Martinez Geospatial by coordinating sponsor-provided airport information and attribute data for inclusion with/completion of AGIS data. SEH will provide quality control reviews of the completed final survey file and final project report prior to AGIS website upload.

Study Element - 4 Inventory

Task - 4.1 Airport Basemap Creation

This task includes building an airport basemap utilizing the data received from Study Element - 3 and the basemap provided by Mead and Hunt. Effort in this task will be to compile the existing protected surfaces outlined in AC 150/5300-13B, and applicable Job Orders related to NAVAID and weather station safety areas. This task includes time to evaluate the entire consolidated basemap and update that data received by MTZ and Mead & Hunt to match the SEH styles and linetypes as necessary.

Task - 4.2 Airside Inventory

SEH will perform a comprehensive airside inventory and existing conditions assessment for the Airport’s three-runway system and associated airfield infrastructure. This task will establish a current, accurate baseline of physical assets, operational characteristics, and compliance with applicable FAA design standards to inform the Master Plan process. This task will include a two day site visit for SEH, attended by Project Manager, Assistant Project Manager and Planner.

As part of the terminal ramp inventory being completed by TKDA, a local SEH Project Engineer will provide escorting for TKDA staff over a two (2) day period for the terminal ramp and Passenger Boarding Bridge (PBB)

inventory/assessment and an additional three (3) days of survey work related to the terminal ramp inventory marking survey task.

The inventory will include documentation of all primary airfield components, including runways (length, width, pavement type and condition, declared distances, safety areas), taxiways (geometry, fillets, holding positions, and connectivity), ramps (use, capacity, pavement condition), and airfield lighting, marking, and signage systems. SEH will document navigational aids (including ownership and condition), and airfield electrical infrastructure to the extent visible or available through existing documentation. This task includes coordination with the 115th Fighter Wing to document ANG owned infrastructure on the airfield.

Facility data will be compiled through a combination of record review, coordination with Airport staff, and field verification. Existing data sources may include Airport Layout Plan (ALP), as-built drawings, pavement management reports, GIS databases, and FAA records and datasets. SEH will identify discrepancies between available records and observed conditions and document any identified data gaps or inconsistencies.

SEH will also evaluate airfield geometry and infrastructure against applicable FAA design standards based on current aircraft fleet mix and critical aircraft. This will include assessment of runway/taxiway separation distances, safety areas, object free areas, and taxiway design group (TDG) and airplane design group (ADG) compatibility. Any modifications to standards (MOS) or non-standard conditions will be documented. Hot Spots, RSAT meeting histories, past SRM efforts, and historic runway incursion data (from Runway Incursion Database) will be documented in this chapter.

Pavement conditions will be summarized using available PCI data (provided by the Wisconsin Bureau of Aeronautics) or recent inspection reports provided by MSN, supplemented by visual observations as appropriate.

SEH will evaluate and recommend classification of each runway according to its functional role within the airfield system, including designation as primary, crosswind, secondary, noise abatement, or additional runway, consistent with FAA guidance. This assessment will consider wind coverage, runway utilization patterns, aircraft fleet mix, operational demand, and the recently completed Noise Compatibility Program (anticipated to be approved prior to the completion of this task). Wind analysis will be reviewed or updated, as needed, to confirm the adequacy of crosswind coverage and support runway role assignments. Results will be summarized in a concise narrative supported by tables and exhibits illustrating runway designation. A Technical Memo will be used to present the findings of this analysis with the FAA for concurrence and approval.

SEH will identify and document the existing critical aircraft for each runway and associated taxiway segments based on current and forecast fleet mix, runway designation, operational activity, and FAA-defined thresholds.

The results of this task will be summarized in an airside inventory section of the inventory chapter including a narrative summary, tabular summaries of key airfield assets, and exhibits/figures illustrating existing conditions. This inventory will serve as the foundational dataset for subsequent analyses and recommendations.

Task - 4.3 Landside Inventory

SEH will perform a comprehensive landside inventory, supported by the landside planning scope being completed separately by Kimley Horn and terminal planning scope being completed by Alliiance. This task will include documentation of all building areas, terminal, fuel facilities, access roadways, parking and other landside facilities.

Building area taxilanes and associated hangars will be evaluated to document existing Taxilane Object Free Areas. For access roadways and parking, ownership/responsibility for each pavement area will be documented. Utilities on the Airport will be described and documented using readily available sources (Airport, public sources, and Mead & Hunt).

Task - 4.4 Building Facility Condition Assessment

As part of the Master Plan, SEH will complete a planning-level visual assessment of airport-owned aeronautical support facilities to document existing conditions and identify facility deficiencies that may influence future development recommendations and capital planning.

Based on the current facility inventory, approximately 40 airport-owned facilities will be reviewed, including facilities within the Terminal Core/Landside, Terminal Support/International Lane, East Ramp/Corben Court, North Airfield Operations, and South Ramp/Miller & Mitchell areas.

The review will consist of visual field observations, review of available airport records, and discussions with airport staff. For each facility, SEH will document general building condition, functionality, utilization, major deficiencies, and the facility's ability to support current and future operational needs. This will document the building enclosure, major building systems, and immediate capital needs at a planning level.

Visual field reviews will be conducted by SEH using standardized checklists and photo documentation to provide consistent documentation. Readily available information provided by MSN on facility size, age, and major assets will also be compiled. Planning-level opinions of probable cost will be prepared for major improvements identified during the assessment.

Results will be summarized in a one-page facility profile for each building and incorporated into the Master Plan inventory, facility requirements analysis, and capital improvement recommendations. This effort is intended to provide a planning-level understanding of facility condition and is not a detailed engineering-level Facility Condition Assessment (FCA). A detailed FCA is being completed in Schedule B.

Task - 4.5 Airport Equipment

All snow removal equipment and other maintenance vehicles and equipment will be documented. Airport staff will provide inventory information for the vehicle fleet including make/model, funding sources (if any), age and condition for each piece of equipment.

Task - 4.6 Airport Services

Existing services available to airport users will be documented as part of this task. This will be provided by MSN and identified through surveys and 1:1 meetings with tenants and existing on-airport service providers.

Task - 4.7 Airport Business and Tenants

Businesses and tenants located on the Airport will be documented including name, type of business, approximate number of employees (if available) and other basic information. This will be provided by MSN and identified through surveys and 1:1 meetings with tenants and existing on-airport service providers.

Task - 4.8 Ground Access, Transit, Multi-Modal Access

Kimley Horn will lead the development of the Landside Inventory efforts including transportation related items such as roadways, curbsides, parking, rental cars, multi-modal access, etc. SEH will incorporate the inventory prepared by Kimley Horn into the Master Plan chapter.

Task - 4.9 Built and Natural Environment

Built and natural environment will also be documented. All National Environmental Policy Act (NEPA) categories will be inventoried, utilizing publicly available information. The inventory will include climate and weather trends. These may include temperature, precipitation event frequency/intensity, etc. This task includes identifying areas with the known or potential contamination including soil, groundwater, soil vapor, or debris impacts based on readily available information

Task - 4.10 Community Features, Economy and Trends

Community features, economy and trends will be documented. The recently completed Airport Economic Impact Study will be summarized as part of this task.

Task - 4.11 Airport Property Summary

A brief summary of airport property will be completed. This will summarize the property information and data gathered as part of the Exhibit A Property Map task being completed under a separate task.

Study Element - 5 Aviation Activity Forecasts and Demand/Capacity

Task - 5.1 Forecast Development

As part of this task, forecasts will be developed for airport activity. Forecasted elements will include operations, enplanements, cargo operations/volume, and based aircraft. These forecasts will be presented for general aviation, military and commercial. This task will be completed by Mead and Hunt. SEH will participate in a forecast kick off meeting and will provide input throughout the forecasting effort. This task includes time to provide input on the selected critical aircraft.

Task - 5.2 Forecast Review

SEH will review draft forecasts developed by Mead and Hunt and provide two rounds of comments. This task also includes time to incorporate the forecasts document into the Master Plan.

Task - 5.3 Future Critical Aircraft

SEH will identify and document the future and ultimate critical aircraft for each runway and associated taxiway segments based on current and forecast fleet mix, runway designation, operational activity, and FAA-defined thresholds.

Study Element - 6 Facility Recommendations and Alternatives

Task - 6.1 Runway Length Needs Analysis

The recommended runway length for the critical aircraft of each runway will be analyzed and documented based on FAA guidance. The future and ultimate critical aircraft for runway length will be identified. This task will include coordination with each existing as well as any forecasted new air carrier and the 115th Fighter Wing to document their respective aircraft performance requirements including runway length requirements. This effort will document any capabilities to operate under potential reduced runway length conditions during temporary reduced length conditions during phases of runway construction and any operational impacts on each operator.

Task - 6.2 Runway 18/36

Facility recommendations and alternatives will be developed for Runway 18/36. The future and ultimate critical aircraft will be identified. This section includes documentation of the future and ultimate justified Runway Design Code (RDC), runway length, width, signage and marking, lighting, instrument approaches and pavement needs. Opportunities to eliminate the use of declared distances and any non-standard conditions in a future condition will be identified. If the airport identifies infrastructure needs beyond what is FAA eligible, ineligible infrastructure will be documented. It is anticipated that this task will include up to six (6) alternatives.

Because runway rehabilitation or reconstruction is anticipated within the near-term planning horizon, planning-level runway reconstruction funding phasing scenarios will be developed to support the Airport Master Plan. These scenarios will evaluate potential approaches for maintaining operational continuity and coordinating with the timing of other planned airfield improvements, including potential near-term work on Runway 3/21.

