

## **VILLAGE OF RUIDOSO NOTICE OF SPECIAL MEETING**

Notice is hereby given that Lynn D. Crawford, Mayor of the Village of Ruidoso, has called a Special Meeting of the Governing Body of the Village of Ruidoso for Friday, August 22, 2025 at 10:00 AM. The Special Meeting will be held at 313 Cree Meadows Dr. Ruidoso, NM 88345. The purpose of the Special Meeting is as follows:

CALL TO ORDER.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE/SALUTE TO THE STATE FLAG.

Salute to the State Flag: "I Salute the Flag of the State of New Mexico, the Zia Symbol of Perfect Friendship Among United Cultures."

ROLL CALL.

AGENDA ITEMS.

1. Discussion and Possible Action on Change Order #1 with J&H Services for High Loop Water System Improvements for an Additional 60 Days for Substantial Completion and a Decrease in the Total Contract in the Amount of \$242,016.90 for a Updated Total Contract Amount of \$5,585,957.10 Including NMGRT.
2. Discussion and Possible Action on Amendment #1 with Souder, Miller & Associates for Construction Administration and Observation for the Upper Canyon Diversion Rehabilitation Project in the Amount of \$50,227.13 for a Updated Total Contract Amount of \$375,757.91 Including NMGRT.
3. Discussion and Possible Action on Change order #3 with Spartan Construction for Upper Canyon Diversion Improvements and a Contract Time Extension of 57 Calendar Days in the Amount of \$8,547.01 Including NMGRT.
4. Discussion and Possible Action on Adoption of Resolution 2025-30, a Resolution Authorizing Submission of an Aviation Grant Application AIP Project No. 3-35-0052-033-2025 with the Federal Aviation Administration (FAA) and Authorization to Accept the Resulting Grant Offer and to Authorize the Mayor to Sign Grant Agreement and Serve as the Sponsor's Authorized Representative for the Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade Project, in the Amount of \$1,740,876.98 Including NMGRT.
5. Discussion and Possible Action on Task Order B with Lochner, for Professional Engineering Services on Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade Project at the Sierra Blanca Regional Airport in the Amount of \$276,094.50 Including NMGRT, Contingent upon Funding from the Federal Aviation Administration (FAA).

I certify that notice has been given in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and 2025-01. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

Please contact the Village Clerk if a summary or other type of accessible format is needed.

Jini S. Turri, MMC, Village Clerk

ADJOURN.

# AGENDA MEMORANDUM

## Village of Ruidoso

Agenda Item - 1.

**To:** Mayor Crawford and Councilors

**Presenter(s):** Adam Sanchez, Public Works Director

**Meeting Date:** August 22, 2025

**Re:** Discussion and Possible Action on Change Order #1 with J&H Services for High Loop Water System Improvements for an Additional 60 Days for Substantial Completion and a Decrease in the Total Contract in the Amount of \$242,016.90 for a Updated Total Contract Amount of \$5,585,957.10 Including NMGRT.

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### **Item Summary:**

Discussion and Possible Action on Change Order #1 with J&H Services for High Loop Water System Improvements for an Additional 60 Days for Substantial Completion and a Decrease in the Total Contract in the Amount of \$242,016.90 for a Updated Total Contract Amount of \$5,585,957.10 Including NMGRT.

### **Financial Impact:**

The contract decreased by \$242,016.90. The project is funded by a Water Trust Board Grant/Loan and is budgeted in the SGRT Special Revenue Fund.

### **Item Discussion:**

Change Order #1 with J&H Services for High Loop Water System Improvements for an Additional 60 Days for Substantial Completion and a Decrease in the Total Contract in the Amount of \$242,016.90 for a Updated Total Contract Amount of \$5,585,957.10 Including NMGRT.

### **Recommendations:**

To Approve Change Order #1 with J&H Services for High Loop Water System Improvements for an Additional 60 Days for Substantial Completion and a Decrease in the Total Contract in the Amount of \$242,016.90 for a Updated Total Contract Amount of \$5,585,957.10 Including NMGRT.

### **ATTACHMENTS:**

Description

Change Order 1



July 22, 2025

#6332586

Bandon Kalinowski  
Project Manager  
New Mexico Environment Department  
Construction Programs Bureau  
2301 Entrada del Sol  
Las Cruces, NM 88001  
Phone: (505) 670-3571  
Email: brandon.kalinowski@env.nm.gov

**RE: VILLAGE OF RUIDOSO HIGH LOOP WATER SYSTEM IMPROVEMENTS | CHANGE ORDER No. 1**

Dear Mr. Kalinowski:

Souder, Miller and Associates (SMA), working with the Village of Ruidoso is recommending approval of Change Order No. 1 for Village of Ruidoso High Loop Water System Improvements. This change order will include 60 days added to substantial completion requested by the contractor and to be approved by the owner. This change order will also include revisions to the following bid items.

***Revised Bid Items:***

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- **Bid item LL-5**-Rock excavation quantity has been revised to 169.06 CY, resulting in a price decrease of \$327,231.90.
  - **Bid item LL-6**-Remove and replace existing asphalt with 3-inch HMAC, 8-inch base course, and 12-inch subgrade prep quantity has increased to 1,820 SY, resulting in a price increase of \$64,815.00.
  - **Bid item LL-7**-Connect to existing water meter service connection using open trenching methods quantity has been increased to 31 connections, resulting in a price increase of \$37,500.00.
  - **Bid item LL-8**-Connect to existing water meter service connection using trenchless methods quantity has been removed, resulting in a price decrease of \$8,550.00.
  - **Bid item HL-8**-Connect to existing water meter service connection using trenchless methods quantity has been removed, resulting in a price decrease of \$8,550.00.

If you have any comments and/or questions, feel free to contact either of the undersigned by phone at (575) 647-0799.





Sincerely,

**MILLER ENGINEERS, INC. D/B/A  
SOUDER, MILLER AND ASSOCIATES**

Wyatt Briggs  
Staff Civil Designer  
[wyatt.briggs@soudermiller.com](mailto:wyatt.briggs@soudermiller.com)

Marty Howell, P.E.  
Principal Engineer  
[marty.howell@soudermiller.com](mailto:marty.howell@soudermiller.com)

Xc: Lynn Crawford, Village Mayor

Enc: Change Order No. 1  
Progress Unit Price Work spreadsheet  
Funding Analysis

## CHANGE ORDER NO. 1

<b>Date of Issuance:</b> <b>Owner:</b> Village of Ruidoso <b>Contractor:</b> <b>Engineer:</b> Souder, Miller, & Associates <b>Project:</b> Village of Ruidoso High Loop Water System Improvements	<b>Effective Date:</b> <b>Owner's Contract No.:</b> ITB#2025-003B <b>Contractor's Project No.:</b> <b>Engineer's Project No.:</b> 6332586 <b>Contract Name:</b> Village of Ruidoso High Loop Water System Improvements
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The Contract is modified as follows upon execution of this Change Order:

**Description:**

**Bid item LL-5**-Rock excavation quantity has been revised to 169.06 CY, resulting in a price decrease of \$327,231.90.

**Bid item LL-6**-Remove and replace existing asphalt with 3-inch HMA, 8-inch base course, and 12-inch subgrade prep quantity has increased to 1,820 SY, resulting in a price increase of \$64,815.00.

**Bid item LL-7**-Connect to existing water meter service connection using open trenching methods quantity has been increased to 31 connections, resulting in a price increase of \$37,500.00.

**Bid item LL-8**-Connect to existing water meter service connection using trenchless methods quantity has been removed, resulting in a price decrease of \$8,550.00.

**Bid item HL-8**-Connect to existing water meter service connection using trenchless methods quantity has been removed, resulting in a price decrease of \$8,550.00.

Attachments: *Progress Estimate – Unit Price Worksheet*

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:  \$ <u>5,827,974.00</u>	Original Contract Times: Substantial Completion: <u>August 30<sup>th</sup>, 2025 (180 days)</u> Ready for Final Payment: <u>November 28<sup>th</sup>, 2025 (270 days)</u> days or dates
Decrease from previously approved Change Orders:  \$ <u>0</u>	Increase from previously approved Change Orders:  Substantial Completion: <u>0 days</u> Ready for Final Payment: <u>0 days</u> days
Contract Price prior to this Change Order:  \$ <u>5,827,974.00</u>	Contract Times prior to this Change Order: Substantial Completion: <u>August 30<sup>th</sup>, 2025 (180 days)</u> Ready for Final Payment: <u>November 28<sup>th</sup>, 2025 (270 days)</u> days or dates
Decrease of this Change Order:  \$ <u>242,016.90</u>	Increase of this Change Order: Substantial Completion: <u>60 days</u> Ready for Final Payment: <u>0 days</u> days or dates
Contract Price incorporating this Change Order:  \$ <u>5,585,957.10</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>October 29<sup>th</sup>, 2025 (240 days)</u> Ready for Final Payment: <u>November 28<sup>th</sup>, 2025 (270 days)</u> days or dates

RECOMMENDED:		ACCEPTED:		ACCEPTED:	
By:	<u>Mark Howell</u>	By:	_____	By:	<u>Ameline</u>
	Engineer (if required)		Owner (Authorized Signature)		Contractor (Authorized Signature)
Title:	<u>President</u>	Title	_____	Title	<u>OPERATIONS</u>
Date:	<u>7/22/2025</u>	Date	_____	Date	<u>7/23/2025</u>

Approved by Funding Agency (if applicable)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

**Progress Estimate - Unit Price Work**

Item		Original Contract Information				Revised Contract Information					Revised Contract Information				
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference
<b>White Oaks Road Bid Lot</b>															
WO-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 15,000.00	\$15,000.00										
WO-G2	Material Testing Allowance	1	ALLOW	\$ 1,800.00	\$1,800.00										
WO-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (Incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 3,500.00	\$3,500.00										
WO-G4	Traffic Control	1	LS	\$ 7,000.00	\$7,000.00										
WO-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 3,500.00	\$3,500.00										
WO-1	Furnish and Install 6-inch C900 PVC DR-18 Waterline, (Incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	1391	LF	\$ 90.00	\$125,190.00										
WO-2	Furnish and Install 6-inch Gate Valve with Valve Box, (Incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 5,000.00	\$15,000.00										
WO-3	Furnish and Install New Fire Hydrant Assembly, (Incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 12,000.00	\$12,000.00										
WO-4	Furnish and Install 1-inch Combination Air Valve, (Incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 14,000.00	\$14,000.00										
WO-5	Rock Excavation, (Incl. labor, material, trench rock removal associated with installation of waterline, and imported bedding material, work must be approved by Engineer before proceeding), CIP	310	CY	\$ 135.00	\$41,850.00										
WO-6	Remove and Replace Existing Asphalt with 3-inch HMAAC, 8-inch Base Course, and 12-inch Subgrade Prep, (Incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	490	SY	\$ 87.00	\$42,630.00										
WO-7	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (Incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	3	EA	\$ 2,500.00	\$7,500.00										
WO-8	Contractor to Tie-in to Existing Waterline (Incl. labor, material, locate, potholing, caps, fittings, site restoration and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 7,600.00	\$15,200.00										
WO-9	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (Incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	20	LF	\$ 125.00	\$2,500.00										
<b>Arabella Road Bid Lot</b>															
A-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 5,000.00	\$5,000.00										
A-G2	Material Testing Allowance	1	ALLOW	\$ 700.00	\$700.00										
A-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (Incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 3,500.00	\$3,500.00										
A-G4	Traffic Control	1	LS	\$ 3,000.00	\$3,000.00										
A-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 3,500.00	\$3,500.00										
A-1	Furnish and Install 6-inch C900 PVC DR-18 Waterline, (Incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	266	LF	\$ 90.00	\$23,940.00										
A-2	Furnish and Install 6-inch Gate Valve with Valve Box, (Incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 5,000.00	\$5,000.00										
A-3	Furnish and Install New Fire Hydrant Assembly, (Incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 12,000.00	\$24,000.00										
A-4	Remove and Replace Existing Asphalt with 3-inch HMAAC, 8-inch Base Course, and 12-inch Subgrade Prep, (Incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	145	SY	\$ 87.00	\$12,615.00										
A-5	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (Incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	4	EA	\$ 2,500.00	\$10,000.00										
A-6	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (Incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	20	LF	\$ 125.00	\$2,500.00										

**Progress Estimate - Unit Price Work**

Bid Item No.	Item Description	Original Contract Information				Revised Contract Information					Revised Contract Information				
		Item Quantity	Units	Unit Price	Total Value of Item (\$)	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference
Madera Road Bid List															
M-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 7,000.00	\$7,000.00										
M-G2	Material Testing Allowance	1	ALLOW	\$ 800.00	\$800.00										
M-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 3,500.00	\$3,500.00										
M-G4	Traffic Control	1	LS	\$ 7,000.00	\$7,000.00										
M-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 3,500.00	\$3,500.00										
M-1	Furnish and Install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	308	LF	\$ 90.00	\$27,720.00										
M-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 5,000.00	\$5,000.00										
M-3	Furnish and Install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 12,000.00	\$24,000.00										
M-4	Remove and Replace Existing Asphalt with 3-inch HMAC, 8-inch Base Course, and 12-inch Subgrade Prep, (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	210	SY	\$ 87.00	\$18,270.00										
M-5	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	6	EA	\$ 2,500.00	\$15,000.00										
M-6	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	20	LF	\$ 125.00	\$2,500.00										
Rim Road & High Loop (West) CB, CS, C10 Bid List															
R-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 22,000.00	\$22,000.00										
R-G2	Material Testing Allowance	1	ALLOW	\$ 3,800.00	\$3,800.00										
R-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 5,000.00	\$5,000.00										
R-G4	Traffic Control	1	LS	\$ 10,000.00	\$10,000.00										
R-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 7,000.00	\$7,000.00										
R-1	Furnish and Install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	2210	LF	\$ 90.00	\$198,900.00										
R-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	4	EA	\$ 5,000.00	\$20,000.00										
R-3	Furnish and Install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	5	EA	\$ 12,000.00	\$60,000.00										
R-4	Rock Excavation, (incl. labor, material, trench rock removal associated with installation of waterline, and imported bedding material, work must be approved by Engineer before proceeding), CIP	982	CY	\$ 135.00	\$132,570.00										
R-5	Remove and Replace Existing Asphalt with 3-inch HMAC, 8-inch Base Course, and 12-inch Subgrade Prep, (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	982	SY	\$ 87.00	\$85,434.00										
R-6	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	21	EA	\$ 2,500.00	\$52,500.00										
R-7	Remove and Return Existing Fire Hydrant Assembly to Owner (incl. labor, material, gate valve, excavation, backfill, site restoration and all related appurtenances not separately listed on the Bid Form), CIP	1	EA	\$ 3,000.00	\$3,000.00										
R-8	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	40	LF	\$ 125.00	\$5,000.00										

**Progress Estimate - Unit Price Work**

Item		Original Contract Information				Revised Contract Information					Revised Contract Information				
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference
<b>Poco Loco Road Bid Lot</b>															
PL-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 20,000.00	\$20,000.00										
PL-G2	Material Testing Allowance	1	ALLOW	\$ 4,700.00	\$4,700.00										
PL-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 5,000.00	\$5,000.00										
PL-G4	Traffic Control	1	LS	\$ 12,000.00	\$12,000.00										
PL-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 7,000.00	\$7,000.00										
PL-1	Furnish and Install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	1897	LF	\$ 90.00	\$170,730.00										
PL-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 5,000.00	\$15,000.00										
PL-3	Furnish and Install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 12,000.00	\$36,000.00										
PL-4	Furnish and Install 1-inch Combination Air Valve, (incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 15,000.00	\$15,000.00										
PL-5	Remove and Replace Existing Asphalt with 3-inch HMAAC, 8-inch Base Course, and 12-inch Subgrade Prep, (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	1310	SY	\$ 87.00	\$113,970.00										
PL-6	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	4	EA	\$ 2,500.00	\$10,000.00										
PL-7	Connect to Existing Water Meter Service Connection Using Trenchless Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	2	EA	\$ 2,850.00	\$5,700.00										
PL-8	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	15	LF	\$ 125.00	\$1,875.00										
<b>Starline Road Bid Lot</b>															
S-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 40,000.00	\$40,000.00										
S-G2	Material Testing Allowance	1	ALLOW	\$ 3,500.00	\$3,500.00										
S-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 5,000.00	\$5,000.00										
S-G4	Traffic Control	1	LS	\$ 10,000.00	\$10,000.00										
S-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 5,000.00	\$5,000.00										
S-1	Furnish and Install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material,	1384	LF	\$ 90.00	\$124,560.00										
S-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 5,000.00	\$10,000.00										
S-3	Furnish and Install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 12,000.00	\$36,000.00										
S-4	Furnish and Install 1-inch Combination Air Valve, (incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 15,000.00	\$15,000.00										
S-5	Rock Excavation, (incl. labor, material, trench rock removal associated with installation of waterline, and imported bedding material, work must be approved by Engineer before proceeding), CIP	3560	CY	\$ 135.00	\$480,600.00										
S-6	Remove and Replace Existing Asphalt with 3-inch HMAAC, 8-inch Base Course, and 12-inch Subgrade Prep, (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	945	SY	\$ 87.00	\$82,215.00										
S-7	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	2	EA	\$ 2,500.00	\$5,000.00										
S-8	Remove and Return Existing Fire Hydrant Assembly to Owner (incl. labor, material, gate valve, excavation, backfill, site restoration and all related appurtenances not separately listed on the Bid Form), CIP	1	EA	\$ 3,000.00	\$3,000.00										

**Progress Estimate - Unit Price Work**

Item		Original Contract Information				Revised Contract Information					Revised Contract Information				
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference
S-9	Furnish and install 6-inch End Cap (incl. labor, material, locate, potholing, caps, fittings, site restoration and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 7,600.00	\$7,600.00										
S-10	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	20	LF	\$ 125.00	\$2,500.00										
Essexment 1 Bid List															
E1-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 5,000.00	\$5,000.00										
E1-G2	Material Testing Allowance	1	ALLOW	\$ 1,700.00	\$1,700.00										
E1-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 3,500.00	\$3,500.00										
E1-G4	Traffic Control	1	LS	\$ 5,000.00	\$5,000.00										
E1-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 3,500.00	\$3,500.00										
E1-1	Furnish and install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	667	LF	\$ 90.00	\$60,030.00										
E1-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 5,000.00	\$10,000.00										
E1-3	Furnish and install 3-inch Combination Air Valve, (incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 15,000.00	\$15,000.00										
E1-4	Remove and Return Existing Fire Hydrant Assembly to Owner (incl. labor, material, gate valve, excavation, backfill, site restoration and all related appurtenances not separately listed on the Bid Form), CIP	1	EA	\$ 3,000.00	\$3,000.00										
Essexment 2 Bid List															
E2-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 5,000.00	\$5,000.00										
E2-G2	Material Testing Allowance	1	ALLOW	\$ 1,300.00	\$1,300.00										
E2-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 3,500.00	\$3,500.00										
E2-G4	Traffic Control	1	LS	\$ 5,000.00	\$5,000.00										
E2-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 3,500.00	\$3,500.00										
E2-1	Furnish and install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	517	LF	\$ 90.00	\$46,530.00										
E2-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 5,000.00	\$10,000.00										
E2-3	Furnish and Install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 12,000.00	\$24,000.00										
E2-4	Remove and Return Existing Fire Hydrant Assembly to Owner (incl. labor, material, gate valve, excavation, backfill, site restoration and all related appurtenances not separately listed on the Bid Form), CIP	1	EA	\$ 3,000.00	\$3,000.00										
E2-5	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	63	LF	\$ 125.00	\$7,875.00										
Willowood Drive Bid List															
W-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 15,000.00	\$15,000.00										
W-G2	Material Testing Allowance	1	ALLOW	\$ 3,700.00	\$3,700.00										
W-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 5,000.00	\$5,000.00										
W-G4	Traffic Control	1	LS	\$ 10,000.00	\$10,000.00										
W-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 5,000.00	\$5,000.00										
W-1	Furnish and install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	1478	LF	\$ 90.00	\$133,020.00										
W-2	Furnish and install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 5,000.00	\$15,000.00										
W-3	Furnish and install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 12,000.00	\$12,000.00										

**Progress Estimate - Unit Price Work**

Item		Original Contract Information				Revised Contract Information				Revised Contract Information					
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference
W-4	Furnish and install 1-inch Combination Air Valve, (incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 15,000.00	\$15,000.00										
W-5	Remove and Replace Existing Asphalt with 3-inch HMAAC, 8-inch Base Course, and 12-inch Subgrade Prep. (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	990	SY	\$ 87.00	\$86,130.00										
W-6	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	12	EA	\$ 2,500.00	\$30,000.00										
W-7	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	185	LF	\$ 125.00	\$23,125.00										
Upland Loop Bid Lot															
LL-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 40,000.00	\$40,000.00										
LL-G2	Material Testing Allowance	1	ALLOW	\$ 4,700.00	\$4,700.00										
LL-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 5,000.00	\$5,000.00										
LL-G4	Traffic Control	1	LS	\$ 10,000.00	\$10,000.00										
LL-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 5,000.00	\$5,000.00										
LL-1	Furnish and install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	1899	LF	\$ 90.00	\$170,910.00										
LL-2	Furnish and install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 5,000.00	\$15,000.00										
LL-3	Furnish and install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	5	EA	\$ 12,000.00	\$60,000.00										
LL-4	Furnish and install 1-inch Combination Air Valve, (incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 15,000.00	\$30,000.00										
LL-5	Rock Excavation, (incl. labor, material, trench rock removal associated with installation of waterline, and imported bedding material, work must be approved by Engineer before proceeding), CIP	2593	CY	\$ 135.00	\$350,055.00	1	169.06		\$22,823.10	-\$327,231.90					
LL-6	Remove and Replace Existing Asphalt with 3-inch HMAAC, 8-inch Base Course, and 12-inch Subgrade Prep. (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	1075	SY	\$ 87.00	\$93,525.00	1	1,320		\$158,340.00	\$64,815.00					
LL-7	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	16	EA	\$ 2,500.00	\$40,000.00	1	31		\$77,500.00	\$37,500.00					
LL-8	Connect to Existing Water Meter Service Connection Using Trenchless Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	3	EA	\$ 2,850.00	\$8,550.00	1	-			-\$8,550.00					
LL-9	Remove and Return Existing Fire Hydrant Assembly to Owner (incl. labor, material, gate valve, excavation, backfill, site restoration and all related appurtenances not separately listed on the Bid Form), CIP	1	EA	\$ 3,000.00	\$3,000.00										
LL-10	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	22	LF	\$ 125.00	\$2,750.00										
Upland Lane Bid Lot															
L-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-builts; not to exceed 5% of total bid	1	LS	\$ 10,000.00	\$10,000.00										
L-G2	Material Testing Allowance	1	ALLOW	\$ 900.00	\$900.00										
L-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 3,500.00	\$3,500.00										
L-G4	Traffic Control	1	LS	\$ 5,000.00	\$5,000.00										
L-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 3,500.00	\$3,500.00										
L-1	Furnish and install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	374	LF	\$ 90.00	\$33,660.00										



**Progress Estimate - Unit Price Work**

Bid Item No.	Item Description	Original Contract Information				Revised Contract Information					Revised Contract Information				
		Item Quantity	Units	Unit Price	Total Value of Item (\$)	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference
L-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	2	EA	\$ 5,000.00	\$10,000.00										
L-3	Furnish and Install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 12,000.00	\$12,000.00										
L-4	Furnish and Install 3-inch Combination Air Valve, (incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 15,000.00	\$15,000.00										
L-5	Rock Excavation, (incl. labor, material, trench rock removal associated with installation of waterline, and imported bedding material, work must be approved by Engineer before proceeding), CIP	637	CY	\$ 135.00	\$85,995.00										
L-6	Remove and Replace Existing Asphalt with 3-inch HMA, 8-inch Base Course, and 12-inch Subgrade Prep, (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	260	SY	\$ 87.00	\$22,620.00										
L-7	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	3	EA	\$ 2,500.00	\$7,500.00										
<b>Coronado Drive Bid Lot</b>															
C-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-built; not to exceed 5% of total bid	1	LS	\$ 33,000.00	\$33,000.00										
C-G2	Material Testing Allowance	1	ALLOW	\$ 6,700.00	\$6,700.00										
C-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 5,000.00	\$5,000.00										
C-G4	Traffic Control	1	LS	\$ 20,000.00	\$20,000.00										
C-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 7,000.00	\$7,000.00										
C-1	Furnish and Install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, pathing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restrainers, fittings, warning tape, tracer wire, above ground pipe markers, backfilling, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	2683	LF	\$ 90.00	\$241,470.00										
C-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	6	EA	\$ 5,000.00	\$30,000.00										
C-3	Furnish and Install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 12,000.00	\$36,000.00										
C-4	Furnish and Install 3-inch Combination Air Valve, (incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 15,000.00	\$15,000.00										
C-5	Rock Excavation, (incl. labor, material, trench rock removal associated with installation of waterline, and imported bedding material, work must be approved by Engineer before proceeding), CIP	291	CY	\$ 135.00	\$39,285.00										
C-6	Remove and Replace Existing Asphalt with 3-inch HMA, 8-inch Base Course, and 12-inch Subgrade Prep, (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	1800	SY	\$ 87.00	\$156,600.00										
C-7	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	30	EA	\$ 2,500.00	\$75,000.00										
C-8	Remove and Return Existing Fire Hydrant Assembly to Owner (incl. labor, material, gate valve, excavation, backfill, site restoration and all related appurtenances not separately listed on the Bid Form), CIP	1	EA	\$ 3,000.00	\$3,000.00										
C-9	Contractor to Tie-in to Existing Waterline (incl. labor, material, locate, pathing, caps, fittings, site restoration and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 7,600.00	\$7,600.00										
C-10	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	14	LF	\$ 125.00	\$1,750.00										
<b>High Loop Drive Bid Lot</b>															
HL-G1	Mobilization (75%) and demobilization (25%), including removal of all debris from storage sites and delivery of O&M manuals, also as-built; not to exceed 5% of total bid	1	LS	\$ 55,000.00	\$55,000.00										
HL-G2	Material Testing Allowance	1	ALLOW	\$ 8,700.00	\$8,700.00										
HL-G3	Preparation, Implementation and Maintenance of Storm Water Pollution Prevention Plan (SWPPP) (incl. BMP and all related appurtenances not otherwise included on Bid Form)	1	LS	\$ 5,000.00	\$5,000.00										
HL-G4	Traffic Control	1	LS	\$ 25,000.00	\$25,000.00										
HL-G5	Pre-Construction and Post-Construction Video Documentation	1	LS	\$ 14,000.00	\$14,000.00										

**Progress Estimate - Unit Price Work**

Item		Original Contract Information				Revised Contract Information					Revised Contract Information				
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference
HL-1	Furnish and Install 6-inch C900 PVC DR-18 Waterline, (incl. labor, material, potholing, trenching, imported bedding, proper removal of native material, exploratory excavation, joint restraints, fittings, warning tape, tracer wire, above ground pipe markers, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	3461	LF	\$ 90.00	\$311,490.00										
HL-2	Furnish and Install 6-inch Gate Valve with Valve Box, (incl. labor, material, concrete collar, fittings, trenching, backfill, compaction, valve risers, and all other appurtenances needed for a complete installation), CIP	13	EA	\$ 5,000.00	\$65,000.00										
HL-3	Furnish and Install New Fire Hydrant Assembly, (incl. labor, material, gate valve, tee on mainline, pipe, excavation, drain rock, backfill, collar, site restoration and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 12,000.00	\$36,000.00										
HL-4	Furnish and Install 1-inch Combination Air Valve, (incl. labor, material, precast concrete vault, valve, traffic rated vault, lid and all other appurtenances needed for a complete installation), CIP	3	EA	\$ 15,000.00	\$45,000.00										
HL-5	Rock Excavation, (incl. labor, material, trench rock removal associated with installation of waterline, and imported bedding material, work must be approved by Engineer before proceeding), CIP	1616	CY	\$ 135.00	\$218,160.00										
HL-6	Remove and Replace Existing Asphalt with 3-inch HMAAC, 8-inch Base Course, and 12-inch Subgrade Prep, (incl. labor, material, saw cut, removal and disposal of existing asphalt to an approved site and proper, compaction and all other appurtenances needed for a complete installation), CIP	3250	SY	\$ 87.00	\$282,750.00										
HL-7	Connect to Existing Water Meter Service Connection Using Open Trenching Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	15	EA	\$ 2,500.00	\$37,500.00										
HL-8	Connect to Existing Water Meter Service Connection Using Trenchless Methods (incl. labor, material, 3/4-in HDPE SDR-7 Water Service Lines, connections to main, saddles, corporation stop, exploratory excavation, fittings, trenching, bedding, backfilling, site restoration, pipe, meter box, meter setting equipment, service line and all other appurtenances required for a complete working installation), CIP	3	EA	\$ 2,850.00	\$8,550.00	1				-\$8,550.00					
HL-9	Remove and Replace Existing Fire Hydrant Assembly, Return Existing Fire Hydrant to Owner (incl. labor, material, gate valve, excavation, backfill, site restoration and all related appurtenances not separately listed on the Bid Form), CIP	2	EA	\$ 15,000.00	\$30,000.00										
HL-10	Contractor to Tie-in to Existing Waterline (incl. labor, material, locate, potholing, caps, fittings, site restoration and all other appurtenances needed for a complete installation), CIP	1	EA	\$ 7,600.00	\$7,600.00										
HL-11	Encase New Waterline in Concrete Where Sewer Line Passes Above or Less Than 18" Beneath Proposed Waterline (incl. labor, material, concrete, reinforcement, trenching, backfill, compaction, site restoration, and all other appurtenances needed for a complete installation), CIP	131	LF	\$ 125.00	\$16,375.00										
					\$5,827,974.80				\$5,985,957.10	-\$242,016.90				\$5,985,957.10	

<b><u>Funding:</u></b>	<b><u>Total</u></b>
WPF-6309	\$3,645,695.00
Village of Ruidoso Funding	\$3,132,872.10
<b>Funding Total</b>	<b>\$6,778,567.10</b>

<b><u>Engineering:</u></b>	<b><u>Subtotal</u></b>	<b><u>NMGRT</u></b>	<b><u>Total</u></b>
Project Administration Services	\$9,312.00	8.3125%	\$10,086.06
Field Sruveying & Maping Services	\$50,712.00	8.3125%	\$54,927.44
Preliminary Design Phase Services	\$116,286.00	8.3125%	\$125,952.27
Final Design Design Phase services	\$53,235.00	8.3125%	\$57,660.16
Bid Phase Services	\$20,825.00	8.3125%	\$22,556.08
Construction Phase Services	\$83,341.00	8.1875%	\$90,164.54
Construction Observation Services	\$81,286.00	8.1875%	\$87,941.29
Closeout Phase Services	\$22,313.00	8.1875%	\$24,139.88
<b>Engineering Subtotal</b>	<b>\$437,310.00</b>		<b>\$473,427.72</b>

<b><u>Construction:</u></b>	<b><u>Subtotal</u></b>	<b><u>NMGRT</u></b>	<b><u>Total</u></b>
White Oaks Road Bid Lot	\$306,670.00	8.1875%	\$331,778.61
Arabella Road Bid Lot	\$93,755.00	8.1875%	\$101,431.19
Madera Road Bid Lot	\$114,290.00	8.1875%	\$123,647.49
Rim Road & High Loop (West) C8, C9, C10 Bid Lot	\$605,204.00	8.1875%	\$654,755.08
Poco Loco Road Bid Lot	\$416,975.00	8.1875%	\$451,114.83
Starlite Road Bid Lot	\$829,975.00	8.1875%	\$897,929.20
Easement 1 Bid Lot	\$106,730.00	8.1875%	\$115,468.52
Easement 2 Bid Lot	\$109,705.00	8.1875%	\$118,687.10
Willwood Drive Bid Lot	\$352,975.00	8.1875%	\$381,874.83
Lupine Loop Bid Lot	\$838,490.00	8.1875%	\$907,141.37
Lilac Lane Bid Lot	\$209,675.00	8.1875%	\$226,842.14
Coronado Drive Bid Lot	\$677,405.00	8.1875%	\$732,867.53
High loop Bid Lot	\$1,166,125.00	8.1875%	\$1,261,601.41
Change Order No. 1	-\$242,016.90	8.1875%	-\$261,832.03
<b>Construction Subtotal</b>	<b>\$5,585,957.10</b>		<b>\$6,043,307.34</b>

**Total** **\$6,516,735.06**

**Remaining Funding:** **\$261,832.04**

Proposed Changes

# AGENDA MEMORANDUM

## Village of Ruidoso

Agenda Item - 2.

**To:** Mayor Crawford and Councilors

**Presenter(s):** Adam Sanchez, Public Works Director

**Meeting Date:** August 22, 2025

**Re:** Discussion and Possible Action on Amendment #1 with Souder, Miller & Associates for Construction Administration and Observation for the Upper Canyon Diversion Rehabilitation Project in the Amount of \$50,227.13 for a Updated Total Contract Amount of \$375,757.91 Including NMGRT.

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### **Item Summary:**

Discussion and Possible Action on Amendment #1 with Souder, Miller & Associates for Construction Administration and Observation for the Upper Canyon Diversion Rehabilitation Project in the Amount of \$50,227.13 for a Updated Total Contract Amount of \$375,757.91 Including NMGRT.

### **Financial Impact:**

The project is budgeted in the SGRT Special Revenue Fund and there is available cash sufficient to fund the increase \$50,227.13 (w/ NMGRT). Project is budget in the Capital Outlay - Projects line item (202-211-53006 SG19101).

### **Item Discussion:**

Amendment #1 with Souder, Miller & Associates for Construction Administration and Observation for the Upper Canyon Diversion Rehabilitation Project in the Amount of \$50,227.13 for a Updated Total Contract Amount of \$375,757.91 Including NMGRT.

### **Recommendations:**

To Approve Amendment #1 with Souder, Miller & Associates for Construction Administration and Observation for the Upper Canyon Diversion Rehabilitation Project in the Amount of \$50,227.13 for a Updated Total Contract Amount of \$375,757.91 Including NMGRT.

### **ATTACHMENTS:**

Description

Amendment #1

**ATTACHMENT VI – AMENDMENT TO AGREEMENTS FOR ENGINEERING  
SERVICES  
Amendment No. 1**

1. As set forth in the AGREEMENT FOR ENGINEERING SERVICES dated the 20<sup>th</sup> day of March, 2024 (effective date of Agreement) by and between the Village of Ruidoso, the OWNER, and Miller Engineers, Inc. d/b/a Souder, Miller & Associates, the ENGINEER, the OWNER and ENGINEER agree this 14<sup>th</sup> day of May, 2025 (effective date of Amendment) that ENGINEER shall modify the Agreement and furnish ENGINEERING SERVICES in accordance with the GENERAL PROVISIONS of the Agreement and OWNER shall compensate the ENGINEER for services described as set forth below:

A. Description of Modifications:

Construction admin and construction observation for the Upper Canyon Diversion Rehabilitation Project.

B. Perform or provide the following tasks and/or deliverables:

Additional constuction administration and construction observation.

C. Cost Proposal – Include hourly breakdown for each task

<u>Construction Administration</u>	<u>\$18,991.23 (w/ NMGR)</u>
<u>Construction Observation</u>	<u>\$31,235.90 (w/ NMGR)</u>

D. Reimbursable Expense Schedule

N/A

E. Agreement Summary:

Original agreement amount:	<u>\$325,530.78 (w/ NMGR)</u>
Net change for prior amendments:	<u>\$0.00</u>
This amendment amount:	<u>\$50,227.13 (w/ NMGR)</u>
Adjusted Agreement amount:	<u>\$375,757.91 (w/ NMGR)</u>

F. Contract Time shall be 386 calendar days from the date of the OWNERS signature on Attachment VI. The services described in this amendment shall be completed and accepted by the OWNER by 6/4/2026 (DATE). If these services have not been completed and accepted by 7/4/2026 the ENGINEER shall pay the OWNER liquidated damages as outlined in the contract.