The analysis will identify a multi-year, multi-phase runway improvement program suitable for inclusion in the Capital Improvement Program (CIP), consistent with anticipated local and FAA funding availability. Estimated durations will be developed at a planning level to support early stakeholder coordination and communication. Up to four (4) conceptual phasing (each year and potential CIP line item being one phase) alternatives will be evaluated as part of this task. The alternatives will support the airport's coordination with Flight Procedures for any updated or new IAPs. Detailed phasing for each phasing of construction is not included in this task.

Task - 6.3 Runway 3/21

Facility recommendations and alternatives will be developed for Runway 3/21. The future and ultimate critical aircraft will be identified. This section includes documentation of the justified RDC, runway length, width, signage and marking, lighting, approach lighting, instrument approaches and pavement needs. Opportunities to eliminate the use of declared distances and any non-standard conditions in a future condition will be identified. It is expected the analysis will include consideration of an extension, as outlined in the NCP. This task includes identification of alternatives that will eliminate Hot Spot 1. It is anticipated that up to six (6) alternatives will be evaluated.

Task - 6.4 Runway 14/32

Facility recommendations and alternatives will be developed for Runway 3/21. The future and ultimate critical aircraft will be identified. This section includes documentation of the RDC, runway length, width, signage and marking, lighting, approach lighting, instrument approaches and pavement needs. Opportunities to eliminate the use of declared distances and any non-standard conditions in a future condition will be identified. It is expected that this task will first look at the eligibility and justification for this runway. It's anticipated that alternatives may consider the elimination of this runway in a future condition. Up to four (4) alternatives will be considered in this alternative.

If the airport identifies infrastructure needs beyond what is FAA eligible, ineligible infrastructure will be documented.

Task - 6.5 Airspace obstructions

This task includes evaluation of trees within the various studied obstruction surfaces in the approach area of each runway to assist in understanding the likelihood of the trees becoming penetrations of the airport Part 77 or TERPS approach surface within the year of any near-term runway pavement projects and five years after the project has been completed.

An SEH Natural Resources Scientist will visit the site and review trees for 1) species, 2) approximate age, and 3) health (as apparent from visual review). Data collection will include X-Y (horizontal) location of trees or groups of trees of about the same age and species. This information can then be correlated with survey data collected in the AGIS survey. It is anticipated that any vegetation that requires study that is not on airport property will be sufficiently visible from adjacent airport property or roadways. A memo of findings for likely growth rates and maximum heights based on the trees observed within the studied area.

Airspace obstructions will be evaluated for each existing, future and ultimate runway end. The point clouds provided by the AGIS survey will be used to evaluate obstructions to the Part 77 imaginary surfaces, the approach and departure surfaces identified in Advisory Circular 150/5300-13B, *Airport Design*, and the PAPI OCS/LSCS surfaces. The surfaces will be evaluated for obstructions in existing and future time periods using the information obtained from the tree evaluation to determine obstructions in the planned construction year and five years from the end of construction for the anticipated Runway 18/36 reconstruction and Runway 3/21 extension projects.

To maintain clear existing approach and departures surfaces, an Obstacle Action Plan (OAP) will be developed, in consultation with FAA, for all unmitigated obstacles for each runway. The OAP will identify obstacles as defined in FAA guidance.

The OAP will summarize and detail unmitigated obstacles and will identify how and when the surfaces will be cleared and maintained cleared. The OAP will identify the obstacle reference number, type, latitude, longitude, elevation (AMSL), height, surface penetrated, penetration amount, runway, if the obstacle is on or off the airport, if the obstacle is under sponsor control, proposed maintenance action, and when each of the obstacles will be cleared (i.e. date) and triggering event, if associated with a particular project. Additionally, the OAP will match data that is presented on the ALP Inner Approach Obstruction Tables. Recommendations will be developed documenting any land use control or environmental considerations in response to the OAP and future runway changes or projects. The OAP will be incorporated into the CIP as necessary to plan for mitigation of the identified obstacles and will identify mitigation that is eligible for federal or state funding and those areas/items that have been previously funded.

Obstructions identified off airport property and proposed to remain in the near-term will be submitted for a determination through OEAAA. The determinations will be documented in the Obstacle Action Plan and incorporated into the Airport Layout Plan.

Task - 6.6 Taxiway Network

The required existing, future and ultimate TDG for each taxiway segment will be evaluated. The future critical aircraft of each taxiway segment will be identified. The required design standards and pavement strength for each taxiway segment will be identified as well as recommended future taxiway layout. Future hold bay needs will be identified. It is expected that this analysis will consider opportunities to eliminate any non-standard geometry and Hot Spot 2. It is anticipated that up to fifteen (15) taxiway-related alternatives will be developed for the various areas of the airfield. The selected alternative for each area/taxiway segment will be combined into one overall recommended alternative for future and/or ultimate taxiway layout.

If the airport identifies infrastructure needs beyond what is FAA eligible, ineligible infrastructure will be documented.

Task - 6.7 Navigational Aids (NAVAIDs)

Recommendations for NAVAIDs will be summarized. This includes identification of any needed relocation or replacement of any NAVAIDs. Potential future reimbursable agreements for future airport projects will be documented in this section.

Task - 6.8 Ramps

Each individual ramp area will be evaluated in its ability to meet aircraft parking and aircraft and ground equipment maneuvering needs. The aircraft design group of each ramp area will be identified along with the needed pavement strength. Pavement maintenance needs for each ramp area will be identified along with a preliminary determination of funding eligibility of each ramp pavement area. Demand levels that may trigger new layouts of expansions will also be identified.

West Ramp – This task includes coordination with TKDA on their development of recommendations and alternatives for the West Ramp. This task includes time to review and provide input on the deliverables prepared by TKDA as well as incorporate the information into the Master Plan chapter.

South Ramp – It is anticipated that up to four (4) alternatives for the South Ramp will be developed. This task will not include recommendations or alternatives related to the ramp area within the 115th Fighter Wing.

East Ramp – It is anticipated that up to six (6) alternatives for the East Ramp will be developed. Opportunities to eliminate direct access from the ramp to the runway will be identified.

Task - 6.9 Aircraft Rescue and Fire Fighting (ARFF)

Aircraft Rescue and Fire Fighting (ARFF) will be summarized at a high level. Because the 115th Fighter Wing provides ARFF services, a detailed analysis of ARFF capabilities, facilities and equipment is not included. Any future projects identified by the 115th Fighter Wing will be summarized.

Task - 6.10 Air Traffic Control Tower

The existing Air traffic Control Tower is owned and operated by FAA. The FAA has identified a recommended future site. It is anticipated that the FAA will re-evaluate this site selection in 2026. The results of the FAA siting selection will be documented in the Master Plan. A potential site layout will be developed so consideration can be given to needed landside access or related landside improvements to support the selected site.

Task - 6.11 General Aviation Building Areas

The east quadrant building area will be evaluated and existing and future hangar and building development needs identified. Some areas of this quadrant contain buildings that are at or near the end of their useful life.

Additionally, some areas are currently under lease. Needs that will be evaluated include the different potential hangar development needs/demands, pavement maintenance, access and roadway needs, and parking needs.

The south quadrant building area will be evaluated and existing and future hangar and building development needs identified. Some areas of this quadrant also contain buildings that are at or near the end of their useful life. Additionally, some areas are currently under lease. Needs that will be evaluated include the different potential hangar development needs/demands, pavement maintenance, access and roadway needs, and parking needs.

Development scenarios and alternatives will be identified and evaluated. Up to six (6) total conceptual layouts for each building area will be developed (12 total). Additional sub alternatives for each area may be developed as alternatives are refined. Triggering events, scenarios and/or time frames for implementation will be identified for each development or redevelopment area.

Task - 6.12 Advanced Air Mobility

Kimely Horn will prepare an advanced air mobility study. As part of this study, use cases, infrastructure needs and site review and selection will be completed. It is anticipated that one site may be selected for long-term planning for AAM use. This task includes time to review and provide feedback on the deliverables.

Task - 6.13 Airport Property

Documentation of future property needed for airport development, land use protection or noise mitigation will be included in this task. Key considerations the airport may take into consideration when considering land purchase opportunities will be identified. These will be utilized in the future as potential land purchase opportunities arise. Any recommendations included in the Exhibit A effort will be summarized.

Task - 6.14 Wildlife Hazards Mitigation

The existing Wildlife Hazard Assessment (WHA) and Wildlife Hazard Management Plan (WHMP) completed for the airport will be consulted to identify recommendations that should be incorporated into the Master Plan. No new or updated WHA or WHMP will be prepared as part of the Master Plan.

This task includes development of an airport-specific Vegetation and Groundcover Management Framework intended to document how land treatment, planting approaches, and site maintenance practices within the airport environment differ from typical City of Madison standards. Due to wildlife hazard considerations, certain City requirements cannot be applied where they would introduce or increase wildlife attractants. Using the existing WHMP and coordination and input from USDA as a foundation, the framework will support coordination with the City to identify acceptable approaches that balance City objectives with the airport's federally mandated responsibility to minimize wildlife hazards.

Task - 6.15 Perimeter Road

The perimeter road will be evaluated and any needed improvements identified. These will include pavement reconstruction and maintenance needs and alignment or geometry changes needed to facilitate other airport development.

Task - 6.16 Fencing

Airport securing and wildlife fencing needs will be documented. It is assumed that deficiencies, if any, are documented in Part 139 or TSA Inspection documentation or the Wildlife Hazard Assessment. SEH will review these materials to document any recommendations. A detailed analysis or inspection of fencing or gates is not included.

Task - 6.17 Terminal Facility Planning

Terminal facility planning will be completed by Alliance. SEH will provide support and reviews throughout the development of recommendations and alternatives. This task includes time to review and provide input on the Alliance deliverables as well as incorporate the information into the Master Plan chapter. Miron Construction will support rough order of magnitude cost estimating for planning level alternatives.