## 2. Signatures

**IN WITNESS WHEREOF, the Parties have executed this Agreement as of the date of the signature by the required approval authorities below.**

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

OWNER

Type Name Lynn D. Crawford

Title Mayor

By: Marty E. Howell Date: 05/14/2025

ENGINEER

Type Name Marty E. Howell

Title President

Address 3500 Sedona Hills Parkway

Las Cruces, NM

88011

REVIEWED AND APPROVED: FUNDING AGENCY

AGENCY NAME: \_\_\_\_\_

By \_\_\_\_\_

Type Name \_\_\_\_\_

Date \_\_\_\_\_

## Summary of Cost Proposal

**Souder, Miller & Associates**

### Professional Services and Expenses Task/Hours/Fee Breakdown Related To

**Project Description:** Upper Canyon Diversion Rehab  
**Project Number:** 6332807  
**Owner:** Village of Ruidoso  
**Date of Submittal:** May 9, 2025  
**Tax Rate on Services:** 8.1875%

#### TOTALS

PHASE/ CATEGORY OF WORK	Subtotal	NMGRT	Total
Bid Administration	\$0.00	\$0.00	\$0.00
Construction Administration	\$17,554.00	\$1,437.23	\$18,991.23
Construction Observation	\$28,872.00	\$2,363.90	\$31,235.90
<b>TOTALS</b>	<b>\$46,426.00</b>	<b>\$3,801.13</b>	<b>\$50,227.13</b>

# EXHIBIT C.2 - COST PROPOSAL

Souder, Miller & Associates

Professional Services and Expenses Task/Hours/Fee Breakdown Related To

## CONSTRUCTION PHASE - BASIC ENGINEERING SERVICES

Project Description: Upper Canyon Diversion Rehab  
 Project Number: 6332807  
 Owner: Village of Ruidoso  
 Date of Submittal: May 9, 2025  
 Tax Rate on Services: 8.1875%

Note: Figures in this table do not include tax.

Job Description	Principal	Senior Manager III	Senior Eng./Sci./Surv I	Project Eng./Sci./Surv I	Staff EIT/LSIT Sci. III	Staff EIT/LSIT Sci. II	Construc. Observer IV	Project Fin./Mgr. Asst. II	GPS	Mileage	Expenses	Per Diem (Part Day)	Per Diem (Full Day)	Total SMA	Sub Contracts	Total Task
<b>Billing Rate per Unit</b>	\$ 250	\$ 235	\$ 175	\$ 145	\$ 135	\$ 125	\$ 130	\$ 100	\$ 30	\$ 0.70	\$ 1	\$ 60	\$ 220			
<b>Unit</b>	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Hrs	Mi	Actual	Days	Days	\$	\$	\$
<b>Task</b>																
<b>Construction Administration</b>																
Ongoing Project Management	3		0			3		0						\$ 1,125	\$ -	\$ 1,125
Invoicing	3					1		5						\$ 1,375	\$ -	\$ 1,375
Respond to Requests for Information			8			5								\$ 2,025	\$ -	\$ 2,025
Site Visits (2 site visits)			13			13				456		1		\$ 4,279	\$ -	\$ 4,279
Preparation and Progress Meetings (3 meetings)			3			5								\$ 1,150	\$ -	\$ 1,150
Preparation of Periodic Pay Requests (3 months)			14			13								\$ 4,075	\$ -	\$ 4,075
Preparation of Contract Change Orders	2		8			13								\$ 3,525	\$ -	\$ 3,525
<b>Subtotal Hours:</b>	8		46	0		53	0	5	0	456	0	1	0	\$ 17,554	\$ -	\$ 17,554
<b>0</b>	\$ 2,000		\$ 8,050	\$ -		\$ 6,625	\$ -	\$ 500	\$ -	\$ 319	\$ -	\$ 60	\$ -	\$ 17,554		
<b>Construction Observation</b>																
Construction Observation							190			4332		19		\$ 28,872	\$ -	\$ 28,872
Number of Visits = 19																
Hours per Visit = 10																
<b>Subtotal Hours:</b>	0	0	0	0	0	0	190	0	0	4332	0	19	0	\$ 28,872	\$ -	\$ 28,872
<b>Subtotal Cost:</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,700	\$ -	\$ -	\$ 3,032	\$ -	\$ 1,140	\$ -	\$ 28,872		

Total Cost of Construction Phase Services: \$ 46,427



# AGENDA MEMORANDUM

## Village of Ruidoso

Agenda Item - 3.

**To:** Mayor Crawford and Councilors

**Presenter(s):** Adam Sanchez, Public Works Director

**Meeting Date:** August 22, 2025

**Re:** Discussion and Possible Action on Change order #3 with Spartan Construction for Upper Canyon Diversion Improvements and a Contract Time Extension of 57 Calendar Days in the Amount of \$8,547.01 Including NMGRT.

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### **Item Summary:**

Discussion and Possible Action on Change order #3 with Spartan Construction for Upper Canyon Diversion Improvements and a Contract Time Extension of 57 Calendar Days in the Amount of \$8,547.01 Including NMGRT.

### **Financial Impact:**

The project is funded by a Water Trust Board Grant/Loan and Village cash reserve from the SGRT Special Revenue Fund.

WTB Grant \$826,573.00  
WTB Loan \$91,842.00  
SGRT \$1,141,144.17  
Total \$2,059,559.17

- The loan was paid off 06/30/25 because all funds were drawn down as of 06/20/25.

### **Item Discussion:**

This change order covers the cost of new pedestal mounts for the sluice gates and includes a contract time extension of 57 Calendar days to cover the lead-time on the sliding gates and chain-link material. n the amount of \$8,547.01 including NMGRT

### **Recommendations:**

To Approve Change order #3 with Spartan Construction for Upper Canyon Diversion Improvements and a Contract Time Extension of 57 Calendar Days in the Amount of \$8,547.01 Including NMGRT.

### **ATTACHMENTS:**

Description  
Change Oder #3



June 25, 2025

#6332807

Mr. Adam Sanchez  
Public Works Director  
313 Cree Meadows Drive  
Ruidoso, NM 88345  
Phone: (575) 937-0544

**RE: VILLAGE OF RUIDOSO UPPER CANYON DIVERSION IMPROVEMENTS  
CHANGE ORDER NO. 3**

Dear Mr. Sanchez:

Souder, Miller and Associates (SMA) recommends approval of Change Order No. 3 for the Village of Ruidoso Upper Canyon Diversion Improvements. This change order covers the cost of new pedestal mounts for the sluice gates and also includes a contract time extension to cover the lead-time on the sliding gates and chain-link material. See the details below.

***Bid Item No. 24***

Bid item cost for the 24"x24" sluice gate increased due to addition of pedestal mount, resulting in a contract price increase of \$7,900.00.

***Time Increase Details:***

Contract time increase is being implemented due to shipping delay for the sliding gates and changes to the chain link fence material as requested by the Owner.

If you have any comments and/or questions, feel free to contact either of the undersigned by phone at (575) 647-0799.

Sincerely,  
**SOUDER, MILLER AND ASSOCIATES**

Edgar Dominguez  
Staff Civil Designer  
[edgar.dominguez@soudermiller.com](mailto:edgar.dominguez@soudermiller.com)

Robert Storey, P.E.  
Senior Engineer  
[robert.storey@soudermiller.com](mailto:robert.storey@soudermiller.com)

Enc: Change Order No. 3  
Unit Price Work  
Time Calculations  
Contractor's Change Order Request  
Contractor's Construction Schedule

### CHANGE ORDER NO. 3

Date of Issuance: 5/9/2025

Effective Date:

Owner: Village of Ruidoso

Owner's Contract No.: ITB #2024-010B

Contractor: Spartan Construction

Contractor's Project No.:

Engineer: Souder, Miller & Associates

Engineer's Project No.: 6332807

Project: Upper Canyon Diversion Improvements Contract Name: Upper Canyon Diversion Improvements

The Contract is modified as follows upon execution of this Change Order:

### Bid Item No. 24

New mounts for 24" x 24" Sluice Gate, with Electric Actuator, All Appurtenances Incl. CIP.

### Time Extension Details:

Time extension being implemented due to shipping delay for the sliding gates and changes to the chain link fence material as requested by the Owner.

**Attachments: Unit Price Work**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:  \$ <u>1,871,646.13</u>	Original Contract Times: Substantial Completion: <u>March 31<sup>st</sup>, 2025 (180 days)</u> Ready for Final Payment: <u>April 28<sup>th</sup>, 2025 (210 days)</u> days or dates
Increase from previously approved Change Orders:  \$ <u>26,125.00</u>	Increase from previously approved Change Orders:  Substantial Completion: <u>65</u> Ready for Final Payment: <u>65</u> days
Contract Price prior to this Change Order:  \$ <u>1,897,771.13</u>	Contract Times prior to this Change Order: Substantial Completion: <u>June 4<sup>th</sup>, 2025 (247 days)</u> Ready for Final Payment: <u>July 2<sup>nd</sup>, 2025 (275 days)</u> days or dates
Increase of this Change Order:  \$ <u>7,900.00</u>	Increase of this Change Order: Substantial Completion: <u>57</u> Ready for Final Payment: <u>61</u> days
Contract Price incorporating this Change Order:  \$ <u>1,905,671.13</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>July 31<sup>st</sup>, 2025 (304 days)</u> Ready for Final Payment: <u>September 1<sup>st</sup>, 2025 (336 days)</u> days or dates

RECOMMENDED:  
By:   
Engineer (if required)  
Title: Senior Engineer  
Date: 6/26/2025

ACCEPTED:

Owner (Authorized Signature)

ACCEPTED:

By: [Signature]  
Contractor (Authorized Signature)

Title Project Manager

Date 6/26/2025

Approved by Funding Agency (if applicable)

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

# Progress Estimate - Unit Price Work

Item		Original Contract Information				Revised Contract Information					Revised Contract Information				
Bid Item No.	Description	Item Quantity	Units	Unit Price	Total Value of Item (\$)	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference	Change Order #	Revised Item Quantity	Revised Unit Price	Revised Value	Difference
1	Existing Concrete Weir to be Removed, and Disposed Incl. All Appurtenances.	16	CV	\$4,083.62	\$65,337.92										
2	Remove and Salvage, Bar Screens, Slide Gates, and Parshall Flume to Village, CIP	1	LS	\$16,014.00	\$16,014.00										
3	River Diversion or Cofferdam and Bypass Pumping.	1	LS	\$72,064.00	\$72,064.00	2	1	\$100,889.60	\$100,889.60	\$28,825.60					
4	Remove Planter and Landscape Material, CIP.	10	SY	\$560.50	\$5,605.00										
5	Remove Tree, Incl., Haul and Disposal, CIP.	2	EA	\$5,605.00	\$11,210.00										
6	Remove and Dispose Of 6' Chain Link Fence, Gates, and Hardware, CIP.	1	LS	\$10,409.00	\$10,409.00										
7	Dewatering, pumping 8 Hrs., Attended 2 Hrs. Per Day, Incl. 20 LF of Suction Hose and 100 LF Discharge Hose.	60	DAY	\$805.90	\$48,354.00	2	89		\$71,725.10	\$23,371.10					
8	Clear and Grub for Access Road.	265	SY	\$21.02	\$5,570.30										
9	Site Grading Less Than 2'.	315	SY	\$64.05	\$20,175.75										
10	Excavation, Incl. Backfill and Compaction as Required to Complete Work, CIP.	200	CY	\$197.80	\$39,560.00										
11	Rock Excavation, Incl. Removal and Disposal, CIP.	20	CY	\$731.00	\$14,620.00	2	176.49		\$129,014.15	\$114,394.15					
12	12" Subgrade Prep, to 95% Compaction, CIP.	315	SY	\$13.42	\$4,227.30	2		\$0.94	\$295.91	-\$3,931.39					
13	6" Aggregate Base Course, Placed and Compacted to 95%, CIP.	265	SY	\$42.00	\$11,130.00	2		\$2.94	\$780.00	-\$10,350.00					
14	Concrete Retaining Wall, 0-4', Incl. Footings, and All Appurtenances, CIP.	37	LF	\$391.00	\$14,467.00										
15	6' Chain Link Fence, Gate, Hardware and All Appurtenances, CIP.	150	LF	\$160.14	\$24,021.00										
16	Steel Grating, New and Modified Grating, Shop Fabricated, Steel Stingers, Hardware, CIP.	1	LS	\$62,689.00	\$62,689.00										
17	Rehab Existing Concrete, Including Grouting, Resurfacing, Partial Demo, and Repair to Bypass and Outlet Channels, Valve Boxes and 2" Outlets.	1	LS	\$48,042.00	\$48,042.00	2	1	\$19,216.80	\$19,216.80	-\$28,825.20					
18	Reinforced Structural Concrete, Connected to Existing Walls or Slabs, 4000 PSI, Incl. Formwork, CIP.	20	C.Y.	\$5,397.25	\$107,945.00										
19	Concrete Sidewalk and Stairs, Incl. Excavation, Subgrade Prep, Forms and All Appurtenances Required, 3000 PSI Strength Concrete, CIP.	15	SY	\$1,535.66	\$23,034.90										
20	Screen Channel Under Coanda Screen, Sloped to Stilling Pool 1.5%, CIP.	13	SY	\$6,418.69	\$83,442.97										
21	Coanda Screen, Includes Plates, Anchorage, Shipping, and Installation.	1	LS	\$64,187.00	\$64,187.00										
22	Two 3' x 3'-1" Spacing, Aluminum Bar Screen Incl. Mounts, Connections, Anchors, and All Appurtenances, CIP	2	EA	\$14,451.50	\$28,903.00										
23	Two 24" x 24" Slide Gate Valve, Incl. Mounts, Connection, Anchors, Gate Handles, and All Appurtenances, CIP.	2	EA	\$54,513.00	\$109,026.00										
24	24" x 24" Sluice Gate, with Electric Actuator, All Appurtenances Incl. CIP.	2	EA	\$46,506.00	\$93,012.00						3	2.00	\$50,456.00	\$100,912.00	\$7,900.00
25	Precast Concrete Utility Vault Structure, 6" Thickness, 6' W, 14' L, 17' H, Incl. H20 Load Rated Cover, 12" Reinforced Cast in Place Base, Ladders, H20 Rated Aluminum Hatch, Seals, Drains, Vents, All Incidentals, CIP.	1	LS	\$121,018.00	\$121,018.00										
26	New Stainless Steel Long Throated Flume, Incl. Material, Braces, Staff Gauge, Grouting, Delivery and Install, and All Appurtenances, CIP	1	LS	\$18,494.00	\$18,494.00										
27	Remove and Dispose of Existing 16" Pipe at Inverted Syphon, CIP.	50	LF	\$1,610.54	\$80,527.00	2	44		\$70,058.49	-\$10,468.51					
28	6' I.D. Manhole, Reinforced Precast, Incl. Excavation, Base, Lid, Vents, Aluminum Hatch, All Appurtenances, CIP.	1	EA	\$62,820.00	\$62,820.00										
29	16" x 16" x 16" Tee W/ Blind Flange Mounted Horizontal Incl. All Appurtenances, CIP.	1	EA	\$10,054.00	\$10,054.00										
30	16" DIP 45° Bend, Incl. Connections, Restraints, CIP.	4	EA	\$14,858.50	\$59,434.00										
31	16" DIP Incl. Connections, Joint Restraints, and All Appurtenances, CIP.	20	LF	\$1,496.55	\$29,931.00										
32	4" Ball Valve.	1	EA	\$11,886.00	\$11,886.00										
33	6" Combination Air/Vacuum Valve Incl. Connection to 16" Pipe, All Appurtenances CIP.	1	EA	\$46,939.00	\$46,939.00										
34	16" DIP Spool Fl x Fl.	1	LS	\$41,304.00	\$41,304.00										
35	16" x 16" x 1" Galvanized Steel Pipe Support, Incl. Base Plate, Grout Pad and All Appurtenances, CIP.	3	EA	\$3,310.33	\$9,930.99										
36	New 16" Electromagnetic Flow Metering Device, All Electrical Control Services, Connections and Site Work, CIP.	1	LS	\$224,198.00	\$224,198.00										
37	Construction Staking.	1	LS	\$32,028.00	\$32,028.00										
38	Traffic Control.	1	LS	\$40,035.00	\$40,035.00	2	1.0	\$22,019.25	\$22,019.25	-\$18,015.75					
39	Material Testing Allowance.	1	ALLOW	\$20,000.00	\$20,000.00	2	1.0	\$5,000.00	\$5,000.00	-\$15,000.00					
40	Pre-Authorized Construction Changes.	1	ALLOW	\$60,000.00	\$60,000.00	2	1.0			-\$60,000.00					
41	Utility Relocation Allowance.	1	ALLOW	\$20,000.00	\$20,000.00	2	1.0			-\$20,000.00					
CO1	Extension of General Conditions (incl. labor and equipment time)		LS			1	1.0	\$26,125.00	\$26,125.00	\$26,125.00					
					\$1,871,646.13				\$1,897,771.13	\$26,125.00				\$1,905,671.13	\$7,900.00



**Spartan Construction**  
Powered by RedTeam

# CONSTRUCTION MANAGEMENT CHANGE PROPOSAL

06/11/2025

Andrea Nejerres  
Village of Ruidoso  
313 Cree meadows Dr  
Ruidoso, NM 88345

**Re:** Our Change Proposal 10-05 for **Wall Mounted Pedestals at Actuators**

**Project:** Upper Canyon Diversion Rehabilitation

Village of Ruidoso

Village of Ruidoso, 313 Cree meadows Dr, Ruidoso, NM 88345

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

PCO includes the cost associated with changing the pedestal from surface to wall mount for the gates mounted to the existing walls. The contract drawings called to leave block outs indicating a surface mount pedestal would be needed however this was an existing wall. Spartan worked to use the existing wall mount from the previous gates however the bolt pattern will not align to allow the stem for the gates to work. RW gate has the replacement wall mount assemblies ready to ship to the project per below email thread.

**Price:** **\$ 8,800.00** *Eight Thousand Eight Hundred Dollars and Zero Cents* **Revised to \$7,900.00**

**Time:** The duration of the Work to achieve Substantial Completion will be **INCREASED by 7 days.**

**Clarification(s):** - None.

**Expiration:** This Proposal shall remain open for 30 calendar day(s).

**Attachment(s):** Negotiated Pricing Detail

Please contact me at 9157606171 or via e-mail ashton@spartan-const.com if you have any questions or require additional information.