Task - 6.18 Landside Planning – Transportation

Kimley Horn will identify existing and future landside facility needs by analyzing traffic, curbside, parking, rental car, roadway, EV infrastructure, and safety conditions to support both current and forecasted airport activity levels. They will develop and evaluate a range of landside access, parking, and circulation alternatives, including multimodal improvements and targeted concepts for specific access areas, supported by qualitative evaluations and planning-level cost estimates. Kimley Horn will also prepare conceptual traffic safety improvement options and an evaluation matrix to help the Airport compare and shortlist preferred alternatives. They will assist in integrating the preferred landside, airfield, and terminal concepts into a single Recommended Development Plan that illustrates near-, mid-, and long-term development needs. Kimley Horn will support the Airport's sustainability initiatives by identifying strategies to align with the City's TDM framework while addressing airport-specific operational conditions and will include sustainable strategies for employee access, landside operations, and parking and curbside management.

This task includes time for SEH to review deliverables prepared as part of this task. SEH will incorporate the graphics and narratives prepared by Kimley Horn into the Master Plan chapter.

Task - 6.19 Technical Memos

The tasks included in Study Element 6 will be documented in a series of up to twenty (20) stand-alone Technical Memoranda prepared for the Airport, regulatory agencies, and key stakeholders prior to incorporation into the Draft Master Plan. These technical memos will present focused analyses, findings, alternatives and recommendations on specific topics as they are completed, allowing for timely review and comment. This approach supports efficient coordination, improves transparency, and reduces the risk of late-stage revisions during preparation of the overall Master Plan document.

Study Element - 7 Height Limitation Zoning Ordinance (HLZO)

Task - 7.1 Height Limitation Zoning Ordinance Update

The existing Height Limitation Zoning Ordinance provides guidance on the height and land use limitations for protecting the safety of users of the Airport and a compatible relationship between the Airport and surrounding land uses. Any changes to planned instrument approach procedures or runway length will be documented and submitted to the BOA to update the Dane County Regional Airport Building Height Limitation Map. Chapter 78, Height and Use Limitations Applicable in the Vicinity of the Dane County Regional Airport, of the Dane County Ordinances will be reviewed by SEH and updated ordinance language and maps will be created to reflect the results of the airside and landside facility recommendations. Dane County will be responsible for adopting and incorporating the recommended draft language and maps. SEH will prepare a GIS shapefile of the map for airport and county use.

Study Element - 8 Capital Improvement Plan and Implementation Plan

Task - 8.1 Funding and Revenues Overview

SEH will participate in a kick off meeting prior to initiating this task. This task will be completed collaboratively by Benzon Aviation Consulting (BAC) and SEH. SEH will provide assistance in developing the funding overview information. The remainder of this task is being completed by BAC.

Task - 8.2 Cost Estimates

SEH will develop cost estimates for capital and maintenance projects that will be included in the Capital Improvement Plan (CIP).

Task - 8.3 Project Summaries

SEH will prepare a project summary for each capital or maintenance project included in the CIP. This will include an overview of the project, estimated project costs, a prioritization discussion, year of implementation or planning levels and events that would support project development and funding, as well as projects that should be linked together. Summary figures depicting the location of each project will also be prepared. It is anticipated that summary figures will be prepared for each 3-5 year timeframe, as appropriate.

Task - 8.4 Preparation of Financial Chapter

This task is being completed by BAC (see attached detailed scope). This task includes time to review and provide input on the BAC deliverables as well as incorporate the information into the Master Plan chapter.

Task - 8.5 Capital Improvement Plan (CIP)

SEH will prepare a CIP spreadsheet that will include a comprehensive list of airport capital projects, maintenance, needs, equipment procurement, and other projects. The spreadsheet will track total project costs, eligible project costs, cost share by funding source (federal, state, local, CFC, PFC, military, etc.), annual entitlement balances, anticipated annual entitlement, discretionary and noise set aside funding requests, FAA project type, etc. The interactive spreadsheet will be provided to the airport at the completion of the Master Plan. It is expected that years 1–5 will have greater certainty, while years 6–20 will be more conceptual in nature, recognizing that both project needs and funding availability may change.

Study Element - 9 Airport Layout Plan

Task - 9.1 ALP Preparation

This task includes preparation of an updated ALP. The AGIS project included above will be utilized as the basemap for the ALP.

Elements of the final deliverables will be prepared in accordance with FAA Advisory Circulars (AC) 150/5300-13B - "Airport Design" and other applicable AC's, Orders, Regulations and Policy Memorandums. The FAA Standard Operating Procedure (SOP) for FAA Review and Approval of ALPs (ARP SOP 2.00, effective October 1, 2013) will be utilized in the preparation of the ALP Update. Coordinates will be shown in NAD 83 datum and elevations in NAVD 88 datum. The SOP checklist will be completed and submitted during the ALP review phase.

The ALP set is anticipated to include up to 32 sheets (potential sheets listed below). If additional sheets are required, SEH will identify and communicate those changes with the Airport, FAA, and BOA. If additional effort is required to produce additional sheets, an amendment to the agreement may be requested, with FAA review and coordination.

- Sheet 1: Title Sheet
- Sheet 2: Data Sheet
- Sheet 3: Airport Layout Plan (Existing)
- Sheet 4: Airport Layout Plan (Future)
- Sheet 5: Airport Layout Plan (Ultimate)
- Sheet 6: Part 77 Airspace Sheet
- Sheet 7: Part 77 Airspace Sheet (Primary surface)
- Sheet 8: Part 77 Airspace Sheet (Runway 18 Extended Approach Surface)
- Sheet 9: Part 77 Airspace Sheet (Runway 36 Extended Approach Surface)
- Sheet 10: Part 77 Airspace Sheet (Runway 03 Extended Approach Surface)
- Sheet 11: Part 77 Airspace Sheet (Runway 21 Extended Approach Surface)
- Sheet 12: Part 77 Airspace Sheet (Runway 14 Extended Approach Surface)

- Sheet 13: Part 77 Airspace Sheet (Runway 32 Extended Approach Surface)
- Sheet 14: Inner Portion of the Approach Surface Plan and Profile (Runway 18 Plan and Profile)
- Sheet 15: Inner Portion of the Approach Surface Plan and Profile (Runway 36 Plan and Profile)
- Sheet 16: Inner Portion of the Approach Surface Plan and Profile (Runway 03 Plan and Profile)
- Sheet 17: Inner Portion of the Approach Surface Plan and Profile (Runway 21 Plan and Profile)
- Sheet 18: Inner Portion of the Approach Surface Plan and Profile (Runway 14 Plan and Profile)
- Sheet 19: Inner Portion of the Approach Surface Plan and Profile (Runway 32 Plan and Profile)
- Sheet 20: Departure Surface Drawing (Runway 18/36)
- Sheet 21: Departure Surface Drawing (Runway 03/21)
- Sheet 22: Departure Surface Drawing (Runway 14/32)
- Sheet 23: Terminal Area Drawing (Southwest)
- Sheet 24: Terminal Area Drawing (Northwest)
- Sheet 25: Terminal Area Drawing (East)
- Sheet 26: Terminal Area Drawing (Southeast)
- Sheet 27: Terminal Area Drawing (Military South)
- Sheet 28: Terminal Area Drawing (Military North)
- Sheet 29: Land Use Drawing
- Sheet 30 – Purpose TBD
- Sheet 31 – Purpose TBD
- Sheet 32 – Purpose TBD

Task - 9.2 ALP Review & Printing

A Bluebeam studio session will be used to coordinate up to two rounds of airport review of the draft ALP. It is anticipated that the ALP will be provided to FAA for review in digital format. Two rounds of FAA review are anticipated.

The ALP set will be developed in color on 22" x 34" sheet size. Final printed copies of the ALP will be provided to the Airport (1 full size copy and 2 11"x17" bound copies) and BOA (2 copies). Digital copies (PDF and AutoCAD) of the ALP will be provided to the airport, FAA and BOA.

Study Element - 10 Exhibit A Property Inventory Map and Report

This task includes preparation of an Exhibit 'A' Property Inventory Map in compliance with FAA Airports Standard Operating Procedure (SOP) 3.0, Standard Operating Procedures for FAA Review of Exhibit "A' Airport Property Inventory Maps.

Professional Title Services for existing parcels will be provided by Pro Source Technologies (Title services for existing parcels will be completed under Schedule A and future parcels will be completed under Schedule B). Title research will be completed for Dane County PID parcels currently owned by MSN in fee simple or easement; Schedule A includes an optional task for additional fee or easement parcels not identified during scoping, as outlined in the attached scope of services.

The airport property map will conform to the standards described with FAA Airports SOP 3.00, and will include existing and proposed land acquisition in both fee and easement. The tables will be updated to include information related to parcels purchased since the last Airport Layout Plan (ALP) update. Historical property records will be researched to verify existing parcel information and how each parcel was purchased. Existing and future property will be identified by parcel number, acres, current owner, type of purchase, and date of purchase. SEH will identify which parcels were identified in the Master Plan to be purchased for future development or to protect the existing airport environment. Airport and/or BOA staff will provide the State or FAA project number related to state or federally funded existing airport property. Any state or federal obligations relative to each parcel will also be documented. Obtaining owners and encumbrances reports for airport parcels is included in this work scope, and encumbrances and all other pertinent information obtained from the reports will be noted. The Exhibit

A map will note any possible encroachments including areas of unrecorded uses and/or where rights appear present. Releases of property interests will also be noted.

Task - 10.1 Base Section Mapping

This task includes initial set up of the base section mapping for the Exhibit A.

Task - 10.2 Organization of title work files

This task includes organization of the title work information and files provided by ProSource Technologies (see attached detailed ProSource Scope). This is anticipated to include fee and easement parcels (approximately 275 parcels).

Task - 10.3 Property/Parcel Funding Research

SEH will research past FAA, BOA and other funding sources for each parcel. Each parcel will be evaluated to determine if it is federally obligated. Other obligations that may exist on parcels will also be documented. These may include obligations related to parcels transferred from the U.S. Government to Dane County/Airport. SEH will collaborate on this task with Dane County and the City of Madison to gather information on non-FAA obligations that may exist on parcels.

Task - 10.4 Boundary Survey

SEH will complete a boundary survey of the Dane County Airport property adhering to all the requirements of AE-7 of the Wisconsin Statutes. Section Corners, property corners, and right of way monuments will be searched for around the airport property. The property boundaries will be calculated and drawn on a map. Improvements on airport property will be located with the most recent aerial photos. Any encroachments near the airport property boundary will be located with conventional survey methods. Any property corners found to be missing around the airport property will be monumented with a rebar and lath.

Task - 10.5 Compute Airport Parcels (approx. 182 fee parcels and 90 easements parcels)

This task includes computing and drawing each parcel based on the legal description.

Task - 10.6 Sheet Layout

This task includes setting up the overall sheet layout for the Exhibit A Property map. Approximately 15 sheets are expected.

Task - 10.7 Table Preparation

Detailed tables will be prepared for inclusion in the Exhibit A Property Map. Tables will include the information required in SOP 3.0.

Task - 10.8 Draft Exhibit A Property Map (estimated 15 sheets.)

The Exhibit A property map sheets will be developed in accordance with SOP 3.0. Approximately 15 sheets are expected.

Task - 10.9 Narrative Description of Encroachments/Overlaps/Gaps

A summary description of any encroachments, overlaps and/or gaps will be prepared.

Task - 10.10 Exhibit A Report

A summary report of the Exhibit A map will be prepared and will serve as a narrative description of the information on the Exhibit A map as well as any required next steps for the Airport Sponsor based on the results of Exhibit A Map research. This report will be provided to the Airport Staff, FAA and BOA, and included as an Appendix to the Master Plan. This task will also evaluate any additional property needed to accommodate planned airport development. The status of compliance with grant assurances and FAA approval of each parcel will also be included. Electronic copies of all property research will also be provided to the Airport, BOA and FAA.

Task - 10.11 Exhibit A Review & Printing

A Bluebeam studio session will be used to coordinate up to two rounds of Airport/Dane County review of the draft Exhibit A. It is anticipated that the Exhibit A will be provided to FAA for review in digital format. Two rounds of FAA review are anticipated.

The ALP set will be developed in color on 22" x 34" sheet size. Final printed copies will be provided to the Airport (1 copy and two 11"x17" bound copies) and BOA (2 copies). Digital copies (PDF and AutoCAD) will be provided to the Airport, FAA and BOA.

Study Element - O Optional Tasks

Task - O.1 Safety Risk Management (SRM) Meeting

This task will be completed if a preferred development alternative is selected which includes the need for a modification to standards or if requested by MSN Staff and FAA. This task includes a meeting facilitated by a facilitator hired by MSN to gather input from stakeholders on the modification to standards request. SEH will assist the Airport and FAA in developing a list of invitees including, but not limited to, FAA lines of business, key users, commercial and regular general aviation users, etc. SEH will prepare meeting handouts, presentations, participate in the meeting and produce meeting minutes.

Task - O.2 Runway Protection Zone (RPZ) Evaluation

This task will evaluate existing and future Runway Protection Zones (RPZs) for Runways 18, 36, 3, 21, 14 and 32 to identify potential land use and incompatible objects and determine the need for an RPZ Alternative Evaluation. If the preferred or ultimate Airport Layout Plan (ALP) includes a shift, extension, or other modification that results in a change to the location, size, or function of an RPZ, or if existing or proposed incompatible land uses (e.g., roadways, rail lines, or places of public assembly) occur within an RPZ, an RPZ Alternative Evaluation will be completed in accordance with FAA requirements. This task includes documenting existing RPZ conditions, including land use, transportation corridors, easements, and obstructions; assessing each alternative based on FAA evaluation criteria, including safety, operational feasibility, environmental considerations, land use compatibility, and implementation constraints; and identifying a recommended alternative with supporting justification consistent with FAA policy and coordination with the Airport District Office (ADO). Three (3) alternatives will be included in the documentation for each affected runway end, which may include avoidance, minimization, and mitigation strategies (e.g., runway shifts, declared distances, land acquisition, or operational modifications). These three alternatives are included in **Task - 6.2**, **Task - 6.3** and **Task - 6.4**.

**SCHEDULE B –
AIRPORT MASTER PLAN – MISCELLANEOUS TASKS
DANE COUNTY REGIONAL AIRPORT
MADISON, WISCONSIN**

SCHEDULE B-1 – AIRPORT DRAINAGE PLAN

Task - 1.1 Drainage Plan

Mead & Hunt will inventory and assess the condition and capacity of the existing stormwater infrastructure and evaluating system performance under current conditions. Mead & Hunt will complete comprehensive stormwater planning to support the Airport Master Plan including hydrologic, hydraulic, and water quality modeling to assess compliance with updated MS4 permit requirements, including more stringent total suspended solids and phosphorus reduction targets, while accounting for planned airport development. Mead & Hunt will identify and model potential stormwater management practices, locations to reserve for future stormwater facilities, and infrastructure improvements needed to address flooding, ponding, and regulatory compliance. The effort emphasizes long-term resiliency and sustainability by evaluating system performance under extreme storm events, identifying opportunities to improve flood resilience, and coordinating stormwater solutions with capital improvement planning and Master Plan implementation.

This task includes time for subconsultant management including up to 4 virtual consultant team meetings. It also includes time for SEH to review and provide input on the deliverables.

SCHEDULE B-2 – RUNWAY 18/36 GEOTECHNICAL INVESTIGATION

Task - 1.1 Runway 18/36 Geotechnical Evaluation

This task includes the collection of pavement cores and soil borings along the runway to provide planning-level confirmation of pavement structure and subsurface conditions. The information will be used to supplement the PCI report and support evaluation of rehabilitation versus reconstruction needs, including identifying differences in anticipated timing of needed improvements across runway areas. Results will inform near-term phasing and prioritization in the Master Plan and Capital Improvement Program (including more accurate cost estimates). A local SEH Project Engineer will be present during field activities, and the Assistant Project Manager will provide overall coordination and technical review. Geotechnical borings will be supported by Terracon as outlined in the attached Terracon scope.

This task includes time for subconsultant management including 2 virtual consultant team meetings. It also includes time for SEH to review and provide input on the deliverables.

SCHEDULE B-3 – ADDITIONAL TASKS

Task - 1.1 Facility Condition Assessments – Tier 1

Building on the portfolio-wide Tier 2 assessments, SEH will perform **additional Tier 1 Detailed Facility Condition Assessments** for a subset of identified buildings that warrant a higher level of evaluation due to size, operational importance, complexity, or critical infrastructure.

The buildings included in this scope are identified by the Airport and are documented in the FCA Matrix dated April 15, 2026. The include 14 total buildings, including the 426,757 SF terminal and 60,753 SF Snow Removal Equipment building. Additional buildings include the East Ramp terminal, parking ramps, maintenance buildings, chiller plant, freight building, and select airfield utility/process facilities.

Tier 1 assessments expand upon the Tier 2 findings and provide a more comprehensive evaluation to support more informed capital planning, scoping, and future design efforts.

Tier 1 Detailed Assessments will include a broader and more in-depth review of:

- Building envelope, including roofs and exterior systems

- HVAC systems and controls
- Electrical distribution, emergency power, and major equipment
- Plumbing systems
- Life safety indicators
- Representative interior and operational support spaces

Assessments will include enhanced documentation of system condition, observed remaining useful life, priority level, and recommended corrective actions.

Field Assessments

Tier 1 field assessments will follow the same overall process described under the Tier 2 scope, with expanded level of effort and documentation for the identified facilities. Additional time will be allocated to each facility to support more detailed system review and documentation. Field assessments will be performed by a core architecture and engineering team, with targeted specialist support incorporated where warranted by facility type, system/assets present, known deficiencies, or complexity.

As part of this task, SEH will retain RAM to provide specialty roof assessment services for selected Tier 1 facilities with large or complex roof systems. RAM will perform non-destructive visual roof assessments and aerial infrared roof scanning to identify apparent moisture intrusion patterns, roof distress, drainage concerns, and repair-versus-replace considerations. RAM will prepare concise roof findings and annotated exhibits for incorporation into SEH's FCA reports and recommendations. RAM's services do not include destructive testing, roof cuts, leak investigations, temporary access provisions, or roof repair design.

As part of the field assessment of the existing terminal, excluding the recent expansion, SEH will document significant code-related observations identified during the site visit to support development of the Code Concerns Summary.

Report Development

Tier 1 reporting will expand upon the Tier 2 findings and provide more detailed system-level observations, recommendations, and planning-level cost opinions to support future project development. SEH will organize outputs to support both facility-level reporting and portfolio-level analysis. Facility-level reports will present condition observations, prioritized deficiencies, and supporting photographic documentation. Portfolio-level analysis will summarize recurring issues, concentrations of need, major capital drivers, near-term priorities.

To support capital planning analysis, SEH will coordinate with a third-party construction cost estimator to develop planning-level direct cost and current replacement value opinions for the assessed facilities using the findings and field-collected quantity, size, and capacity data. These cost inputs will support Facility Condition Index metrics and related facility-level and portfolio-level comparisons. These opinions of cost are intended for planning and prioritization purposes and not for bidding or detailed project budgeting.