Regards,  
**Spartan Construction**  
Ashton Allen ALLEN  
PROJECT MANAGER

## ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Village of Ruidoso



Project: 10 - Wall Mounted Pedestals at Actuators

Date: 06/11/2025

Document: 10-05

## Detail by Cost Code

	Description	Category	Quantity	U/M	Labor (\$)	Material (\$)	Subcontract (\$)	Equipment (\$)	Other (\$)	Total (\$)
32.330	Wall mounted pedestals (2)		1.00	l/s	0.00	0.00	8,800.00	0.00	0.00	8,800.00
	Site Furnishings	S	1.00	l/s			8,800.00			8,800.00
<b>SUBTOTAL DIRECT COSTS</b>					<b>0.00</b>	<b>0.00</b>	<b>8,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,800.00</b>
Indirect Costs					0.00	0.00	0.00	0.00	0.00	
Indirect Cost Allocation Rates					0.00%	0.00%	0.00%	0.00%	0.00%	
<b>TOTAL DIRECT &amp; INDIRECT COSTS</b>					<b>0.00</b>	<b>0.00</b>	<b>8,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,800.00</b>
Profit									0.00%	0.00
									Total Price	<b>8,800.00</b>







## Edgar Dominguez

---

**From:** Edgar Dominguez  
**Sent:** Friday, June 13, 2025 8:16 AM  
**To:** ashton@spartan-const.com  
**Subject:** FW: [EXTERNAL]VOR Upper Canyon - PCO 005 - Wall mounted pedestals & PCO 006 - Change to Vinyl Coated CLF RW#24258

Ashton,

Let's get these delivered at a total of \$7,900 if we can. Adam gave the okay to draft the change order so I will be working on that this morning.

Thank you,



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[www.soudermiller.com](http://www.soudermiller.com)

---

### Edgar Dominguez

Staff Civil Designer

Direct/Mobile: 575.449.2968

Office: 575.647.0799

3500 Sedona Hills Parkway  
Las Cruces, NM 88011

**Corporate Registrations:** AZ Engineering/Geology/Surveying Firm (14070), FL Engineering Firm (34203), ID Engineering/Surveying Firm (C-3564), ND Engineering Firm (28545PE), OK Engineering Firm (8498), SD Surveying Firm (C-7436), TX Engineering Firm (8877), TX Geology Firm (50254), TX Surveying Firm (10162200), WY Engineering/Surveying Firm (S-1704)

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---

**From:** Justin McKinney <jmckinney@rwwgate.com>  
**Sent:** Thursday, June 12, 2025 2:03 PM  
**To:** Ashton Allen <ashton@spartan-const.com>; Ian Murray <imurray@rwwgate.com>  
**Cc:** Steve Allen <steve@spartan-const.com>; Martin Saucedo <martin@spartan-const.com>; Edgar Dominguez <edgar.dominguez@soudermiller.com>; RW Logistics <rwlogistics@rossvalve.com>; Greg O'Brien <gobrien@rwwgate.com>  
**Subject:** RE: [EXTERNAL]VOR Upper Canyon - PCO 005 - Wall mounted pedestals & PCO 006 - Change to Vinyl Coated CLF RW#24258

We used an estimated cost for the hot shot of \$6,500 because we've seen then come that high before. With it being \$5,600 we can take \$900 off bringing it to **\$7,900**.

I believe at this point it wouldn't be getting there until Tuesday anyway with the time delay in ordering the freight. The other option would be LTL. I don't have the pricing on that but I will ask if the \$900 price reduction isn't enough. The original shipment was a week so I would expect the same.

Justin McKinney  
Direct: 518-912-2616  
RW Gate Company  
79 102nd Street  
Troy, New York 12181



---

**From:** Ashton Allen <[ashton@spartan-const.com](mailto:ashton@spartan-const.com)>  
**Sent:** Thursday, June 12, 2025 3:38 PM  
**To:** Ian Murray <[imurray@rwgate.com](mailto:imurray@rwgate.com)>; Justin McKinney <[jmckinney@rwgate.com](mailto:jmckinney@rwgate.com)>  
**Cc:** Steve Allen <[steve@spartan-const.com](mailto:steve@spartan-const.com)>; Martin Saucedo <[martin@spartan-const.com](mailto:martin@spartan-const.com)>; Edgar Dominguez <[edgar.dominguez@soudermiller.com](mailto:edgar.dominguez@soudermiller.com)>  
**Subject:** Fw: [EXTERNAL]VOR Upper Canyon - PCO 005 - Wall mounted pedestals & PCO 006 - Change to Vinyl Coated CLF

Ian,

Please see below. Is there another shipping option that is less expensive? We understand the delivery won't be as quick. Please advise.

Thank you,

AA

Get [Outlook for iOS](#)

---

**From:** Edgar Dominguez <[edgar.dominguez@soudermiller.com](mailto:edgar.dominguez@soudermiller.com)>  
**Sent:** Thursday, June 12, 2025 1:11:25 PM  
**To:** Ashton Allen <[ashton@spartan-const.com](mailto:ashton@spartan-const.com)>  
**Cc:** Steve Allen <[steve@spartan-const.com](mailto:steve@spartan-const.com)>; Martin Saucedo <[martin@spartan-const.com](mailto:martin@spartan-const.com)>; Andres Aldana <[andres@spartan-const.com](mailto:andres@spartan-const.com)>  
**Subject:** RE: [EXTERNAL]VOR Upper Canyon - PCO 005 - Wall mounted pedestals & PCO 006 - Change to Vinyl Coated CLF

Ashton,

What is the ETA of the mounts if we don't expedite shipping? \$5K is steep for just freight.

Thank you,



**Spartan Construction**  
Powered by RedTeam

## CONSTRUCTION MANAGEMENT CHANGE PROPOSAL

06/11/2025

Andrea Nejerres  
Village of Ruidoso  
313 Cree meadows Dr  
Ruidoso, NM 88345

**Re:** Our Change Proposal 10-06 for **Vinyl Coated CLF in Lieu of Galvanized**

**Project:** Upper Canyon Diversion Rehabilitation

Village of Ruidoso

Village of Ruidoso, 313 Cree meadows Dr, Ruidoso, NM 88345

This Proposal is for the Change referenced above and more particularly defined by the Scope of Work comprised of this Proposal, its Attachments, and other Contract Documents incorporated by reference. Therefore, we propose to change the following:

PCO includes the cost difference to provide and install black coated chain link fence in lieu of galvanized as requested by the Village of Ruidoso.

No cost per next  
email

**Price:** **\$ 6,409.00** Six Thousand Four Hundred Nine Dollars and Zero Cents

**Time:** The duration of the Work to achieve Substantial Completion will be **INCREASED by 10 days.**

**Clarification(s):** - None.

**Expiration:** This Proposal shall remain open for 30 calendar day(s).

**Attachment(s):** Negotiated Pricing Detail

Please contact me at 9157606171 or via e-mail ashton@spartan-const.com if you have any questions or require additional information.

Regards,

**Spartan Construction**  
Ashton Allen ALLEN  
PROJECT MANAGER

### ACCEPTANCE OF PROPOSAL

The Scope of Work described above supersedes any and all prior communication about this Change.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Village of Ruidoso



Project: 10 - Vinyl Coated CLF in Lieu of Galvanized

Date: 06/11/2025

Document: 10-06

## Detail by Cost Code

	Description	Category	Quantity	U/M	Labor (\$)	Material (\$)	Subcontract (\$)	Equipment (\$)	Other (\$)	Total (\$)
32.310	Fences and Gates		1.00	l/s	0.00	0.00	6,409.00	0.00	0.00	6,409.00
	Black Vinyl Coated CLF	S	1.00	l/s			6,409.00			6,409.00
SUBTOTAL DIRECT COSTS					0.00	0.00	6,409.00	0.00	0.00	6,409.00
Indirect Costs					0.00	0.00	0.00	0.00	0.00	
Indirect Cost Allocation Rates					0.00%	0.00%	0.00%	0.00%	0.00%	
TOTAL DIRECT & INDIRECT COSTS					0.00	0.00	6,409.00	0.00	0.00	6,409.00
Profit									0.00%	0.00
Total Price										6,409.00

# Baca Fence LLC

*"For all your fencing needs"*

PO Box 1414  
Deming, NM 88031  
Phone: 575-544-5688  
Fax: 575-546-3306

## QUOTE

DATE: JUNE 11, 2025

### PROJECT: RUIDODO WATER DIVERSION QUOTE

DOL#28809957062022  
EIN#88-09957062022  
CRS#03-580096-00-8

Quote does not include additional insured, permits, bonds, clearing, grubbing, electrical to operator or surveying of fence line/property line

Section 32 3100 fences and gates installed as per plans and specs

#### NOTICE:

Prices subject to change at any time due to steel price increase

WROUGHT IRON SPECIFICATION	WIRE SPECIFICATION	PIPE SPECIFICATION	PROJECT LOCATION	ESTIMATE GOOD FOR
	Vinyl Coated blk ASTM A 392 GBW 9ga	Vinyl Coated blk ASTM F 1043 Industry Standard	Ruidoso, NM	30 days

BASE BID (BID LOT #)	DESCRIPTION	UNIT PRICE	TOTAL
	Install 6' tall Black Vinyl Coated Chain Link Fence In lieu of Galvanized Chain Link Fence as per the Owner	Price Difference	\$6,409.00
SUBTOTAL			
SALES TAX			
TOTAL DUE			

Quote Accepted By \_\_\_\_\_  
TITLE \_\_\_\_\_

# Spectra® Commercial Color Chain-Link Fence System



Spectra color chain-link provides a cost-effective quality solution for most commercial applications. Spectra features the corrosion protection of zinc in addition to the durability and attractive appearance of polyester framework and extruded polyvinyl chloride fabric.

**CORROSION RESISTANCE** Zinc-coated steel framework is thoroughly cleaned during the pre-treatment process and color coated with a 3 mil minimum polyester layer for dual protection from corrosion.

**LONG SERVICE LIFE** All galvanized wire has a 15 mil minimum extruded polyvinyl chloride coating for dual protection from corrosion and the elements.

**SUPERIOR STRENGTH** Fittings are made of galvanized steel with a 6 mil minimum of polymer coating for added protection.

**SECURITY** Treating components with both zinc and an electrostatically applied color coating helps them provide years of protection and security.

**CONFIDENCE** 12-year limited warranty provides confidence and assurance that you've selected one of the best color chain-link fence systems available.

Meets ASTM F 668 Class 1 & ASTM F 668 Class 2A specifications





## Color Systems

Spectra is the perfect choice for property owners who need the strength and protection of a chain-link fence system plus an appearance that blends in beautifully with the environment. Spectra defines property lines, encloses animals, as well as protects and adds value to any property. For added privacy, choose from different types of decorative polyethylene slats tinted to match the shades of Spectra color chain-link systems.



Sierra Brown



Midnight Black



Forest Green

Note: Due to manufacturing variances and limitations in the production process, colors may vary from this brochure. Contact Master Halco for actual color samples.

## Material Specifications

### Chain-Link Fabric

Type	Spectra polyvinyl chloride extruded over zinc-coated steel wire per ASTM F 668 Class 1 or Spectra polyvinyl chloride extruded and adhered to zinc-coated steel wire per ASTM F 668 Class 2a
Gauge	6, 8, and 9 gauge finish
Mesh	1-3/4" and 2"
Heights	3', 42", 4', 5', 6', 7', 8', 10' and 12'
Salvage	Knuckled top and bottom up to 5' high, twisted and knuckled 6' to 12' high

### Fittings

Tension and Brace Bands	Polymer coating, 6 mils minimum, over hot-dipped galvanized pressed steel
Caps, Eye Tops, Rail Ends	Polymer coating, 6 mils minimum, over hot-dipped galvanized pressed steel
Sleeves	Polymer coating, 6 mils minimum, over hot-dipped galvanized steel
Tie Wires	Polymer coating, 6 mils minimum, over zinc-coated steel wire

### Framework

Type 2	Spectra polyester resin, 3 mils minimum, over galvanized steel ASTM F 1043, Group 1C, with a minimum yield strength of 50,000 PSI. Protective coating per ASTM F 1043, external coating Type B, zinc with organic overcoat, 0.9 ounces per square foot minimum zinc coating with chromate conversion coating and verifiable polymer film
Top Rail	1-5/8" O.D. Spectra DQ 40 or Schedule 40 pipe
Line Posts	1-7/8" or 2-3/8" O.D. Spectra DQ 40 or Schedule 40 pipe
Terminal Posts	2-3/8", 2-7/8" or 4" O.D. Spectra DQ 40 or Schedule 40 pipe

### Swing Gates

Fabric	Same mesh and gauge as chain-link selected
Framework	1-5/8" O.D. for gates up to 6' high or less 1-7/8" O.D. for gates over 6' high

## Heritage & Commitment

Since 1961, Master Halco has grown to become the largest manufacturer and distributor of fencing materials in the world, servicing thousands of the best installers and retailers across the United States and Canada.



Master Halco operates from locations across North America, with a vast network of distribution centers supported by our delivery fleet.

## Full Fencing Solutions

Master Halco distributes a broad range of fencing solutions for commercial and residential applications, including:

- Chain-link
- Ornamental fence (steel and aluminum)
- Welded wire
- Wood
- PVC
- Composite

For more information about Master Halco products and services, call 1.888.MH.FENCE toll-free or visit us online at [www.FenceOnline.com](http://www.FenceOnline.com).



4000 W. Metropolitan Dr., Suite 400  
Orange, CA 92868  
1.888.MH.FENCE (toll-free)  
e-mail: [info@FenceOnline.com](mailto:info@FenceOnline.com)  
[www.FenceOnline.com](http://www.FenceOnline.com)

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## Edgar Dominguez

---

**From:** Ashton Allen <ashton@spartan-const.com>  
**Sent:** Friday, June 13, 2025 1:20 PM  
**To:** Edgar Dominguez  
**Cc:** Steve Allen; Martin Saucedo; Andres Aldana  
**Subject:** RE: [EXTERNAL]VOR Upper Canyon - PCO 005 - Wall mounted pedestals & PCO 006 - Change to Vinyl Coated CLF

Edgar,

Please see responses below in red.

Thank you,

Ashton Allen  
Project Manager  
O (915) 760-6171 // C (915) 309-9906  
spartan-const.com



---

**From:** Edgar Dominguez <edgar.dominguez@soudermiller.com>  
**Sent:** Friday, June 13, 2025 12:52 PM  
**To:** Ashton Allen <ashton@spartan-const.com>  
**Cc:** Steve Allen <steve@spartan-const.com>; Martin Saucedo <martin@spartan-const.com>; Andres Aldana <andres@spartan-const.com>  
**Subject:** RE: [EXTERNAL]VOR Upper Canyon - PCO 005 - Wall mounted pedestals & PCO 006 - Change to Vinyl Coated CLF

Ashton,

A couple questions:

- What is the amount that we are getting back for returning the old mounts? The original mounts should've been paid for under the base bid items and we should only pay for any changes like freight back to RW gate, freight of new pedestals, plus any upcharge for the different mounts. I'm not landing on the \$7900 that RW is asking for. – I spoke with Justing at RW Gate and the credit was included in this CO amount.
- Fence: Is this cost added onto the \$24K that we have for the \$160.14/LF of fence or is it coming from a different quote from Baca? – No cost increases needed however will still request the 10 days.

↖ No cost increase for the fence.

Thank you,





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**Edgar Dominguez**

Staff Civil Designer

Direct/Mobile: 575.449.2968

Office: 575.647.0799

3500 Sedona Hills Parkway

Las Cruces, NM 88011

**Corporate Registrations:** AZ Engineering/Geology/Surveying Firm (14070), FL Engineering Firm (34203), ID Engineering/Surveying Firm (C-3564), ND Engineering Firm (28545PE), OK Engineering Firm (8498), SD Surveying Firm (C-7436), TX Engineering Firm (8877), TX Geology Firm (50254), TX Surveying Firm (10162200), WY Engineering/Surveying Firm (S-1704)

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---

**From:** Ashton Allen <[ashton@spartan-const.com](mailto:ashton@spartan-const.com)>

**Sent:** Wednesday, June 11, 2025 1:57 PM

**To:** Edgar Dominguez <[edgar.dominguez@soudermiller.com](mailto:edgar.dominguez@soudermiller.com)>

**Cc:** Steve Allen <[steve@spartan-const.com](mailto:steve@spartan-const.com)>; Martin Saucedo <[martin@spartan-const.com](mailto:martin@spartan-const.com)>; Andres Aldana <[andres@spartan-const.com](mailto:andres@spartan-const.com)>

**Subject:** [EXTERNAL]VOR Upper Canyon - PCO 005 - Wall mounted pedestals & PCO 006 - Change to Vinyl Coated CLF

Good afternoon Edgar,

Following up on our discussion this morning, please see attached PCOs 005 for the wall mounted pedestals from RW Gate as well as PCO 006 for the change to vinyl coated chain link fence in lieu of galvanized as requested for review and approval. Please let me know if you have any questions.

Thank you,

Ashton Allen

Project Manager

O (915) 760-6171 // C (915) 309-9906

[spartan-const.com](http://spartan-const.com)



<u>Construction Start</u>	<u>Initial Project Deadlines</u>		<u>Previous Change Order Project Deadlines</u>			<u>This Change Order Project Deadlines</u>		
	<u>Duration</u>	<u>Dates</u>	<u>Increase</u>	<u>Dates</u>	<u>Duration</u>	<u>Increase</u>	<u>Dates</u>	<u>Duration</u>
9/30/2024	182	Monday, March 31, 2025	65	Wednesday, June 4, 2025	247	57	Thursday, July 31, 2025	304
	210	Monday, April 28, 2025	65	Wednesday, July 2, 2025	275	61	Monday, September 1, 2025	336

## Edgar Dominguez

---

**From:** Ashton Allen <ashton@spartan-const.com>  
**Sent:** Tuesday, June 24, 2025 3:50 PM  
**To:** Edgar Dominguez  
**Subject:** [EXTERNAL]RE: Change Order Time

Edgar,

The manufacture anticipates shipping on 7/21 and advised to expect approximately 1 week for transit. With that, we would receive the gates around 7/28-29. I would give our guys 2 days to complete install so we should be good with days through 7/31.