As part of this task, SEH will prepare a planning-level Code Concerns Summary for the existing terminal, excluding the recent expansion. This summary will identify and summarize significant code-related concerns that are readily apparent from visual observations of the existing building and systems within the disciplines included in this Agreement, together with major code trigger items that may reasonably be anticipated, at a conceptual level, in connection with future work in the existing terminal and a potential north expansion. Code-related issues already reflected in discipline findings and recommendations will be consolidated into a dedicated section of the report to support capital planning considerations.

SEH will develop presentation materials summarizing key findings, major deficiencies, recommended actions, and notable trends across the portfolio.

Deliverables of this task include Tier 1 Facility Condition Assessment Reports; a presentation summarizing findings, recommendations, and initial analysis; and Finalized Facility Condition Assessment Reports and Appendices.

Task - 1.2 Documentation of Existing Leases

SEH will develop lease exhibits that will be provided to MSN including an exhibit that reflects current ground lease boundaries. These lease boundaries will be used to support the Exhibit A task, airfield inventory and project eligibility considerations. This includes reviewing up to 60 leases for facilities/areas. SEH will develop exhibits for each of the lease agreements and be provided to MSN staff for comparison to the existing lease agreements. Recommendations will be provided on if a single legal description should be developed to reflect how the land is being used.

It is assumed that the MSN staff will provide all land leases referenced in the “2017 Draft MSN Lease Map” shared with SEH. This effort includes review of existing leases, as provided by MSN Staff.

Survey data provided by the AGIS collection (See **Study Element - 3**) will be utilized to depict adjacent buildings, pavements, other permanent objects.

Data of the lease boundaries will be shared using a GIS shapefile and can be referenced into an online mapping tool once developed.

Task - 1.3 Land Use Planning

The Airport owns property used for both aeronautical and non-aeronautical use. This task will inventory airport holdings, evaluate their potential for complementary uses, and recommend future land uses based on local market conditions, airport operational and safety needs, recommendations of the NCP, and consultation with the City of Madison’s planning program.

Coordination with the City of Madison will be structured to support a shared understanding of airport specific constraints, compatibility objectives, and policy considerations, and to facilitate informed discussion of potential zoning updates consistent with City processes. Deliverables include mapping and tabular documentation of existing and recommended zoning, a technical memorandum summarizing findings and recommendations, and a summary of coordination with the City.

Areas that are needed for aeronautical use will be identified and summarized in this task. Summary information on the reasoning behind each area being identified as needed for aeronautical use will be provided.

SEH will prepare an inventory of land and buildings owned or leased by the Airport. The inventory will include documentation of ownership and lease/aeronautical use status and identify recommendations for strategic acquisition or divestment of any properties. Summary information for each area or sub area will be documented including dimension/area, existing and future zoning and land uses, environmental considerations, topography, utility availability (based on readily available data sources), transportation access, noise exposure levels, regulatory considerations, and compatibility with airport operations/NCP.

SEH will evaluate potential development opportunities on and near airport property. SEH will define subareas for organizational purposes and provide commentary on the relative strengths and weaknesses of each subarea. For each potential development area, the anticipated use (aeronautical or non-aeronautical) will be identified.

SEH will coordinate stakeholder engagement meetings specific to this task to inform the planning process and review preliminary recommendations. Up to 15 virtual meetings are anticipated for this task including meetings with the Airport, agencies and local on and off airport stakeholders.

SEH will prepare a report summarizing market conditions for various activity sectors and identify development types with strong and weak demand. The market study subtask will be subcontracted to RKG Associates and used to inform recommendations for the highest and best use of each subarea.

SEH will identify a range of suitable uses for each property, based on property capacity and market demand and develop up to two concepts for each sub area depicting potential development layouts. SEH will develop a site marketing template for each property, modeled after the Wisconsin Certified Site program and incorporating a local brand identity.

SEH will identify sites that may qualify for Wisconsin Certified Site designation (20+ developable acres, zoned for industrial use, adequate utility capacity). Inventory studies and surveys required for certification will be documented.

The deliverables for this task include a property inventory list, results and findings from engagement meetings, and a final report documenting the full property inventory with recommended acquisitions and dispositions, base

data and images for each property, recommended land uses and the property or subarea level, recommendations for Certified Site Program, and an Appendix with a site summary sheets.

Task - 1.4 Future Parcel Property Research

This task includes efforts to complete title research for future property (1 parcel, both surface and mineral rights). ProSource Technologies will complete the title research efforts.

ATTACHMENT B

BREAKDOWN OF LUMP SUM FEE

Senior Engineer	Project Engineer II	Senior CAD / GIS	Senior Supervisor	Land
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GWDC Sr. Planner / Sr. Engineer	298	\$94.76	\$28,238.92
Planner IV / Exhibit A Specialist	1881	\$62.97	\$117,207.89
Planner IV / Exhibit A Specialist	213	\$62.91	\$13,315.87
Planner II	2201	\$43.17	\$96,288.65
Project Engineer I	364	\$46.03	\$16,764.62
Project Engineer II (PE)	99	\$50.65	\$5,013.93
Senior CAD / GIS Technician	296	\$53.10	\$15,700.16
Senior Surveyor	150	\$58.20	\$8,730.69
Land Surveyor	968	\$40.73	\$39,421.09
Architect	62	\$92.00	\$5,864.00
Electrical Engineer	53	\$74.38	\$3,942.14
Mechanical Engineer	53	\$70.52	\$3,737.56
Senior Structural Engineer	32	\$78.81	\$2,515.52
Senior Environmental Scientist	40	\$72.16	\$2,886.45
Soil Scientist	90	\$43.61	\$3,924.96
Sr. Biologist / Scientist	42	\$47.65	\$2,001.16
Drone Pilot / Scientist	46	\$41.88	\$2,020.32
Graphics Designer	144	\$45.09	\$6,493.55
Project Coordinator	42	\$49.87	\$2,094.51
Admin Technician	79	\$38.96	\$3,087.33
	9,787		
Total Direct Labor Costs:			\$626,399.98
Direct Salary Costs plus Overhead	Overhead Rate 1.9302		\$1,209,075.50
Total Labor Costs			\$1,836,474.58
Fee on Total Labor Costs:	Profit Rate (percentage) 15%		\$275,321.19

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Estimate
SUBCONSULTANT - Alliance (Terminal Planning)	1.5	\$342,444.00	\$513,666.00
SUBCONSULTANT - Bergson Aviation (Financial Planning)	1.5	\$139,800.00	\$139,800.00
SUBCONSULTANT - Embroider Solutions (Farm System Planning Assistance)	1.5	\$14,100.00	\$14,100.00
SUBCONSULTANT - Kinley Horn (Landslide Planning and AAM)	1.5	\$577,610.00	\$866,415.00
SUBCONSULTANT - Madrone Advisors	1.5	\$168,969.81	\$158,969.81
SUBCONSULTANT - MDG (Technical Review and Analysis, CIP development and support)	1.5	\$106,460.00	\$159,690.00
SUBCONSULTANT - Mead and Hunt (Aviation Activity Forecasts)	1.5	\$161,189.00	\$161,189.00
SUBCONSULTANT - Mead and Hunt (Environmental Overview)	1.5	\$1,608.00	\$1,608.00
SUBCONSULTANT - Mead and Hunt (Remediable Expenses)	1.5	\$11,288.00	\$11,288.00
SUBCONSULTANT - ProSource Land Services (Exhibit A - Existing Parcels)	1.5	\$360,000.00	\$360,000.00
SUBCONSULTANT - Restoration (Public Encroachment)	1.5	\$117,228.59	\$117,228.59
SUBCONSULTANT - TACA (Terminal Apcon Planning, West Ramp planning, fueling, glycol and deice facilities)	1.5	\$285,500.00	\$285,500.00
Equipment Usage - Robots	36	\$45.00	\$1,620.00
Equipment Usage - GPS	18	\$20.00	\$360.00
Equipment Usage - Tier 1 Drone	8	\$75.00	\$600.00
ISDN Vehicle Usage	40	\$4.50	\$1,800.00
Technology Expense (cell labor hour)	9,787	\$6.50	\$63,615.50
TRAVEL - Transportation (Airfare, TNC, Car Rental, etc.)	1.5	\$117,125.00	\$117,125.00
TRAVEL - Lodging	1.5	\$21,060.00	\$21,060.00
TRAVEL - Meals	1.5	\$14,172.99	\$14,172.99
TRAVEL - Mileage	1,570	\$5.72	\$9,078.40
Printing - Airport Aerial Reusable Display Board	2	\$300.00	\$600.00
Printing - Misc. Engagement Materials	1.5	\$5,000.00	\$7,500.00
Printing - Stakeholder Advisory Committee Materials (6 meetings)	6	\$200.00	\$1,200.00
Printing - Technical Committee Materials (18 meetings)	18	\$150.00	\$2,700.00
Printing Master Plan	2	\$200.00	\$400.00
Printing ALP			
Airport copies	2	\$250.00	\$500.00
BGA copies	2	\$250.00	\$500.00
FAA copies	0	\$250.00	\$0.00
Total Direct Expenses			\$2,897,829.52

Additional Expenses	Quantity	Rate	Estimate
SUBCONSULTANT - Kinley Horn (AAM Site Development Alternatives and ALP Implementation) OPTIONAL TASK	1.5	\$67,000.00	\$100,500.00
SUBCONSULTANT - MDG (ISRM Panel) OPTIONAL TASK	1.5	\$10,392.81	\$15,589.21
SUBCONSULTANT - Mead and Hunt (Master Planning Miscellaneous Support) (TIME & EXPENSE)	1.5	\$21,248.00	\$21,248.00
SUBCONSULTANT - ProSource Land Services (Exhibit A - Additional Parcels) OPTIONAL TASK	1.5	\$72,000.00	\$108,000.00
SUBCONSULTANT - ProSource Land Services (Exhibit A - Good Title) OPTIONAL TASK	1.5	\$150,000.00	\$225,000.00
Total Additional Expenses			\$329,646.81

SUMMARY:	Total Labor Costs + Expenses + Fee	\$4,936,366.89
Estimated Total		\$4,936,405.00

**AIRPORT MASTER PLAN, AIRPORT LAYOUT PLAN AND EXHIBIT A
DANE COUNTY REGIONAL AIRPORT (MSN)
DANE COUNTY
MADISON, WISCONSIN**

[illegible]

SEH SCHEDULE A
TRAVEL EXPENSES JUSTIFICATION
AIRPORT MASTER PLAN, AIRPORT LAYOUT PLAN AND EXHIBIT A
DANE COUNTY REGIONAL AIRPORT (MSN)
DANE COUNTY
MADISON, WISCONSIN

[illegible]

TRAVEL EXPENSE TOTAL	
Transportation (Airfare and Car Rental)	\$117,120.00
Lodging Total (\$)	\$21,060.00
Meals Total (\$)	\$14,172.00
Mileage Total (\$)	1570.00
	\$153,482.00

Cost Assumptions	
Airfare (MSP-MSN Roundtrip)	\$750.00
Lodging Per Night	\$160.00
Rental Car Per 24 hours	\$80.00
Uber/Lyft/Taxi (per 24 hours if no rental car used on trip)	\$50.00
Meals - Full Day	\$80.00
Breakfast	\$20.00
Lunch	\$22.00
Dinner	\$38.00

Task No.	Task Description	Principal-in-Charge / Project Manager	Project Manager/Sr. Engineer	QA/QC Sr. Planner / Sr. Engineer	Planner IV	Planner IV / Exhibit A Specialist	Planner II	Project Engineer I	Project Engineer II (PE)	Senior CAD / GIS Technician	Senior Surveyor	Land Surveyor	Architect	Electrical Engineer	Mechanical/Plumbing Engineer	Senior Structural Engineer	Senior Environmental Scientist	Staff Scientist	Sr. Biologist / Scientist	Drone Pilot / Scientist	Graphic Designer	Project Coordinator	Admin Technician
Study Element 1: Airport Drainage Plan																							
1.1	Project Administration and Management Services	4																					
1.2	Client Coordination	4	2																			2	
1.3	Quality Assurance and Control	4		4																			
1.4	Subcontract Management	4																					
1.5	Drainage Plan	2	8	2				10															
Total hours per labor category		14	10	6	0	0	0	0	10	0	0	0	0	0	0	0	0	0	0	0	0	2	0
ESTIMATE OF LABOR COSTS:																							
Labor Category									Hours	Rate	Extension												
Principal-in-Charge / Project Manager									14	\$96.77	\$1,354.80												
Project Manager/Sr. Engineer									10	\$93.29	\$932.51												
QA/QC Sr. Planner / Sr. Engineer									6	\$94.76	\$568.57												
Planner IV									0	\$60.97	\$0.00												
Planner IV / Exhibit A Specialist									0	\$62.51	\$0.00												
Planner II									0	\$43.17	\$0.00												
Project Engineer I									10	\$46.03	\$460.30												
Project Engineer II (PE)									0	\$50.85	\$0.00												
Senior CAD / GIS Technician									0	\$53.10	\$0.00												
Senior Surveyor									0	\$58.20	\$0.00												
Land Surveyor									0	\$40.73	\$0.00												
Architect									0	\$62.00	\$0.00												
Electrical Engineer									0	\$74.38	\$0.00												
Mechanical/Plumbing Engineer									0	\$70.52	\$0.00												
Senior Structural Engineer									0	\$78.61	\$0.00												
Senior Environmental Scientist									0	\$72.16	\$0.00												
Staff Scientist									0	\$43.61	\$0.00												
Sr. Biologist / Scientist									0	\$47.65	\$0.00												
Drone Pilot / Scientist									0	\$41.88	\$0.00												
Graphic Designer									0	\$45.09	\$0.00												
Project Coordinator									2	\$48.87	\$97.74												
Admin Technician									0	\$38.95	\$0.00												
									42														
Total Direct Labor Costs:											\$3,415.92												
Direct Salary Costs plus Overhead											\$6,593.41												
									Overhead Rate	1.9302													
Total Labor Costs											\$10,009.33												
Fee on Total Labor Costs:									Profit Rate (percentage)	15%	\$1,501.40												
ESTIMATE OF EXPENSES:																							
Direct Expenses									Quantity	Rate	Extension												
SUBCONSULTANT - Mead and Hunt (Drainage Plan)									1.5	\$315,293.00	\$314,289.50												
Technician/Expenses (per labor hour)									42	\$6.50	\$273.00												
Total Expenses											\$314,568.00												
SUMMARY:																							
Total Labor Costs + Expenses + Fee												\$320,068.73											
Estimated Total												\$326,100.00											

SEH SCHEDULE B
ESTIMATED FEES AND EXPENSES (Schedule B-2: Runway 18/36 Geotechnical Investigation)
AIRPORT MASTER PLAN, AIRPORT LAYOUT PLAN AND EXHIBIT A
DANE COUNTY REGIONAL AIRPORT (MSN)
DANE COUNTY
MADISON, WISCONSIN

Task No.	Task Description	Principal-in-Charge / Project Manager	Project Manager/Sr. Engineer	QA/QC Sr. Planner / Sr. Engineer	Planner IV	Planner IV / Exhibit A Specialist	Planner II	Project Engineer I	Project Engineer II (PE)	Senior CAD / GIS Technician	Senior Surveyor	Land Surveyor	Architect	Electrical Engineer	Mechanical/Plumbing Engineer	Senior Structural Engineer	Senior Environmental Scientist	Staff Scientist	Sr. Biologist / Scientist	Drone Pilot / Scientist	Graphic Designer	Project Coordinator	Admin Technician
Study Element 1: Runway 18/36 Geotechnical Investigation																							
1.1	Project Administration and Management Services	1	1																			2	
1.2	Client Coordination	1	2																				
1.3	Quality Assurance and Control		2																				
1.4	Subconsultant Management		2																				
1.5	Runway 18/36 Geotechnical Evaluation	1	8	4			4	8	20														
Total hours per labor category		3	15	4	0	0	4	8	20	0	0	0	0	0	0	0	0	0	0	0	0	2	0

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal-in-Charge / Project Manager	3	\$96.77	\$290.31
Project Manager/Sr. Engineer	15	\$93.25	\$1,398.75
QA/QC Sr. Planner / Sr. Engineer	4	\$84.76	\$339.05
Planner IV	0	\$80.97	\$0.00
Planner IV / Exhibit A Specialist	0	\$82.51	\$0.00
Planner II	4	\$43.17	\$172.68
Project Engineer I	8	\$46.03	\$368.24
Project Engineer II (PE)	20	\$50.85	\$1,012.82
Senior CAD / GIS Technician	0	\$53.10	\$0.00
Senior Surveyor	0	\$58.20	\$0.00
Land Surveyor	0	\$40.73	\$0.00
Architect	0	\$62.00	\$0.00
Electrical Engineer	0	\$74.38	\$0.00
Mechanical/Plumbing Engineer	0	\$70.52	\$0.00
Senior Structural Engineer	0	\$78.61	\$0.00
Senior Environmental Scientist	0	\$72.16	\$0.00
Staff Scientist	0	\$43.61	\$0.00
Sr. Biologist / Scientist	0	\$47.65	\$0.00
Drone Pilot / Scientist	0	\$41.88	\$0.00
Graphic Designer	0	\$45.09	\$0.00
Project Coordinator	2	\$45.87	\$89.74
Admin Technician	0	\$38.95	\$0.00
56			
Total Direct Labor Costs:			\$3,721.70
Direct Salary Costs plus Overhead	Overhead Rate 1.9302		\$7,183.62
Total Labor Costs			\$10,905.32
Fee on Total Labor Costs:	Profit Rate (percentage) 15%		\$1,635.80

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
SUBCONSULTANT - Terracon (Geotech)	LS	\$128,475.00	\$128,475.00
Technician Expertise (per labor hour)	56	\$5.50	\$308.00
TRAVEL - Transportation (Airfare, TNC, Car Rental, etc.)	LS	\$800.00	\$800.00
TRAVEL - Lodging	LS	\$300.00	\$300.00
TRAVEL - Meals	LS	\$97.00	\$97.00
TRAVEL - Mileage	0	\$0.72	\$0.00
Total Expenses			\$130,856.00

SUMMARY:

Total Labor Costs + Expenses + Fee	\$142,597.12
Estimated Total	\$142,600.00

SEH SCHEDULE B
ESTIMATED FEES AND EXPENSES (Schedule B-3: Additional Tasks)
AIRPORT MASTER PLAN, AIRPORT LAYOUT PLAN AND EXHIBIT A
DANE COUNTY REGIONAL AIRPORT (R33)
DANE COUNTY
MADISON, WISCONSIN