Thank you,

Ashton Allen  
Project Manager  
O (915) 760-6171 // C (915) 309-9906  
spartan-const.com



---

**From:** Edgar Dominguez <edgar.dominguez@soudermiller.com>  
**Sent:** Tuesday, June 24, 2025 3:00 PM  
**To:** Ashton Allen <ashton@spartan-const.com>  
**Subject:** Change Order Time

Ashton,

How many days did you need on change order no. 3?

Thank you,



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[www.soudermiller.com](http://www.soudermiller.com)

**Edgar Dominguez**  
*Staff Civil Designer*

Direct/Mobile: 575.449.2968  
Office: 575.647.0799

3500 Sedona Hills Parkway  
Las Cruces, NM 88011

# AGENDA MEMORANDUM

## Village of Ruidoso

Agenda Item - 4.

**To:** Mayor Crawford and Councilors

**Presenter(s):** Lee Baker, Airport Manager

**Meeting Date:** August 22, 2025

**Re:** Discussion and Possible Action on Adoption of Resolution 2025-30, a Resolution Authorizing Submission of an Aviation Grant Application AIP Project No. 3-35-0052-033-2025 with the Federal Aviation Administration (FAA) and Authorization to Accept the Resulting Grant Offer and to Authorize the Mayor to Sign Grant Agreement and Serve as the Sponsor's Authorized Representative for the Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade Project, in the Amount of \$1,740,876.98 Including NMGRT.

---

### **Item Summary:**

Discussion and Possible Action on Adoption of Resolution 2025-30, a Resolution Authorizing Submission of an Aviation Grant Application AIP Project No. 3-35-0052-033-2025 with the Federal Aviation Administration (FAA) and Authorization to Accept the Resulting Grant Offer and to Authorize the Mayor to Sign Grant Agreement and Serve as the Sponsor's Authorized Representative for the Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade Project, in the Amount of \$1,740,876.98 Including NMGRT.

### **Financial Impact:**

AIP No. 3-35-0052-033-2025 | AIG No. 3-35-0052-034-2025  
FAA Share (95%): \$1,653,832.00 (available funds pending)  
State Share (4%) \$69,635.08 (available funds from SRR-26-01: \$65,608.00)  
Sponsor Share (1%): \$17,409.90

TOTAL PROJECT COSTS FOR SCHEDULE I & II (incl. NMGRT): \$1,740,876.98

Details Provided here:

FAA Share (95%) \$1,653,832.00 (Programmed Amount)  
State Share (4%): \$69,635.08  
Sponsor Share (1%): \$17,409.90 - The Village match will be paid out of the Airport's cash reserve.

### **Item Discussion:**

Bids were received for the above referenced project on August 11, 2025, one (1) bid was received

and are shown in the attached bid tabulation.

The bids were reviewed for math errors, bid bonds, and other items of responsiveness. The bids appear to be responsive.

A great deal of effort was put forth to attract bidders to this project. The advertisement for bids for the project was published for two (2) weeks prior to the bid opening. A pre-bid conference was held onsite to answer questions and show the project to potential bidders.

The FAA AIP and AIG funds are pending. It is believed that sufficient funds are available for the budget listed below.

Our recommendation is to award Schedule I and Schedule II to Bixby Electric, Inc. for a total contract amount of \$1,465,191.86 (including NMGR) upon receiving concurrence from the Village of Ruidoso and pending availability of funds from the FAA.

LOCATION: [SRR] Sierra Blanca Regional Airport

AIP No. 3-35-0052-033-2025

AIG No. 3-35-0052-034-2025

NMDOT No. SRR-26-01

PROJECT TITLE: Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade

NMGR (July 1, 2025-June 30, 2026): 8.1875%

Schedule I – Airfield Electrical Vault & Equipment, Precision Approach Path Indicator (PAPI-4) System, Runway 6-24 LED Lighting & Signage  
Schedule II – Taxiway A Retroreflectors

### **Recommendations:**

To Approve Adoption of Resolution 2025-30, a Resolution Authorizing Submission of an Aviation Grant Application AIP Project No. 3-35-0052-033-2025 with the Federal Aviation Administration (FAA) and Authorization to Accept the Resulting Grant Offer and to Authorize the Mayor to Sign Grant Agreement and Serve as the Sponsor's Authorized Representative for the Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade Project, in the Amount of \$1,740,876.98 Including NMGR.

### **ATTACHMENTS:**

Description

Resolution 2025-30

AIG Application

AIP Application

Recommendation Letter

**VILLAGE OF RUIDOSO  
RESOLUTION 2025-30**

**A Resolution Authorizing Submission of an Application for Airport Infrastructure Improvements to the Federal Aviation Administration (FAA) and Obligation of Sponsor Matching Funds and Authorization to Accept the Resulting Grant Offers on Project No. AIP No. 3-35-0052-033-2025 and AIG Project No. 3-35-0052-034-2025 for Electrical Vault/ Taxiway Alpha Improvements at the Sierra Blanca Regional Airport.**

**Whereas**, the Governing Body of the Village of Ruidoso, New Mexico is applying to the Federal Aviation Administration for 95.0% assistance toward the project through the Airport Improvement Program (AIP) and (AIG), which FAA commitment cannot be formally made until a grant offer is made and accepted, and is anticipating 4.0% assistance from the NMDOT – Aviation Division, and time is of the essence to secure the FAA funding; and

**Whereas**, the project is within the Village of Ruidoso’s jurisdiction, and is necessary for the public good and convenience and is to serve the users of the Sierra Blanca Regional Airport; and

**Whereas**, the Village of Ruidoso is committed to appropriating funds to match the remaining 1.0% of the project cost in accordance and consistent with the regulations and policies governing the FAA- AIP-AIG programs and the NMDOT – Aviation Division grant conditions.

**Now, therefore be it resolved that the Governing Body of the Village of Ruidoso** hereby adopts and approves this Resolution and authorizes Lynn D. Crawford Mayor of the Village of Ruidoso, to execute all documents related to the project, and has authorization to sign all documents pertaining to the grant applications and offers.

Passed, Adopted, and Approved this 22<sup>nd</sup> day of August 2025.

---

Lynn D. Crawford, Mayor

(SEAL)

ATTEST:

---

Jini Turri, MMC  
Village Clerk

# Application for Federal Assistance SF-424

*1. Type of Submission: Preapplication Application Changed/Corrected Application	*2. Type of Application      * If Revision, select appropriate letter(s): New Continuation      * Other (Specify) Revision
---	---

\*3. Date Received:      4. Applicant Identifier:

5a. Federal Entity Identifier:      \*5b. Federal Award Identifier:

## State Use Only:

6. Date Received by State:      7. State Application Identifier:

## 8. APPLICANT INFORMATION:

\*a. Legal Name:

\*b. Employer/Taxpayer Identification Number (EIN/TIN):      \*c. UEI:

## d. Address:

\*Street 1: \_\_\_\_\_  
Street 2: \_\_\_\_\_  
\*City: \_\_\_\_\_  
County/Parish: \_\_\_\_\_  
\*State: \_\_\_\_\_  
\*Province: \_\_\_\_\_  
\*Country: \_\_\_\_\_  
\*Zip / Postal Code \_\_\_\_\_

## e. Organizational Unit:

Department Name:      Division Name:

## f. Name and contact information of person to be contacted on matters involving this application:

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
\*Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_

Title:

Organizational Affiliation:

\*Telephone Number:      Fax Number:

\*Email:

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

\_\_\_\_\_

CFDA Title:

\_\_\_\_\_

**\*12. Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.



**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant:

\*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date:

\*b. End Date:

**18. Estimated Funding (\$):**

\*a. Federal \_\_\_\_\_

\*b. Applicant \_\_\_\_\_

\*c. State \_\_\_\_\_

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL \_\_\_\_\_

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_ .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**

Yes      No

**If "Yes", explain:**

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title:

\*Telephone Number:

Fax Number:

\* Email:

\*Signature of Authorized Representative:

45

\*Date Signed:



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-100, Application for Federal Assistance (Development and Equipment Projects)**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200; no assurance of confidentiality is provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

## **INSTRUCTIONS FOR FORM 5100-100**

### **PART I – Application for Federal Assistance**

Part I of the Application for Federal Assistance consists of a completed Standard Form (SF) 424. The remaining parts of Form 5100-100 (Parts II, III and IV) represent continuation pages that the Sponsor must attach to the associated SF-424 form. The signature of the Sponsor's authorized representative on the SF-424 form represents acceptance of the representations and certifications made within the corresponding FAA 5100-100 form.

### **PART II – Project Approval Information**

This information is necessary for the Federal Aviation Administration to evaluate this request for Federal assistance. Responses do not require an explanation unless explicitly requested by the question.

#### **SECTION A. STATUTORY CONDITIONS**

**Item 1** – Indicate whether the Sponsor maintains an active registration in the Federal System for Award Management (SAM). Pursuant to 2 CFR §25.200(b), a Sponsor must maintain an active registration in the Central Contractor Registration repository (housed within SAM) with current information at the time of the application and during the active period of the Federal award.

**Item 2** – Indicate whether the Sponsor can commence the project within the same fiscal year the grant is made or within 6 months of when the grant is made, whichever is later. Attach explanation for negative responses. This information is considered when allocating discretionary funds. (49 U.S.C. § 47115(d)(2))

**Item 3** – Indicate whether the Sponsor can complete the project without unreasonable delays. If applicable, provide listing of foreseeable events (winter shutdown, land acquisition issues, non-aeronautical events, etc.) that have potential to delay completion of the project. (49 USC § 47106(a))

**Item 4** – Indicate whether the environmental review (i.e. environmental assessment, mitigated FONSI, etc.) identified impacts or effects on the environment that require mitigating measures that lessen the impact or effect on the environment. If yes, provide a summary listing of mitigating measures. (49 U.S.C. § 47106(c))

**Item 5** – Indicate whether the project covered by this request is also covered by an approved Passenger Facility Charge (PFC) application or other Federal assistance program by selecting all applicable check boxes (49 U.S.C. § 40117(d) and 2 CFR § 200.403). If the approved PFC application only addresses the Sponsor's AIP matching share, select the appropriate check box.

If the project, or portions thereof, is covered by another Federal assistance program, identify the Federal assistance program by name and the Catalog of Federal Domestic Assistance (CFDA) number.

**Item 6** – Indicate whether the Sponsor intends to seek reimbursement of Sponsor indirect costs as defined by 2 CFR §200.414 and 2 CFR Appendix VII to Part 200. This information request **does not** include the indirect costs claimed by a for-profit entity (e.g. consultant).

- The de minimis rate may only be used if the Sponsor has not previously received a negotiated Indirect Cost Rate (ICR) and does not exceed the limitations prescribed in Appendix VII to Part 200.
- A Sponsor with an existing approved negotiated ICR must identify the ICR value, the name of the cognizant agency that approved the ICR and the date of approval.

## **SECTION B. CERTIFICATION REGARDING LOBBYING**

This section addresses the Sponsor's declaration regarding lobbying activities. The declaration made in the section are under signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached.

Title 31 U.S.C. § 1352 establishes that no appropriated funds may be expended by a recipient of a Federal grant to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this covered Federal assistance action. Pursuant to 40 CFR part 20, this certification attests that the Sponsor has not made, and will not make, any prohibited payment by 31 U.S.C. § 1352.

## SECTION C. REPRESENTATIONS AND CERTIFICATION

1. **Compatible Land Use** (49 U.S.C. § 47107(a)(10)) – Identify actions the Sponsor has taken to assure land uses in close proximity to the airport are compatible with normal airport operations.
2. **Defaults** – Confirm that Sponsor is not in default on any obligation to the United States or any agency of the United States government.
3. **Possible Disabilities** – Confirm that Sponsor has no facts or circumstances (i.e. legal, financial or otherwise) that might adversely affect the Sponsor in completing the project and carrying out the provisions of the associated Grant Assurances.
4. **Consistency with Local Plans** (49 U.S.C. § 47106(a)) – Confirm project is consistent with plans (existing at the time the project is approved) of public agencies authorized by the State in which the airport is located to plan.
5. **Consideration of Local Interests** (49 U.S.C. § 47106(b)) – Confirm the Sponsor has given fair consideration to the community in and near the project.
6. **Consultation with Users** (49 U.S.C. § 47105(a)) - Confirm the Sponsor has consulted with airport users that will be affected by the project.
7. **Public Hearings** (49 U.S.C. § 47106(c)) – For projects involving the location of an airport, runway or major runway extension, confirm the Sponsor:
  - a. Provided an opportunity for a public hearing to consider economic, social and environmental effects of the project.
  - b. Has voting representation from the communities in which the project is located; or has advised the communities that they have the right to petition the Secretary about the proposed project.
8. **Air and Water Quality Standards** - Confirm Sponsor will comply with applicable air and water quality standards.
9. **Exclusive Rights** (49 U.S.C. § 47107(a)) – Identify all instances of exclusive rights to conduct aeronautical services at the airport.
10. **Land (49 U.S.C. § 47106(b))** –
  - a. Identify property interests specific to the development project and/or land acquisition. The declaration of property interest is to be based upon a title opinion submitted by an attorney. When identifying the property interest, use the same parcel numbers as used to identify the property on the associated Exhibit A property map.  
Example: “*Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated \_\_/\_\_/\_\_ originally filed with AIP Project ###.*”
  - b. Complete this subpart if the Sponsor proposes a project for which they have not yet obtained appropriate property interests. Note that the work may not commence until Sponsor obtains acceptable property interests. Identify such property by parcel number that corresponds to the associated Exhibit A property map.
  - c. Complete this subpart when acquiring property interests under the grant. Identify such property by parcel number that corresponds to the associated Exhibit A property map.

## **PART III – Budget Information**

### **SECTION A. GENERAL**

**1. Assistance Listing Number** - Show the Assistance Listing Number from which the assistance is requested.

**2. Functional or Other Breakout:** Indicate “Airport Improvement Program”. Prepare a separate set of Part III forms for other Federal program categories.

### **SECTION B. CALCULATION OF FEDERAL GRANT**

When applying for a new grant, use the Total Amount Column only. Use all columns when requesting revisions of previously awarded amounts.

**Line 1** - Enter amounts needed for administration expenses, which may include such items as: legal fees, mailing/shipping expenses, audit fees and documented Sponsor employee time that is necessary to administer the grant.

**Line 2** - Enter amounts pertaining to allowable preliminary expenses. These include such expenses as independent fee estimate preparation, advertising expenses and permits.

**Line 3** - Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

**Line 4** - Enter fees for architectural engineering basic services.

**Line 5** - Enter amounts for architectural engineering special services (e.g. surveys, tests and borings).

**Line 6** - Enter fees for inspection, testing and monitoring of construction and related programs.

**Line 7** - Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on line 11.

**Line 8** - Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

**Line 9** - Enter the estimated amount of relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing.

**Line 10** - Enter the cost of demolition or removal of improvements on developed land. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

**Line 11** - Enter amounts for the actual construction of, addition to or restoration of a facility. Include in this category the amounts of project improvements such as grading, drainage, paving, marking, lighting, buildings, seeding/sodding, etc.

**Line 12** - Enter amounts for equipment. Examples include ARFF vehicles, SRE equipment, AWOS equipment, interactive training, NAVAID equipment, etc.)

**Line 13** - Enter miscellaneous amounts for items not specifically covered by previous categories.

**Line 14** - Enter the sum of Lines 1-13.

**Line 15** - Enter the estimated amount of program income that will be earned during the grant period and applied to the program. Examples include vehicle trade-in value, sale of millings resulting from project, credits passed on from contractor, etc. This line may be used to indicate applied liquidated damages.

**Line 16** - Enter the difference between Line 14 and Line 15.

**Line 17** - Enter the aggregate amount for those items, which are a part of the project but not subject to Federal participation. Refer to Section C, exclusions.

**Line 18** - Enter the subtotal sum of Lines 16 and 17. (This is the amount to which the matching share ratio prescribed in program legislation is applied.)

**Line 19** - Indicate the total amount of the Federal assistance requested. This value is determined by multiplying the grant participation rate by the amount indicated in line 18.

**Line 20** - Indicate the amount of the Grantee's share (from Section D).

**Line 21** - Indicate the amount of other shares (from Section D)

**Line 22** - Indicate sum of Lines 19, 20 and 21.

#### **SECTION C. EXCLUSIONS**

**Line 23 a-g** - Identify and list those costs which are part of the project cost but are not subject to Federal participation because of program legislation or Federal grantor agency instructions. The total amount on Line g should agree with the amount shown on Line 17 of Section B.

#### **SECTION D. PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE**

**Line 24 a-g** - Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section E - Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a non-cash contribution, explain what this contribution will consist of.

**Line 24h** - Indicate total of Lines 24 a-g. This amount must equal the amount in Section B, Line 20.

**Line 25a** - Show the amount that will be contributed by a State or state agency, only if the applicant is not a State or state agency. If there is a non-cash or other contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25b** - Show the amount that will be contributed from other sources. If there is a non-cash contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25c** - Show the total of Lines 25a and 25b. This amount must be the same as the amount shown in Section B, Line 21.

**Line 26** - Enter the totals of Lines 24h and 25c.

#### **SECTION E. OTHER REMARKS**

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.

## **PART IV – Program Narrative**

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

### **1. OBJECTIVES AND NEED FOR THIS ASSISTANCE**

Provide a short and concise description of the proposed improvement. Include a narrative on why this improvement is needed.

### **2. RESULTS OR BENEFITS EXPECTED**

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

### **3. APPROACH**

- a. Outline a plan of action pertaining to the scope and detail of how the Sponsor proposes to accomplish the work.
- b. Cite factors, which might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as construction approach, reductions in cost or time or extraordinary social and community involvements.
- c. Provide projections of project milestone dates. As a minimum, identify target dates for defining project costs (i.e. bid opening or completion of negotiations), anticipated issuance of notice-to-proceed and anticipated project completion date.
- d. Identify monitoring and oversight mechanisms the Sponsor proposes to implement.
- e. List key individuals and entities such as consultant, Sponsor personnel and contractor who will work on the project. Provide a short description of the nature of their effort or contribution.