Task No.	Task Description	Principal-in-Charge / Project Manager	Project Manager/Sr. Engineer	QA/QC Sr. Planner / Sr. Engineer	Planner IV	Planner IV / Exhibit A Specialist	Planner II	Project Engineer I	Project Engineer II (PE)	Senior CAD / GIS Technician	Senior Surveyor	Land Surveyor	Architect	Electrical Engineer	Mechanical Engineer	Senior Structural Engineer	Senior Environmental Scientist	Staff Scientist	Sr. Biologist / Scientist	Drone Pilot / Scientist	Graphic Designer	Project Coordinator	Admin Technician
Study Element 1: Project Initiation, Coordination and Administration																							
	Project Administration and Management Services	1																				8	
	Client Coordination																						
	Quality Assurance and Control																						
	Subconsultant Management	1																					
Task 1.1 - Facility Conditions Assessment (Tier 1)																							
	Full Assessments (14 buildings)													70	70	70	18						
	Code assessment (Tier 1 Buildings)													20		2							
	Report Development (Tier 1 Buildings)													100	84	84	24						
	Cost Estimate coordination (Tier 1 Buildings)													6	6	6	2						
	Capital Planning Review and Finalization (Tier 1 Buildings)													36	28	28	6						
Task 1.2 - Documentation of Leases																							
	Review up to 60 leases																						
	Draft lease exhibits (up to 60 leases) and GIS files									40		120											4
	Recommendations on existing leases				10							80											
Task 1.3 - Land Use Planning																							
	Property inventory				32																		
	Base property data (existing, utility, etc.)				32					32													
	Narrative analysis - base data and subareas			4	32																		
	Coordination with Madison and Dane County				8					4													
	Meeting Preparation and attendance (15 meetings)	15			40					8													
	Zoning classification analysis and recommendations				16																		
	NCP vs land use analysis				6																		
	Range of suitable uses - each property			4	16																		
	Site marketing template and ID areas for Wis. Cert. Sales Program				8					4													
	Summary report			1	32					8													
Task 1.4 - Future Parcel Title Research																							
	Task research				1																		
	Total hours per labor category	18	0	9	233	0	0	0	0	56	40	200	232	189	189	54	0	0	0	0	0	8	4

ESTIMATE OF LABOR COSTS:

Labor Category	Hours	Rate	Extension
Principal-in-Charge / Project Manager	18	\$98.77	\$1,741.89
Project Manager/Sr. Engineer	0	\$93.25	\$0.00
QA/QC Sr. Planner / Sr. Engineer	9	\$94.76	\$852.85
Planner IV	233	\$69.97	\$14,206.65
Planner IV / Exhibit A Specialist	0	\$62.51	\$0.00
Planner II	0	\$43.17	\$0.00
Project Engineer I	0	\$46.03	\$0.00
Project Engineer II (PE)	0	\$50.65	\$0.00
Senior CAD / GIS Technician	56	\$53.10	\$2,973.74
Senior Surveyor	40	\$56.20	\$2,256.18
Land Surveyor	200	\$40.73	\$8,145.04
Architect	232	\$62.00	\$14,384.00
Electrical Engineer	189	\$74.38	\$14,057.82
Mechanical Engineer	189	\$70.52	\$13,328.28
Senior Structural Engineer	54	\$78.61	\$4,244.94
Senior Environmental Scientist	0	\$72.16	\$0.00
Staff Scientist	0	\$43.61	\$0.00
Sr. Biologist / Scientist	0	\$47.65	\$0.00
Drone Pilot / Scientist	0	\$41.88	\$0.00
Graphic Designer	0	\$45.09	\$0.00
Project Coordinator	8	\$48.87	\$389.86
Admin Technician	4	\$38.95	\$155.79
Total Direct Labor Costs:	1,232		\$76,818.14
Direct Salary Costs plus Overhead		Overhead Rate 1.9302	\$148,274.37
Total Labor Costs			\$225,092.51
Fee on Total Labor Costs:		Profit Rate (percentage) 15%	\$33,763.88

ESTIMATE OF EXPENSES:

Direct Expenses	Quantity	Rate	Extension
SUBCONSULTANT - Building Facility Condition Assessment Cost Estimating	LS	\$6,000.00	\$6,000.00
SUBCONSULTANT - Kimmey Horn (Commercial Development Evaluation Support)	LS	\$16,885.00	\$16,885.00
SUBCONSULTANT - RAKI (roof assessment)	LS	\$75,000.00	\$75,000.00
SUBCONSULTANT - RKG Associates (market assessment)	LS	\$40,000.00	\$40,000.00
SUBCONSULTANT - ProSource Technologies	LS	\$3,200.00	\$3,200.00
Technology Expense (per labor hour)	1,232	\$6.50	\$8,008.00
TRAVEL - Transportation (Airfare, TNC, Car Rental, etc.)	LS	\$1,800.00	\$1,800.00
TRAVEL - Lodging	LS	\$500.00	\$500.00
TRAVEL - Meals	LS	\$200.00	\$200.00
TRAVEL - Mileage	0	\$0.72	\$0.00
Printing - Misc. Engagement Materials	LS	\$1,000.00	\$1,000.00
Total Expenses			\$162,593.00

SUMMARY:

Total Labor Costs + Expenses + Fee	\$411,449.39
Estimated Total	\$411,449.39

ATTACHMENT C
PROVISIONS REQUIRED BY FEDERAL LAW

The provisions in this Attachment C are included in this Agreement as required by federal law. It is not anticipated that the Consultant will conduct any “construction work,” as that term is defined by the United States Department of Labor.

A1. ACCESS TO RECORDS AND REPORTS

- A. The Consultant must maintain an acceptable cost accounting system. The Consultant agrees to provide County, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers and records of the Consultant which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Consultant agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed. The Consultant must include this provision in subcontracts.

A2. BREACH OF CONTRACT

- A. Any violation or breach of terms of this contract on the part of the Consultant or its subcontractors may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement.

County will provide Consultant written notice that describes the nature of the breach and corrective actions the Consultant must undertake in order to avoid termination of the contract. County reserves the right to withhold payments to Consultant until such time the Consultant corrects the breach or the County elects to terminate the contract. The County’s notice will identify a specific date by which the Consultant must correct the breach. County may proceed with termination of the contract if the Consultant fails to correct the breach by the deadline indicated in the County’s notice.

The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder are in addition to, and not a limitation of, any duties, obligations, rights and remedies otherwise imposed or available by law.

A4. CIVIL RIGHTS – GENERAL

- A. General Civil Rights Provisions. In all its activities within the scope of its airport program, the Consultant agrees to comply with pertinent statutes, Executive Orders, and such rules as identified in Title VI List of Pertinent Nondiscrimination Acts and Authorities to ensure that no person shall, on the grounds of race, color, national origin, creed, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance.

This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

The above binds the Consultant and subcontractors from the bid solicitation period through the completion of the contract.

A5. CIVIL RIGHTS – TITLE VI ASSURANCES

- A. Compliance with Nondiscrimination Requirements. During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the “Consultant”), agrees as follows:

1. Compliance with Regulations: The Consultant (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

2. Nondiscrimination: The Consultant, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, national origin, creed, sex, age, or disability in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Consultant will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21 including amendments thereto.
3. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Consultant of the Consultant's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.
4. Information and Reports: The Consultant will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by County or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of Consultant is in the exclusive possession of another who fails or refuses to furnish the information, the Consultant will so certify to County or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. Sanctions for Noncompliance: In the event of a Consultant's noncompliance with the non-discrimination provisions of this contract, County will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:
 - a. Withholding payments to the Consultant under the contract until the Consultant complies; and/or
 - b. Cancelling, terminating, or suspending a contract, in whole or in part.
6. Incorporation of Provisions: The Consultant will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Consultant will take action with respect to any subcontract or procurement as County or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Consultant becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Consultant may request County to enter into any litigation to protect the interests of County. In addition, the Consultant may request the United States to enter into the litigation to protect the interests of the United States.

Title VI List of Pertinent Nondiscrimination Acts and Authorities

During the performance of this contract, the Consultant, for itself, its assignees, and successors in interest (hereinafter referred to as the "Consultant") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 USC § 2000d *et seq.*, 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination in Federally-Assisted programs of the Department of Transportation—Effectuation of Title VI of the Civil Rights Act of 1964) including amendments thereto;
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 USC § 4601) (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973 (29 USC § 794 *et seq.*), as amended (prohibits discrimination on the basis of disability); and 49 CFR part 27 (Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance);
- The Age Discrimination Act of 1975, as amended (42 USC § 6101 *et seq.*) (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982 (49 USC § 47123), as amended (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987 (PL 100-259) (broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act of 1990 (42 USC § 12101, *et seq.*) (prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities) as implemented by U.S. Department of Transportation regulations at 49 CFR parts 37 and 38;
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 USC § 1681, *et seq.*).

A6. CLEAN AIR/WATER POLLUTION CONTROL

- A. Consultant agrees to comply with all applicable standards, orders, and regulations issued pursuant to the Clean Air Act (42 USC §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 USC §§ 1251-1387). The Consultant agrees to report any violation to the County immediately upon discovery. The County assumes responsibility for notifying the Environmental Protection Agency (EPA) and the Federal Aviation Administration.

Consultant must include this requirement in all subcontracts that exceed \$150,000.

A7. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT REQUIREMENTS

- A. Overtime Requirements.

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

- B. Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) of this clause, the Consultant and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth

in paragraph (1) of this clause, in the sum of \$29 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this clause.

C. Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration (FAA) or the County shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this clause.

D. Subcontractors.

The Consultant or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this clause.

A10. DEBARMENT AND SUSPENSION

CERTIFICATION OF OFFEROR/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”, must confirm each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally-assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certification of Offeror /Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

A11. DISADVANTAGED BUSINESS ENTERPRISE

A. Contract Assurance

The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate, which may include, but is not limited to:

- 1) Withholding monthly progress payments;
- 2) Assessing sanctions;
- 3) Liquidated damages; and/or
- 4) Disqualifying the Contractor from future bidding as non-responsible.