### **4. GEOGRAPHIC LOCATION**

Identify location of the project. This will typically be the name of the airport.

### **5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:**

- a. Describe the relationship between this project and other work planned, anticipated or underway under the Federal Assistance listed under Part II, Section A, Item 5.
- b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.
- c. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope, budget, or objectives have changed or an extension of time is necessary, explain the circumstances and justify.

### **6. SPONSOR'S REPRESENTATIVE**

Identify contact information of Sponsor's representative.

## Application for Federal Assistance (Development and Equipment Projects)

### PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A			
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.			
<b>Item 1.</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	Yes	No	
<b>Item 2.</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	Yes	No	N/A
<b>Item 3.</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	Yes	No	N/A
<b>Item 4.</b> Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	Yes	No	N/A
<b>Item 5.</b> Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.			
<div style="margin-left: 40px;">             The project is included in an <i>approved</i> PFC application.              If included in an approved PFC application,              does the application <i>only</i> address AIP matching share?      Yes      No           </div> <div style="margin-left: 40px; margin-top: 10px;">             The project is included in another Federal Assistance program. Its CFDA number is below.           </div>			
<b>Item 6.</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	Yes	No	N/A
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:			
<div style="margin-left: 40px;">             De Minimis rate of 10% as permitted by 2 CFR § 200.414.               Negotiated Rate equal to                      % as approved by                      (the Cognizant Agency)              on                      (Date) (2 CFR part 200, appendix VII).           </div>			
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>			



**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, 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 Sponsor, 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 Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative 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 subrecipients 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.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

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<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

## PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL
1. Assistance Listing Number:
2. Functional or Other Breakout:

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. <b>Subtotal</b> (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. <b>Less:</b> Ineligible Exclusions (Section C, line 23 g.)			
18. <b>Subtotal</b> (Lines 16 through 17)			
19. Federal Share requested of Line 18			
20. Grantee share			
21. Other shares			
22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)			

<b>SECTION C – EXCLUSIONS</b>	
<b>23. Classification (Description of non-participating work)</b>	<b>Amount Ineligible for Participation</b>
a.	
b.	
c.	
d.	
e.	
f.	
g. <b>Total</b>	

<b>SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE</b>	
<b>24. Grantee Share – Fund Categories</b>	<b>Amount</b>
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. <b>TOTAL</b> - Grantee share	
<b>25. Other Shares</b>	<b>Amount</b>
a. State	
b. Other	
c. <b>TOTAL</b> - Other Shares	
<b>26. TOTAL NON-FEDERAL FINANCING</b>	

<b>SECTION E – REMARKS</b> (Attach sheets if additional space is required)

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

<b>PROJECT:</b>
<b>AIRPORT:</b>
<b>1. Objective:</b>
<b>2. Benefits Anticipated:</b>
<b>3. Approach:</b> (See approved Scope of Work in Final Application)
<b>4. Geographic Location:</b>
<b>5. If Applicable, Provide Additional Information:</b>
<b>6. Sponsor's Representative:</b> (include address & telephone number)



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-129, Construction Project Final Acceptance – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing ~~were or~~ will be determined to be qualified and competent to perform the work (Grant Assurance).

Yes          No          N/A

2. Construction records, including daily logs, ~~were or~~ will be kept by the resident engineer/construction inspector that fully document contractor’s performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2).

Yes          No          N/A

3. All acceptance tests specified in the project specifications ~~were or~~ will be performed and documented. (AC 150/5370-12).

Yes          No          N/A



4. Sponsor ~~has taken~~ or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
- Yes      No      N/A
5. Pay reduction factors required by the specifications ~~were applied~~ or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
- Yes      No      N/A
6. Sponsor ~~has notified~~, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes      No      N/A
7. Weekly payroll records and statements of compliance ~~were~~ or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
- Yes      No      N/A
8. Payments to the contractor ~~were~~ or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes      No      N/A
9. A final project inspection ~~was~~ or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes      No      N/A
10. The project ~~was~~ or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
- Yes      No      N/A

11. The construction of all buildings ~~have complied or~~ will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes      No      N/A

12. For development projects, sponsor ~~has taken or~~ will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes      No      N/A

13. Sponsor ~~has revised or~~ will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

**Application**

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

**Certification Statements**

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement ~~has been~~ or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes      No      N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) ~~has been~~ or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes      No      N/A

3. Each employee to be engaged in the performance of the work ~~has been or~~ will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes      No      N/A

4. Employees ~~have been or~~ will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes      No      N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes      No      N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes      No      N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes      No      N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location:

Address:

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-131, Equipment and Construction Contracts – Airport Improvement Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct ~~is or~~ will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes      No      N/A



2. For all contracts, qualified and competent personnel ~~are or~~ will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).

Yes      No      N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA ~~have included or~~ will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

Yes      No      N/A

4. Sponsors required to have a DBE program on file with the FAA ~~have implemented or~~ will implement monitoring and enforcement measures that:

- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
- b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
- c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

Yes      No      N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). ~~was or~~ will be:

- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
- b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
- c. Publicly opened at a time and place prescribed in the invitation for bids; and
- d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

Yes      No      N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor ~~has requested or~~ will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
- b. Plan for publicizing and soliciting an adequate number of qualified sources; and
- c. Listing of evaluation factors along with relative importance of the factors.

Yes      No      N/A

7. For construction and equipment installation projects, the bid solicitation ~~includes or~~ will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).

Yes      No      N/A

8. Concurrence ~~was or~~ will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes      No      N/A

9. All construction and equipment installation contracts ~~contain or~~ will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes      No      N/A

10. All construction and equipment installation contracts exceeding \$2,000 ~~contain or~~ will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland “Anti-Kickback” Act (29 CFR parts 3 and 5)

Yes      No      N/A

11. All construction and equipment installation contracts exceeding \$3,000 ~~contain or~~ will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes      No      N/A

12. All contracts exceeding \$10,000 ~~contain or~~ will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes      No      N/A

13. All contracts and subcontracts exceeding \$25,000: Measures ~~are in place or~~ will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes      No      N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) ~~include or~~ will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications ~~were or~~ will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  

YesNoN/A
  
2. Specifications ~~incorporate or~~ will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  

YesNoN/A

3. The development ~~that is included or~~ will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).

Yes No N/A

4. Development and features that are ineligible or unallowable for AIP funding ~~have been or~~ will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).

Yes No N/A

5. The specification ~~does not use or~~ will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).

Yes No N/A

6. The specification ~~does not impose or~~ will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).

Yes No N/A

7. The use of prequalified lists of individuals, firms or products ~~include or~~ will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).

Yes No N/A

8. Solicitations with bid alternates ~~include or~~ will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).

Yes No N/A

9. Concurrence ~~was or~~ will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).

Yes No N/A

10. The plans and specifications ~~incorporate or~~ will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).

Yes No N/A

11. The design of all buildings ~~comply or~~ will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)

Yes No N/A

12. The project specification ~~include or~~ will include process control and acceptance tests required for the project by as per the applicable standard:

- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.

Yes No N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

Yes No N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

Yes No N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

Yes No N/A

14. The project ~~was or~~ will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-133, Real Property Acquisition – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.



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## Real Property Acquisition Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official ~~has or~~ will have good and sufficient title as well as title evidence on property in the project.

Yes      No      N/A

2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they ~~have been or~~ will be extinguished, modified, or subordinated.

Yes      No      N/A

3. If property for airport development ~~is or~~ will be leased, the following conditions have been met:

- a. The term is for 20 years or the useful life of the project;
- b. The lessor is a public agency; and
- c. The lease contains no provisions that prevent full compliance with the grant agreement.

Yes      No      N/A

4. Property in the project ~~is or~~ will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.

Yes      No      N/A

5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest ~~was or~~ will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.

Yes      No      N/A

6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:

- a. The right of flight;
- b. The right of ingress and egress to remove obstructions; and
- c. The right to restrict the establishment of future obstructions.

Yes      No      N/A

7. Appraisals prepared by qualified real estate appraisers hired by the sponsor ~~include or~~ will include the following:

- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
- b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.

Yes      No      N/A

8. Each appraisal ~~has been or~~ will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.

Yes      No      N/A

9. A written offer to acquire each parcel ~~was or~~ will be presented to the property owner for not less than the approved amount of just compensation.

Yes      No      N/A

10. Effort ~~was or~~ will be made to acquire each property through the following negotiation procedures:

- a. No coercive action to induce agreement; and
- b. Supporting documents for settlements included in the project files.

Yes      No      N/A

11. If a negotiated settlement is not reached, the following procedures ~~were or~~ will be used:

- a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property; and
- b. Supporting documents for awards included in the project files.

Yes      No      N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program ~~was or~~ will be established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.

Yes      No      N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses ~~were or~~ will be provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Designated Official Representative: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).

Yes      No      N/A

2. Sponsor procurement actions ~~ensure or~~ will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).

Yes      No      N/A

3. Sponsor ~~has excluded or~~ will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).

Yes      No      N/A

4. The advertisement ~~describes or~~ will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- Yes      No      N/A
5. Sponsor ~~has publicized or~~ will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes      No      N/A
6. Sponsor ~~has based or~~ will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes      No      N/A
7. Sponsor ~~has verified or~~ will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- Yes      No      N/A
8. A/E services covering multiple projects: Sponsor ~~has agreed to or~~ will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes      No      N/A
9. Sponsor ~~has negotiated or~~ will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes      No      N/A
10. The Sponsor's contract ~~identifies or~~ will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes      No      N/A
11. Sponsor ~~has prepared or~~ will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- Yes      No      N/A
12. Sponsor ~~has incorporated or~~ will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes      No      N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor ~~has established or~~ will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

Yes      No      N/A

14. Sponsor ~~is not using or~~ will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes      No      N/A

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.



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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes      No

2. The sponsor's or sub-recipient's officers, employees or agents ~~have not and~~ will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes      No

3. The sponsor or sub-recipient certifies that it ~~has disclosed and~~ will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes      No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this          day of          ,          .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

# Application for Federal Assistance SF-424

\*1. Type of Submission:

Preapplication

Application

Changed/Corrected Application

\*2. Type of Application

New

Continuation

Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\*3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

\*5b. Federal Award Identifier:

## State Use Only:

6. Date Received by State:

7. State Application Identifier:

## 8. APPLICANT INFORMATION:

\*a. Legal Name:

\*b. Employer/Taxpayer Identification Number (EIN/TIN):

\*c. UEI:

## d. Address:

\*Street 1:

Street 2:

\*City:

County/Parish:

\*State:

\*Province:

\*Country:

\*Zip / Postal Code

## e. Organizational Unit:

Department Name:

Division Name:

## f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

\*First Name:

Middle Name:

\*Last Name:

Suffix:

Title:

Organizational Affiliation:

\*Telephone Number:

Fax Number:

\*Email:

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

\_\_\_\_\_

CFDA Title:

\_\_\_\_\_

**\*12. Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant:

\*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date:

\*b. End Date:

**18. Estimated Funding (\$):**

\*a. Federal \_\_\_\_\_

\*b. Applicant \_\_\_\_\_

\*c. State \_\_\_\_\_

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL \_\_\_\_\_

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_ .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**

Yes      No

**If "Yes", explain:**

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title:

\*Telephone Number:

Fax Number:

\* Email:

\*Signature of Authorized Representative:

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\*Date Signed:



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-100, Application for Federal Assistance (Development and Equipment Projects)**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200; no assurance of confidentiality is provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

## **INSTRUCTIONS FOR FORM 5100-100**

### **PART I – Application for Federal Assistance**

Part I of the Application for Federal Assistance consists of a completed Standard Form (SF) 424. The remaining parts of Form 5100-100 (Parts II, III and IV) represent continuation pages that the Sponsor must attach to the associated SF-424 form. The signature of the Sponsor's authorized representative on the SF-424 form represents acceptance of the representations and certifications made within the corresponding FAA 5100-100 form.

### **PART II – Project Approval Information**

This information is necessary for the Federal Aviation Administration to evaluate this request for Federal assistance. Responses do not require an explanation unless explicitly requested by the question.

#### **SECTION A. STATUTORY CONDITIONS**

**Item 1** – Indicate whether the Sponsor maintains an active registration in the Federal System for Award Management (SAM). Pursuant to 2 CFR §25.200(b), a Sponsor must maintain an active registration in the Central Contractor Registration repository (housed within SAM) with current information at the time of the application and during the active period of the Federal award.

**Item 2** – Indicate whether the Sponsor can commence the project within the same fiscal year the grant is made or within 6 months of when the grant is made, whichever is later. Attach explanation for negative responses. This information is considered when allocating discretionary funds. (49 U.S.C. § 47115(d)(2))

**Item 3** – Indicate whether the Sponsor can complete the project without unreasonable delays. If applicable, provide listing of foreseeable events (winter shutdown, land acquisition issues, non-aeronautical events, etc.) that have potential to delay completion of the project. (49 USC § 47106(a))

**Item 4** – Indicate whether the environmental review (i.e. environmental assessment, mitigated FONSI, etc.) identified impacts or effects on the environment that require mitigating measures that lessen the impact or effect on the environment. If yes, provide a summary listing of mitigating measures. (49 U.S.C. § 47106(c))

**Item 5** – Indicate whether the project covered by this request is also covered by an approved Passenger Facility Charge (PFC) application or other Federal assistance program by selecting all applicable check boxes (49 U.S.C. § 40117(d) and 2 CFR § 200.403). If the approved PFC application only addresses the Sponsor's AIP matching share, select the appropriate check box.

If the project, or portions thereof, is covered by another Federal assistance program, identify the Federal assistance program by name and the Catalog of Federal Domestic Assistance (CFDA) number.

**Item 6** – Indicate whether the Sponsor intends to seek reimbursement of Sponsor indirect costs as defined by 2 CFR §200.414 and 2 CFR Appendix VII to Part 200. This information request **does not** include the indirect costs claimed by a for-profit entity (e.g. consultant).

- The de minimis rate may only be used if the Sponsor has not previously received a negotiated Indirect Cost Rate (ICR) and does not exceed the limitations prescribed in Appendix VII to Part 200.
- A Sponsor with an existing approved negotiated ICR must identify the ICR value, the name of the cognizant agency that approved the ICR and the date of approval.

## **SECTION B. CERTIFICATION REGARDING LOBBYING**

This section addresses the Sponsor's declaration regarding lobbying activities. The declaration made in the section are under signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached.

Title 31 U.S.C. § 1352 establishes that no appropriated funds may be expended by a recipient of a Federal grant to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this covered Federal assistance action. Pursuant to 40 CFR part 20, this certification attests that the Sponsor has not made, and will not make, any prohibited payment by 31 U.S.C. § 1352.

## SECTION C. REPRESENTATIONS AND CERTIFICATION

1. **Compatible Land Use** (49 U.S.C. § 47107(a)(10)) – Identify actions the Sponsor has taken to assure land uses in close proximity to the airport are compatible with normal airport operations.
2. **Defaults** – Confirm that Sponsor is not in default on any obligation to the United States or any agency of the United States government.
3. **Possible Disabilities** – Confirm that Sponsor has no facts or circumstances (i.e. legal, financial or otherwise) that might adversely affect the Sponsor in completing the project and carrying out the provisions of the associated Grant Assurances.
4. **Consistency with Local Plans** (49 U.S.C. § 47106(a)) – Confirm project is consistent with plans (existing at the time the project is approved) of public agencies authorized by the State in which the airport is located to plan.
5. **Consideration of Local Interests** (49 U.S.C. § 47106(b)) – Confirm the Sponsor has given fair consideration to the community in and near the project.
6. **Consultation with Users** (49 U.S.C. § 47105(a)) - Confirm the Sponsor has consulted with airport users that will be affected by the project.
7. **Public Hearings** (49 U.S.C. § 47106(c)) – For projects involving the location of an airport, runway or major runway extension, confirm the Sponsor:
  - a. Provided an opportunity for a public hearing to consider economic, social and environmental effects of the project.
  - b. Has voting representation from the communities in which the project is located; or has advised the communities that they have the right to petition the Secretary about the proposed project.
8. **Air and Water Quality Standards** - Confirm Sponsor will comply with applicable air and water quality standards.
9. **Exclusive Rights** (49 U.S.C. § 47107(a)) – Identify all instances of exclusive rights to conduct aeronautical services at the airport.
10. **Land (49 U.S.C. § 47106(b))** –
  - a. Identify property interests specific to the development project and/or land acquisition. The declaration of property interest is to be based upon a title opinion submitted by an attorney. When identifying the property interest, use the same parcel numbers as used to identify the property on the associated Exhibit A property map.  
Example: “*Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated \_\_/\_\_/\_\_ originally filed with AIP Project ###.*”
  - b. Complete this subpart if the Sponsor proposes a project for which they have not yet obtained appropriate property interests. Note that the work may not commence until Sponsor obtains acceptable property interests. Identify such property by parcel number that corresponds to the associated Exhibit A property map.
  - c. Complete this subpart when acquiring property interests under the grant. Identify such property by parcel number that corresponds to the associated Exhibit A property map.



## **PART III – Budget Information**

### **SECTION A. GENERAL**

**1. Assistance Listing Number** - Show the Assistance Listing Number from which the assistance is requested.

**2. Functional or Other Breakout:** Indicate “Airport Improvement Program”. Prepare a separate set of Part III forms for other Federal program categories.

### **SECTION B. CALCULATION OF FEDERAL GRANT**

When applying for a new grant, use the Total Amount Column only. Use all columns when requesting revisions of previously awarded amounts.

**Line 1** - Enter amounts needed for administration expenses, which may include such items as: legal fees, mailing/shipping expenses, audit fees and documented Sponsor employee time that is necessary to administer the grant.

**Line 2** - Enter amounts pertaining to allowable preliminary expenses. These include such expenses as independent fee estimate preparation, advertising expenses and permits.

**Line 3** - Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

**Line 4** - Enter fees for architectural engineering basic services.

**Line 5** - Enter amounts for architectural engineering special services (e.g. surveys, tests and borings).

**Line 6** - Enter fees for inspection, testing and monitoring of construction and related programs.

**Line 7** - Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on line 11.

**Line 8** - Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

**Line 9** - Enter the estimated amount of relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing.

**Line 10** - Enter the cost of demolition or removal of improvements on developed land. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

**Line 11** - Enter amounts for the actual construction of, addition to or restoration of a facility. Include in this category the amounts of project improvements such as grading, drainage, paving, marking, lighting, buildings, seeding/sodding, etc.

**Line 12** - Enter amounts for equipment. Examples include ARFF vehicles, SRE equipment, AWOS equipment, interactive training, NAVAID equipment, etc.)

**Line 13** - Enter miscellaneous amounts for items not specifically covered by previous categories.

**Line 14** - Enter the sum of Lines 1-13.

**Line 15** - Enter the estimated amount of program income that will be earned during the grant period and applied to the program. Examples include vehicle trade-in value, sale of millings resulting from project, credits passed on from contractor, etc. This line may be used to indicate applied liquidated damages.

**Line 16** - Enter the difference between Line 14 and Line 15.

**Line 17** - Enter the aggregate amount for those items, which are a part of the project but not subject to Federal participation. Refer to Section C, exclusions.

**Line 18** - Enter the subtotal sum of Lines 16 and 17. (This is the amount to which the matching share ratio prescribed in program legislation is applied.)

**Line 19** - Indicate the total amount of the Federal assistance requested. This value is determined by multiplying the grant participation rate by the amount indicated in line 18.

**Line 20** - Indicate the amount of the Grantee's share (from Section D).

**Line 21** - Indicate the amount of other shares (from Section D)

**Line 22** - Indicate sum of Lines 19, 20 and 21.

#### **SECTION C. EXCLUSIONS**

**Line 23 a-g** - Identify and list those costs which are part of the project cost but are not subject to Federal participation because of program legislation or Federal grantor agency instructions. The total amount on Line g should agree with the amount shown on Line 17 of Section B.

#### **SECTION D. PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE**

**Line 24 a-g** - Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section E - Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a non-cash contribution, explain what this contribution will consist of.

**Line 24h** - Indicate total of Lines 24 a-g. This amount must equal the amount in Section B, Line 20.

**Line 25a** - Show the amount that will be contributed by a State or state agency, only if the applicant is not a State or state agency. If there is a non-cash or other contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25b** - Show the amount that will be contributed from other sources. If there is a non-cash contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25c** - Show the total of Lines 25a and 25b. This amount must be the same as the amount shown in Section B, Line 21.

**Line 26** - Enter the totals of Lines 24h and 25c.

#### **SECTION E. OTHER REMARKS**

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.

## **PART IV – Program Narrative**

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

### **1. OBJECTIVES AND NEED FOR THIS ASSISTANCE**

Provide a short and concise description of the proposed improvement. Include a narrative on why this improvement is needed.

### **2. RESULTS OR BENEFITS EXPECTED**

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

### **3. APPROACH**

- a. Outline a plan of action pertaining to the scope and detail of how the Sponsor proposes to accomplish the work.
- b. Cite factors, which might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as construction approach, reductions in cost or time or extraordinary social and community involvements.
- c. Provide projections of project milestone dates. As a minimum, identify target dates for defining project costs (i.e. bid opening or completion of negotiations), anticipated issuance of notice-to-proceed and anticipated project completion date.
- d. Identify monitoring and oversight mechanisms the Sponsor proposes to implement.
- e. List key individuals and entities such as consultant, Sponsor personnel and contractor who will work on the project. Provide a short description of the nature of their effort or contribution.

### **4. GEOGRAPHIC LOCATION**

Identify location of the project. This will typically be the name of the airport.

### **5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:**

- a. Describe the relationship between this project and other work planned, anticipated or underway under the Federal Assistance listed under Part II, Section A, Item 5.
- b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.
- c. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope, budget, or objectives have changed or an extension of time is necessary, explain the circumstances and justify.

### **6. SPONSOR'S REPRESENTATIVE**

Identify contact information of Sponsor's representative.

## Application for Federal Assistance (Development and Equipment Projects)

### PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A			
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.			
<b>Item 1.</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	Yes	No	
<b>Item 2.</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	Yes	No	N/A
<b>Item 3.</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	Yes	No	N/A
<b>Item 4.</b> Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	Yes	No	N/A
<b>Item 5.</b> Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.			
<div style="margin-left: 40px;">             The project is included in an <i>approved</i> PFC application.              If included in an approved PFC application,              does the application <i>only</i> address AIP matching share?      Yes      No           </div> <div style="margin-left: 40px; margin-top: 10px;">             The project is included in another Federal Assistance program. Its CFDA number is below.           </div>			
<b>Item 6.</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	Yes	No	N/A
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:			
<div style="margin-left: 40px;">             De Minimis rate of 10% as permitted by 2 CFR § 200.414.               Negotiated Rate equal to                      % as approved by                      (the Cognizant Agency)              on                      (Date) (2 CFR part 200, appendix VII).           </div>			
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>			

**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, 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 Sponsor, 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 Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative 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 subrecipients 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.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

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<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

## PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL
1. Assistance Listing Number:
2. Functional or Other Breakout:

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. <b>Subtotal</b> (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. <b>Less:</b> Ineligible Exclusions (Section C, line 23 g.)			
18. <b>Subtotal</b> (Lines 16 through 17)			
19. Federal Share requested of Line 18			
20. Grantee share			
21. Other shares			
22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)			



<b>SECTION C – EXCLUSIONS</b>	
<b>23. Classification (Description of non-participating work)</b>	<b>Amount Ineligible for Participation</b>
a.	
b.	
c.	
d.	
e.	
f.	
g. <b>Total</b>	

<b>SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE</b>	
<b>24. Grantee Share – Fund Categories</b>	<b>Amount</b>
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. <b>TOTAL</b> - Grantee share	
<b>25. Other Shares</b>	<b>Amount</b>
a. State	
b. Other	
c. <b>TOTAL</b> - Other Shares	
<b>26. TOTAL NON-FEDERAL FINANCING</b>	

<b>SECTION E – REMARKS</b> (Attach sheets if additional space is required)

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

<b>PROJECT:</b>
<b>AIRPORT:</b>
<b>1. Objective:</b>
<b>2. Benefits Anticipated:</b>
<b>3. Approach:</b> (See approved Scope of Work in Final Application)
<b>4. Geographic Location:</b>
<b>5. If Applicable, Provide Additional Information:</b>
<b>6. Sponsor's Representative:</b> (include address & telephone number)



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-129, Construction Project Final Acceptance – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing ~~were or~~ will be determined to be qualified and competent to perform the work (Grant Assurance).

Yes      No      N/A

2. Construction records, including daily logs, ~~were or~~ will be kept by the resident engineer/construction inspector that fully document contractor's performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2).

Yes      No      N/A

3. All acceptance tests specified in the project specifications ~~were or~~ will be performed and documented. (AC 150/5370-12).

Yes      No      N/A

4. Sponsor ~~has taken~~ or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
- Yes      No      N/A
5. Pay reduction factors required by the specifications ~~were applied~~ or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
- Yes      No      N/A
6. Sponsor ~~has notified~~, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes      No      N/A
7. Weekly payroll records and statements of compliance ~~were~~ or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
- Yes      No      N/A
8. Payments to the contractor ~~were~~ or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes      No      N/A
9. A final project inspection ~~was~~ or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes      No      N/A
10. The project ~~was~~ or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
- Yes      No      N/A

11. The construction of all buildings ~~have complied or~~ will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes      No      N/A

12. For development projects, sponsor ~~has taken or~~ will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes      No      N/A

13. Sponsor ~~has revised or~~ will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement ~~has been~~ or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes      No      N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) ~~has been~~ or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes      No      N/A



3. Each employee to be engaged in the performance of the work ~~has been or~~ will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes      No      N/A

4. Employees ~~have been or~~ will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes      No      N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes      No      N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes      No      N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes      No      N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location:

Address:

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this                day of                ,                .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-131, Equipment and Construction Contracts – Airport Improvement Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct ~~is or~~ will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes      No      N/A

2. For all contracts, qualified and competent personnel ~~are or~~ will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).

Yes      No      N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA ~~have included or~~ will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

Yes      No      N/A

4. Sponsors required to have a DBE program on file with the FAA ~~have implemented or~~ will implement monitoring and enforcement measures that:

- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
- b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
- c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

Yes      No      N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). ~~was or~~ will be:

- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
- b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
- c. Publicly opened at a time and place prescribed in the invitation for bids; and
- d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

Yes      No      N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor ~~has requested or~~ will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
- b. Plan for publicizing and soliciting an adequate number of qualified sources; and
- c. Listing of evaluation factors along with relative importance of the factors.

Yes      No      N/A

7. For construction and equipment installation projects, the bid solicitation ~~includes or~~ will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).

Yes      No      N/A

8. Concurrence ~~was or~~ will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes      No      N/A

9. All construction and equipment installation contracts ~~contain or~~ will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes      No      N/A

10. All construction and equipment installation contracts exceeding \$2,000 ~~contain or~~ will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland “Anti-Kickback” Act (29 CFR parts 3 and 5)

Yes      No      N/A

11. All construction and equipment installation contracts exceeding \$3,000 ~~contain or~~ will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes      No      N/A

12. All contracts exceeding \$10,000 ~~contain or~~ will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes      No      N/A

13. All contracts and subcontracts exceeding \$25,000: Measures ~~are in place or~~ will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes      No      N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) ~~include or~~ will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.



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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications ~~were or~~ will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  

YesNoN/A
  
2. Specifications ~~incorporate or~~ will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  

YesNoN/A

3. The development ~~that is included or~~ will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).

Yes No N/A

4. Development and features that are ineligible or unallowable for AIP funding ~~have been or~~ will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).

Yes No N/A

5. The specification ~~does not use or~~ will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).

Yes No N/A

6. The specification ~~does not impose or~~ will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).

Yes No N/A

7. The use of prequalified lists of individuals, firms or products ~~include or~~ will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).

Yes No N/A

8. Solicitations with bid alternates ~~include or~~ will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).

Yes No N/A

9. Concurrence ~~was or~~ will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).

Yes No N/A

10. The plans and specifications ~~incorporate or~~ will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).

Yes No N/A

11. The design of all buildings ~~comply or~~ will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)

Yes No N/A

12. The project specification ~~include or~~ will include process control and acceptance tests required for the project by as per the applicable standard:

- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.

Yes No N/A

b. Snow Removal Equipment as contained in AC 150/5220-20.

Yes No N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

Yes No N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

Yes No N/A

14. The project ~~was or~~ will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-133, Real Property Acquisition – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Real Property Acquisition Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official ~~has or~~ will have good and sufficient title as well as title evidence on property in the project.

Yes      No      N/A

2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they ~~have been or~~ will be extinguished, modified, or subordinated.

Yes      No      N/A

3. If property for airport development ~~is or~~ will be leased, the following conditions have been met:

- a. The term is for 20 years or the useful life of the project;
- b. The lessor is a public agency; and
- c. The lease contains no provisions that prevent full compliance with the grant agreement.

Yes      No      N/A

4. Property in the project ~~is or~~ will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.

Yes      No      N/A

5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest ~~was or~~ will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.

Yes      No      N/A

6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:

- a. The right of flight;
- b. The right of ingress and egress to remove obstructions; and
- c. The right to restrict the establishment of future obstructions.

Yes      No      N/A

7. Appraisals prepared by qualified real estate appraisers hired by the sponsor ~~include or~~ will include the following:

- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
- b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.

Yes      No      N/A

8. Each appraisal ~~has been or~~ will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.

Yes      No      N/A

9. A written offer to acquire each parcel ~~was or~~ will be presented to the property owner for not less than the approved amount of just compensation.

Yes      No      N/A

10. Effort ~~was or~~ will be made to acquire each property through the following negotiation procedures:

- a. No coercive action to induce agreement; and
- b. Supporting documents for settlements included in the project files.

Yes      No      N/A

11. If a negotiated settlement is not reached, the following procedures ~~were or~~ will be used:

- a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property; and
- b. Supporting documents for awards included in the project files.

Yes      No      N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program ~~was or~~ will be established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.

Yes      No      N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses ~~were or~~ will be provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Designated Official Representative: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.



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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).

Yes      No      N/A

2. Sponsor procurement actions ~~ensure or~~ will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).

Yes      No      N/A

3. Sponsor ~~has excluded or~~ will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).

Yes      No      N/A

4. The advertisement ~~describes or~~ will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- Yes      No      N/A
5. Sponsor ~~has publicized or~~ will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes      No      N/A
6. Sponsor ~~has based or~~ will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes      No      N/A
7. Sponsor ~~has verified or~~ will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- Yes      No      N/A
8. A/E services covering multiple projects: Sponsor ~~has agreed to or~~ will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes      No      N/A
9. Sponsor ~~has negotiated or~~ will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes      No      N/A
10. The Sponsor's contract ~~identifies or~~ will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes      No      N/A
11. Sponsor ~~has prepared or~~ will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- Yes      No      N/A
12. Sponsor ~~has incorporated or~~ will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes      No      N/A

13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor ~~has established or~~ will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

Yes      No      N/A

14. Sponsor ~~is not using or~~ will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes      No      N/A

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Certification and Disclosure Regarding Potential Conflicts of Interest

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

#### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes      No

2. The sponsor's or sub-recipient's officers, employees or agents ~~have not and~~ will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes      No

3. The sponsor or sub-recipient certifies that it ~~has disclosed and~~ will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes      No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this          day of          ,          .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, 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 undersigned, 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### \* APPLICANT'S ORGANIZATION

Village of Ruidoso

#### \* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Ms.

\* First Name: Lynn

Middle Name:

\* Last Name: Crawford

Suffix:

\* Title: Mayor

\* SIGNATURE:

\* DATE:

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, 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 undersigned, 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 of Lobbying Activities," in accordance with its instructions.

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### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### \* APPLICANT'S ORGANIZATION

Village of Ruidodo

#### \* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Ms. \* First Name: Lynn Middle Name:   
\* Last Name: Crawford Suffix:   
\* Title: Mayor

\* SIGNATURE:

\* DATE:



# **Application for Federal Assistance SF-424**

*1. Type of Submission: Preapplication Application Changed/Corrected Application	*2. Type of Application New Continuation Revision	* If Revision, select appropriate letter(s):  * Other (Specify)
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\*3. Date Received: 4. Applicant Identifier:

5a. Federal Entity Identifier: \*5b. Federal Award Identifier:

## **State Use Only:**

6. Date Received by State: 7. State Application Identifier:

## **8. APPLICANT INFORMATION:**

\*a. Legal Name:

\*b. Employer/Taxpayer Identification Number (EIN/TIN): \*c. UEI:

## **d. Address:**

\*Street 1: \_\_\_\_\_  
Street 2: \_\_\_\_\_  
\*City: \_\_\_\_\_  
County/Parish: \_\_\_\_\_  
\*State: \_\_\_\_\_  
\*Province: \_\_\_\_\_  
\*Country: \_\_\_\_\_  
\*Zip / Postal Code: \_\_\_\_\_

## **e. Organizational Unit:**

Department Name: Division Name:

## **f. Name and contact information of person to be contacted on matters involving this application:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_  
Middle Name: \_\_\_\_\_  
\*Last Name: \_\_\_\_\_  
Suffix: \_\_\_\_\_

Title:

Organizational Affiliation:

\*Telephone Number: Fax Number:

\*Email:

**Application for Federal Assistance SF-424**

**\*9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\*Other (Specify)

**\*10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

\_\_\_\_\_

CFDA Title:

\_\_\_\_\_

**\*12. Funding Opportunity Number:**

\_\_\_\_\_

\*Title:

\_\_\_\_\_

**13. Competition Identification Number:**

\_\_\_\_\_

Title:

\_\_\_\_\_

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\*15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

**Application for Federal Assistance SF-424****16. Congressional Districts Of:**

\*a. Applicant:

\*b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\*a. Start Date:

\*b. End Date:

**18. Estimated Funding (\$):**

\*a. Federal \_\_\_\_\_

\*b. Applicant \_\_\_\_\_

\*c. State \_\_\_\_\_

\*d. Local \_\_\_\_\_

\*e. Other \_\_\_\_\_

\*f. Program Income \_\_\_\_\_

\*g. TOTAL \_\_\_\_\_

**\*19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on \_\_\_\_\_ .
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\*20. Is the Applicant Delinquent On Any Federal Debt?**

Yes      No

**If "Yes", explain:**

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix: \_\_\_\_\_ \*First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

\*Last Name: \_\_\_\_\_

Suffix: \_\_\_\_\_

\*Title:

\*Telephone Number:

Fax Number:

\* Email:

\*Signature of Authorized Representative:

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\*Date Signed:



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-100, Application for Federal Assistance (Development and Equipment Projects)**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 28 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200; no assurance of confidentiality is provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

## **INSTRUCTIONS FOR FORM 5100-100**

### **PART I – Application for Federal Assistance**

Part I of the Application for Federal Assistance consists of a completed Standard Form (SF) 424. The remaining parts of Form 5100-100 (Parts II, III and IV) represent continuation pages that the Sponsor must attach to the associated SF-424 form. The signature of the Sponsor's authorized representative on the SF-424 form represents acceptance of the representations and certifications made within the corresponding FAA 5100-100 form.

### **PART II – Project Approval Information**

This information is necessary for the Federal Aviation Administration to evaluate this request for Federal assistance. Responses do not require an explanation unless explicitly requested by the question.

#### **SECTION A. STATUTORY CONDITIONS**

**Item 1** – Indicate whether the Sponsor maintains an active registration in the Federal System for Award Management (SAM). Pursuant to 2 CFR §25.200(b), a Sponsor must maintain an active registration in the Central Contractor Registration repository (housed within SAM) with current information at the time of the application and during the active period of the Federal award.