B. Prompt Payment

The prime contractor agrees to pay each subcontractor under this prime contract for satisfactory performance of its contract no later than 30 days from the receipt of each payment the prime contractor receives from County. The prime contractor agrees further to return retainage payments to each subcontractor within 30 days after the subcontractor's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the County. This clause applies to both DBE and non-DBE subcontractors.

C. Termination of DBE Subcontracts

The prime contractor must not terminate a DBE subcontractor without prior written consent of County. This includes, but is not limited to, instances in which the prime contractor seeks to perform work originally designated for a DBE subcontractor with its own forces or those of an affiliate, a non-DBE firm, or with another DBE firm.

The prime contractor shall utilize the specific DBEs listed to perform the work and supply the materials for which each is listed unless the contractor obtains written consent of County. Unless County's consent is provided, the prime contractor shall not be entitled to any payment for work or material unless it is performed or supplied by the listed DBE.

County may provide such written consent only if County agrees, for reasons stated in the concurrence document, that the prime contractor has good cause to terminate the DBE firm. For purposes of this paragraph, good cause includes the circumstances listed in 49 CFR §26.53.

Before transmitting to County its request to terminate and/or substitute a DBE subcontractor, the prime contractor must give notice in writing to the DBE subcontractor, with a copy to County, of its intent to request to terminate and/or substitute, and the reason for the request.

The prime contractor must give the DBE five days to respond to the prime contractor's notice and advise County and the contractor of the reasons, if any, why it objects to the proposed termination of its subcontract and why County should not approve the prime contractor's action. If required in a particular case as a matter of public necessity (e.g., safety), County may provide a response period shorter than five days.

In addition to post-award terminations, the provisions of this section apply to preaward deletions of or substitutions for DBE firms put forward by offerors in negotiated procurements.

A12. DISTRACTED DRIVING

TEXTING WHEN DRIVING

- A. In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving", (10/1/2009) and DOT Order 3902.10, "Text Messaging While Driving", (12/30/2009), the Federal Aviation Administration encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or subgrant.

In support of this initiative, the County encourages the Consultant to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Consultant must include the substance of this clause in

all sub-tier contracts exceeding \$15,000 that involve driving a motor vehicle in performance of work activities associated with the project.

A13. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

- A. Consultant and any Subcontractors agree to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)].

A15. FEDERAL FAIR LABOR STANDARDS ACT

- A. Provisions of 29 CFR part 201. This Agreement and any contracts and subcontracts entered into under authority of this Agreement shall incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers. Consultant has full responsibility to monitor compliance with 29 CFR part 201. Consultant must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division.

A16. LOBBYING FEDERAL EMPLOYEES

CERTIFICATION REGARDING LOBBYING

The Bidder or Offeror certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Bidder or Offeror, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

A17. OCCUPATIONAL SAFETY AND HEALTH ACT

- A. Requirements of 29 CFR Part 1910. This Agreement and any contracts and subcontracts entered into under authority of this Agreement shall incorporate by reference the requirements of 29 CFR

Part 1910, the Occupational Safety and Health Act of 1970, with the same force and effect as if given in full text. Consultant and any subcontractors performing work under this Agreement shall provide a work environment that is free from recognized hazards that may cause death or serious physical harm to an employee. Consultant shall comply with, and monitor the compliance of its subcontractors with, the Occupational Safety and Health Act of 1970, and shall address any claims or disputes that pertain to such Act directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

A21. TAX DELINQUENCY AND FELONY CONVICTION

CERTIFICATION OF OFFEROR/BIDDER REGARDING TAX DELINQUENCY AND FELONY CONVICTIONS

The applicant must complete the following two certification statements. The applicant must indicate its current status as it relates to tax delinquency and felony conviction by inserting a checkmark (✓) in the space following the applicable response. The applicant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification in all lower tier subcontracts.

Certifications

1. The applicant represents that it is []/is not [✓] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.
2. The applicant represents that it is []/is not [✓] a corporation that was convicted of a criminal violation under any Federal law within the preceding 24 months.

Note

If an applicant responds in the affirmative to either of the above representations, the applicant is ineligible to receive an award unless the Sponsor has received notification from the agency suspension and debarment official (SDO) that the SDO has considered suspension or debarment and determined that further action is not required to protect the Government's interests. The applicant therefore must provide information to the owner about its tax liability or conviction to the County, who will then notify the FAA Airports District Office, which will then notify the agency's SDO to facilitate completion of the required considerations before award decisions are made.

Term Definitions

Felony conviction: Felony conviction means a conviction within the preceding twenty four (24) months of a felony criminal violation under any Federal law and includes conviction of an offense defined in a section of the U.S. Code that specifically classifies the offense as a felony and conviction of an offense that is classified as a felony under 18 USC § 3559.

Tax Delinquency: A tax delinquency is any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted, or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

A22. TERMINATION OF CONTRACT

The below termination provisions must also be included in subcontracts exceeding \$10,000.

TERMINATION FOR CONVENIENCE

The County may, by written notice to the Consultant, terminate this Agreement for its convenience and without cause or default on the part of Consultant. Upon receipt of the notice of termination, except as explicitly directed by the County, the Consultant must immediately discontinue all services affected.

Upon termination of the Agreement, the Consultant must deliver to the County all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Consultant under this contract, whether complete or partially complete.

County agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

TERMINATION FOR CAUSE

Either party may terminate this Agreement for cause if the other party fails to fulfill its obligations that are essential to the completion of the work per the terms and conditions of the Agreement. The party initiating the termination action must allow the breaching party an opportunity to dispute or cure the breach.

The terminating party must provide the breaching party 7 days advance written notice of its intent to terminate the Agreement. The notice must specify the nature and extent of the breach, the conditions necessary to cure the breach, and the effective date of the termination action. The rights and remedies in this clause are in addition to any other rights and remedies provided by law or under this agreement.

- a) **Termination by County:** The County may terminate this Agreement for cause in whole or in part, for the failure of the Consultant to:
1. Perform the services within the time specified in this contract or by County approved extension;
 2. Make adequate progress so as to endanger satisfactory performance of the Project; or
 3. Fulfill the obligations of the Agreement that are essential to the completion of the Project.

Upon receipt of the notice of termination, the Consultant must immediately discontinue all services affected unless the notice directs otherwise. Upon termination of the Agreement, the Consultant must deliver to the County all data, surveys, models, drawings, specifications, reports, maps, photographs, estimates, summaries, and other documents and materials prepared by the Consultant under this contract, whether complete or partially complete.

County agrees to make just and equitable compensation to the Consultant for satisfactory work completed up through the date the Consultant receives the termination notice. Compensation will not include anticipated profit on non-performed services.

If, after finalization of the termination action, the County determines the Consultant was not in default of the Agreement, the rights and obligations of the parties shall be the same as if the County issued the termination for the convenience of the County.

- b) **Termination by Consultant:** The Consultant may terminate this Agreement for cause in whole or in part, if the County:
1. Defaults on its obligations under this Agreement;
 2. Fails to make payment to the Consultant in accordance with the terms of this Agreement;

3. Suspends the project for more than 180 days due to reasons beyond the control of the Consultant.

Upon receipt of a notice of termination from the Consultant, County agrees to cooperate with Consultant for the purpose of terminating the agreement or portion thereof, by mutual consent. If County and Consultant cannot reach mutual agreement on the termination settlement, the Consultant may, without prejudice to any rights and remedies it may have, proceed with terminating all or parts of this Agreement based upon the County's breach of the contract.

In the event of termination due to County breach, the Consultant is entitled to invoice County and to receive full payment for all services performed or furnished in accordance with this Agreement and all justified reimbursable expenses incurred by the Consultant through the effective date of termination action.

A23. TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- 1) is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- 2) has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- 3) has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC § 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR § 30.17, no contract shall be awarded to an Offeror or subcontractor:

- 1) who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR; or
- 2) whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list; or
- 3) who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the

list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

A24. VETERAN'S PREFERENCE

In the employment of labor (excluding executive, administrative, and supervisory positions), the Consultant and all sub-tier contractors must give preference to covered veterans as defined within Title 49 United States Code Section 47112. Covered veterans include Vietnam-era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns (as defined by 15 USC § 632) owned and controlled by disabled veterans. This preference only applies when there are covered veterans readily available and qualified to perform the work to which the employment relates.

A25. DOMESTIC PREFERENCES FOR PROCUREMENTS

CERTIFICATION REGARDING DOMESTIC PREFERENCES FOR PROCUREMENTS

The Consultant certifies by signing and submitting this bid or proposal that, to the greatest extent practicable, the Consultant has provided a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including, but not limited to, iron, aluminum, steel, cement, and other manufactured products) in compliance with 2 CFR § 200.322.

A26. PROHIBITION OF COVERED UNMANNED AIRCRAFT SYSTEMS

The Consultant certifies that it is aware of and complies with relevant Federal statutes and regulations, including those from the Federal Aviation Administration (FAA), for operating unmanned aircraft systems (UAS) in accordance, and in compliance with all related requirements in the FAA Reauthorization Act of 2024 (Public Law 118-63), section 936 (49 U.S.C. § 44801 note).

Consultant warrants that all UAS operations will be conducted in full compliance with all applicable Federal Aviation Administration (FAA) regulations, including but not limited to 14 CFR Part 107, and any other applicable local, state, or Federal laws and regulations.

Airport Sponsors and subgrant recipients cannot use AIP grant funds to enter into, extend, or renew a contract related to covered unmanned aircraft systems (UAS). This includes both procurement and operational contracts, as well as contracts with entities that operate such systems.

This provision shall be included in all lower-tier contracts.

**PROFESSIONAL SERVICES AGREEMENT
PRIME CONSULTANT / SUBCONSULTANT AGREEMENT**

Agreement No.: [No.] _____