**Item 2** – Indicate whether the Sponsor can commence the project within the same fiscal year the grant is made or within 6 months of when the grant is made, whichever is later. Attach explanation for negative responses. This information is considered when allocating discretionary funds. (49 U.S.C. § 47115(d)(2))

**Item 3** – Indicate whether the Sponsor can complete the project without unreasonable delays. If applicable, provide listing of foreseeable events (winter shutdown, land acquisition issues, non-aeronautical events, etc.) that have potential to delay completion of the project. (49 USC § 47106(a))

**Item 4** – Indicate whether the environmental review (i.e. environmental assessment, mitigated FONSI, etc.) identified impacts or effects on the environment that require mitigating measures that lessen the impact or effect on the environment. If yes, provide a summary listing of mitigating measures. (49 U.S.C. § 47106(c))

**Item 5** – Indicate whether the project covered by this request is also covered by an approved Passenger Facility Charge (PFC) application or other Federal assistance program by selecting all applicable check boxes (49 U.S.C. § 40117(d) and 2 CFR § 200.403). If the approved PFC application only addresses the Sponsor's AIP matching share, select the appropriate check box.

If the project, or portions thereof, is covered by another Federal assistance program, identify the Federal assistance program by name and the Catalog of Federal Domestic Assistance (CFDA) number.

**Item 6** – Indicate whether the Sponsor intends to seek reimbursement of Sponsor indirect costs as defined by 2 CFR §200.414 and 2 CFR Appendix VII to Part 200. This information request **does not** include the indirect costs claimed by a for-profit entity (e.g. consultant).

- The de minimis rate may only be used if the Sponsor has not previously received a negotiated Indirect Cost Rate (ICR) and does not exceed the limitations prescribed in Appendix VII to Part 200.
- A Sponsor with an existing approved negotiated ICR must identify the ICR value, the name of the cognizant agency that approved the ICR and the date of approval.

## **SECTION B. CERTIFICATION REGARDING LOBBYING**

This section addresses the Sponsor's declaration regarding lobbying activities. The declaration made in the section are under signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached.

Title 31 U.S.C. § 1352 establishes that no appropriated funds may be expended by a recipient of a Federal grant to pay any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this covered Federal assistance action. Pursuant to 40 CFR part 20, this certification attests that the Sponsor has not made, and will not make, any prohibited payment by 31 U.S.C. § 1352.

## SECTION C. REPRESENTATIONS AND CERTIFICATION

1. **Compatible Land Use** (49 U.S.C. § 47107(a)(10)) – Identify actions the Sponsor has taken to assure land uses in close proximity to the airport are compatible with normal airport operations.
2. **Defaults** – Confirm that Sponsor is not in default on any obligation to the United States or any agency of the United States government.
3. **Possible Disabilities** – Confirm that Sponsor has no facts or circumstances (i.e. legal, financial or otherwise) that might adversely affect the Sponsor in completing the project and carrying out the provisions of the associated Grant Assurances.
4. **Consistency with Local Plans** (49 U.S.C. § 47106(a)) – Confirm project is consistent with plans (existing at the time the project is approved) of public agencies authorized by the State in which the airport is located to plan.
5. **Consideration of Local Interests** (49 U.S.C. § 47106(b)) – Confirm the Sponsor has given fair consideration to the community in and near the project.
6. **Consultation with Users** (49 U.S.C. § 47105(a)) - Confirm the Sponsor has consulted with airport users that will be affected by the project.
7. **Public Hearings** (49 U.S.C. § 47106(c)) – For projects involving the location of an airport, runway or major runway extension, confirm the Sponsor:
  - a. Provided an opportunity for a public hearing to consider economic, social and environmental effects of the project.
  - b. Has voting representation from the communities in which the project is located; or has advised the communities that they have the right to petition the Secretary about the proposed project.
8. **Air and Water Quality Standards** - Confirm Sponsor will comply with applicable air and water quality standards.
9. **Exclusive Rights** (49 U.S.C. § 47107(a)) – Identify all instances of exclusive rights to conduct aeronautical services at the airport.
10. **Land (49 U.S.C. § 47106(b))** –
  - a. Identify property interests specific to the development project and/or land acquisition. The declaration of property interest is to be based upon a title opinion submitted by an attorney. When identifying the property interest, use the same parcel numbers as used to identify the property on the associated Exhibit A property map.  
Example: “*Sponsor maintains property interest as depicted within the property table on the Exhibit A property map dated \_\_/\_\_/\_\_ originally filed with AIP Project ###.*”
  - b. Complete this subpart if the Sponsor proposes a project for which they have not yet obtained appropriate property interests. Note that the work may not commence until Sponsor obtains acceptable property interests. Identify such property by parcel number that corresponds to the associated Exhibit A property map.
  - c. Complete this subpart when acquiring property interests under the grant. Identify such property by parcel number that corresponds to the associated Exhibit A property map.

## **PART III – Budget Information**

### **SECTION A. GENERAL**

**1. Assistance Listing Number** - Show the Assistance Listing Number from which the assistance is requested.

**2. Functional or Other Breakout:** Indicate “Airport Improvement Program”. Prepare a separate set of Part III forms for other Federal program categories.

### **SECTION B. CALCULATION OF FEDERAL GRANT**

When applying for a new grant, use the Total Amount Column only. Use all columns when requesting revisions of previously awarded amounts.

**Line 1** - Enter amounts needed for administration expenses, which may include such items as: legal fees, mailing/shipping expenses, audit fees and documented Sponsor employee time that is necessary to administer the grant.

**Line 2** - Enter amounts pertaining to allowable preliminary expenses. These include such expenses as independent fee estimate preparation, advertising expenses and permits.

**Line 3** - Enter amounts directly associated with the acquisition of land, existing structures, and related right-of-way.

**Line 4** - Enter fees for architectural engineering basic services.

**Line 5** - Enter amounts for architectural engineering special services (e.g. surveys, tests and borings).

**Line 6** - Enter fees for inspection, testing and monitoring of construction and related programs.

**Line 7** - Enter amounts associated with the development of land where the primary purpose of the grant is land improvement. Site work normally associated with major construction should be excluded from this category and shown on line 11.

**Line 8** - Enter the dollar amounts needed to provide relocation advisory assistance, and the net amounts for replacement (last resort) housing. Do not include relocation administration expenses on this Line; include them on Line 1.

**Line 9** - Enter the estimated amount of relocation payments to be made to displaced persons, business concerns, and non-profit organizations for moving expenses and replacement housing.

**Line 10** - Enter the cost of demolition or removal of improvements on developed land. Reduce the costs on this line by the amount of expected proceeds from the sale of salvage, if so instructed by the Federal grantor agency. Otherwise, show the proceeds on Line 15.

**Line 11** - Enter amounts for the actual construction of, addition to or restoration of a facility. Include in this category the amounts of project improvements such as grading, drainage, paving, marking, lighting, buildings, seeding/sodding, etc.

**Line 12** - Enter amounts for equipment. Examples include ARFF vehicles, SRE equipment, AWOS equipment, interactive training, NAVAID equipment, etc.)

**Line 13** - Enter miscellaneous amounts for items not specifically covered by previous categories.

**Line 14** - Enter the sum of Lines 1-13.

**Line 15** - Enter the estimated amount of program income that will be earned during the grant period and applied to the program. Examples include vehicle trade-in value, sale of millings resulting from project, credits passed on from contractor, etc. This line may be used to indicate applied liquidated damages.

**Line 16** - Enter the difference between Line 14 and Line 15.

**Line 17** - Enter the aggregate amount for those items, which are a part of the project but not subject to Federal participation. Refer to Section C, exclusions.

**Line 18** - Enter the subtotal sum of Lines 16 and 17. (This is the amount to which the matching share ratio prescribed in program legislation is applied.)

**Line 19** - Indicate the total amount of the Federal assistance requested. This value is determined by multiplying the grant participation rate by the amount indicated in line 18.

**Line 20** - Indicate the amount of the Grantee's share (from Section D).

**Line 21** - Indicate the amount of other shares (from Section D)

**Line 22** - Indicate sum of Lines 19, 20 and 21.

#### **SECTION C. EXCLUSIONS**

**Line 23 a-g** - Identify and list those costs which are part of the project cost but are not subject to Federal participation because of program legislation or Federal grantor agency instructions. The total amount on Line g should agree with the amount shown on Line 17 of Section B.

#### **SECTION D. PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE**

**Line 24 a-g** - Show the source of the grantee's share. If cash is not immediately available, specify the actions completed to date and those actions remaining to make cash available under Section E - Remarks. Indicate also the period of time that will be required after execution of the grant agreement to obtain the funds. If there is a non-cash contribution, explain what this contribution will consist of.

**Line 24h** - Indicate total of Lines 24 a-g. This amount must equal the amount in Section B, Line 20.

**Line 25a** - Show the amount that will be contributed by a State or state agency, only if the applicant is not a State or state agency. If there is a non-cash or other contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25b** - Show the amount that will be contributed from other sources. If there is a non-cash contribution, explain what the contribution will consist of under Section E - Remarks.

**Line 25c** - Show the total of Lines 25a and 25b. This amount must be the same as the amount shown in Section B, Line 21.

**Line 26** - Enter the totals of Lines 24h and 25c.

#### **SECTION E. OTHER REMARKS**

Make any remarks pertinent to the project and provide any other information required by these instructions or the grantor agency. Attach additional sheets, if necessary.



## **PART IV – Program Narrative**

Prepare the program narrative statement in accordance with the following instructions for all new grant programs. Requests for supplemental assistance should be responsive to Item 5b only. Requests for continuation or refunding or other changes of an approved project should be responsive to Item 5c only.

### **1. OBJECTIVES AND NEED FOR THIS ASSISTANCE**

Provide a short and concise description of the proposed improvement. Include a narrative on why this improvement is needed.

### **2. RESULTS OR BENEFITS EXPECTED**

Identify results and benefits to be derived. For example, include a description of who will occupy the facility and show how the facility will be used. For land acquisition or development projects, explain how the project will benefit the public.

### **3. APPROACH**

- a. Outline a plan of action pertaining to the scope and detail of how the Sponsor proposes to accomplish the work.
- b. Cite factors, which might accelerate or decelerate the work, and your reason for taking this approach as opposed to others. Describe any unusual features of the project such as construction approach, reductions in cost or time or extraordinary social and community involvements.
- c. Provide projections of project milestone dates. As a minimum, identify target dates for defining project costs (i.e. bid opening or completion of negotiations), anticipated issuance of notice-to-proceed and anticipated project completion date.
- d. Identify monitoring and oversight mechanisms the Sponsor proposes to implement.
- e. List key individuals and entities such as consultant, Sponsor personnel and contractor who will work on the project. Provide a short description of the nature of their effort or contribution.

### **4. GEOGRAPHIC LOCATION**

Identify location of the project. This will typically be the name of the airport.

### **5. IF APPLICABLE, PROVIDE THE FOLLOWING INFORMATION:**

- a. Describe the relationship between this project and other work planned, anticipated or underway under the Federal Assistance listed under Part II, Section A, Item 5.
- b. Explain the reason for all requests for supplemental assistance and justify the need for additional funding.
- c. If there have been significant changes in the project objectives, location, approach or time delays, explain and justify. For other requests for changes or amendments, explain the reason for the change(s). If the scope, budget, or objectives have changed or an extension of time is necessary, explain the circumstances and justify.

### **6. SPONSOR'S REPRESENTATIVE**

Identify contact information of Sponsor's representative.

## Application for Federal Assistance (Development and Equipment Projects)

### PART II – PROJECT APPROVAL INFORMATION

Part II - SECTION A			
The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.			
<b>Item 1.</b> Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)?	Yes	No	
<b>Item 2.</b> Can Sponsor commence the work identified in the application in the fiscal year the grant is made or within six months after the grant is made, whichever is later?	Yes	No	N/A
<b>Item 3.</b> Are there any foreseeable events that would delay completion of the project? If yes, provide attachment to this form that lists the events.	Yes	No	N/A
<b>Item 4.</b> Will the project(s) covered by this request have impacts or effects on the environment that require mitigating measures? If yes, attach a summary listing of mitigating measures to this application and identify the name and date of the environmental document(s).	Yes	No	N/A
<b>Item 5.</b> Is the project covered by this request included in an approved Passenger Facility Charge (PFC) application or other Federal assistance program? If yes, please identify other funding sources by checking all applicable boxes.			
<div style="margin-left: 40px;">             The project is included in an <i>approved</i> PFC application.              If included in an approved PFC application,              does the application <i>only</i> address AIP matching share?      Yes      No           </div> <div style="margin-left: 40px; margin-top: 10px;">             The project is included in another Federal Assistance program. Its CFDA number is below.           </div>			
<b>Item 6.</b> Will the requested Federal assistance include Sponsor indirect costs as described in 2 CFR Appendix VII to Part 200, States and Local Government and Indian Tribe Indirect Cost Proposals?	Yes	No	N/A
If the request for Federal assistance includes a claim for allowable indirect costs, select the applicable indirect cost rate the Sponsor proposes to apply:			
<div style="margin-left: 40px;">             De Minimis rate of 10% as permitted by 2 CFR § 200.414.           </div> <div style="margin-left: 40px; margin-top: 10px;">             Negotiated Rate equal to                      % as approved by                      (the Cognizant Agency)              on                      (Date) (2 CFR part 200, appendix VII).           </div>			
<i>Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.</i>			

**PART II - SECTION B**

**Certification Regarding Lobbying**

The declarations made on this page are under the signature of the authorized representative as identified in box 21 of form SF-424, to which this form is attached. The term "Sponsor" refers to the applicant name provided in box 8 of the associated SF-424 form.

The Authorized Representative certifies, 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 Sponsor, 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 Authorized Representative shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The Authorized Representative 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 subrecipients 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.

**PART II – SECTION C**

The Sponsor hereby represents and certifies as follows:

**1. Compatible Land Use** – The Sponsor has taken the following actions to assure compatible usage of land adjacent to or in the vicinity of the airport:

**2. Defaults** – The Sponsor is not in default on any obligation to the United States or any agency of the United States Government relative to the development, operation, or maintenance of any airport, except as stated herewith:

**3. Possible Disabilities** – There are no facts or circumstances (including the existence of effective or proposed leases, use agreements or other legal instruments affecting use of the Airport or the existence of pending litigation or other legal proceedings) which in reasonable probability might make it impossible for the Sponsor to carry out and complete the Project or carry out the provisions of the Grant Assurances, either by limiting its legal or financial ability or otherwise, except as follows:

**4. Consistency with Local Plans** – The project is reasonably consistent with plans existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

**5. Consideration of Local Interest** – It has given fair consideration to the interest of communities in or near where the project may be located.

**6. Consultation with Users** – In making a decision to undertake an airport development project under Title 49, United States Code, it has consulted with airport users that will potentially be affected by the project (§ 47105(a)(2)).

**7. Public Hearings** – In projects involving the location of an airport, an airport runway or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

**8. Air and Water Quality Standards** – In projects involving airport location, a major runway extension, or runway location it will provide for the Governor of the state in which the project is located to certify in writing to the Secretary that the project will be located, designed, constructed, and operated so as to comply with applicable and air and water quality standards. In any case where such standards have not been approved and where applicable air and water quality standards have been promulgated by the Administrator of the Environmental Protection Agency, certification shall be obtained from such Administrator. Notice of certification or refusal to certify shall be provided within sixty days after the project application has been received by the Secretary.

**PART II – SECTION C (Continued)**

**9. Exclusive Rights** – There is no grant of an exclusive right for the conduct of any aeronautical activity at any airport owned or controlled by the Sponsor except as follows:

**10. Land** – (a) The sponsor holds the following property interest in the following areas of land, which are to be developed or used as part of or in connection with the Airport subject to the following exceptions, encumbrances, and adverse interests, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

The Sponsor further certifies that the above is based on a title examination by a qualified attorney or title company and that such attorney or title company has determined that the Sponsor holds the above property interests.

(b) The Sponsor will acquire within a reasonable time, but in any event prior to the start of any construction work under the Project, the following property interest in the following areas of land on which such construction work is to be performed, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

(c) The Sponsor will acquire within a reasonable time, and if feasible prior to the completion of all construction work under the Project, the following property interest in the following areas of land which are to be developed or used as part of or in connection with the Airport as it will be upon completion of the Project, all of which areas are identified on the aforementioned property map designated as Exhibit “A”. [1]

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<sup>1</sup> State the character of property interest in each area and list and identify for each all exceptions, encumbrances, and adverse interests of every kind and nature, including liens, easements, leases, etc. The separate areas of land need only be identified here by the area numbers shown on the property map.

## PART III – BUDGET INFORMATION – CONSTRUCTION

SECTION A – GENERAL
1. Assistance Listing Number:
2. Functional or Other Breakout:

SECTION B – CALCULATION OF FEDERAL GRANT			
Cost Classification	Latest Approved Amount (Use only for revisions)	Adjustment + or (-) Amount (Use only for revisions)	Total Amount Required
1. Administration expense			
2. Preliminary expense			
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			
5. Other Architectural engineering fees			
6. Project inspection fees			
7. Land development			
8. Relocation Expenses			
9. Relocation payments to Individuals and Businesses			
10. Demolition and removal			
11. Construction and project improvement			
12. Equipment			
13. Miscellaneous			
14. <b>Subtotal</b> (Lines 1 through 13)			
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. <b>Less:</b> Ineligible Exclusions (Section C, line 23 g.)			
18. <b>Subtotal</b> (Lines 16 through 17)			
19. Federal Share requested of Line 18			
20. Grantee share			
21. Other shares			
22. <b>TOTAL PROJECT</b> (Lines 19, 20 & 21)			

SECTION C – EXCLUSIONS	
23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. <b>Total</b>	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE	
24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. <b>TOTAL</b> - Grantee share	
25. Other Shares	Amount
a. State	
b. Other	
c. <b>TOTAL</b> - Other Shares	
<b>26. TOTAL NON-FEDERAL FINANCING</b>	

SECTION E – REMARKS (Attach sheets if additional space is required)

**PART IV – PROGRAM NARRATIVE**  
(Suggested Format)

<b>PROJECT:</b>
<b>AIRPORT:</b>
<b>1. Objective:</b>
<b>2. Benefits Anticipated:</b>
<b>3. Approach:</b> (See approved Scope of Work in Final Application)
<b>4. Geographic Location:</b>
<b>5. If Applicable, Provide Additional Information:</b>
<b>6. Sponsor's Representative:</b> (include address & telephone number)





U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-129, Construction Project Final Acceptance – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Construction Project Final Acceptance Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d), authorizes the Secretary to require me certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program. General standards for final acceptance and close out of federally funded construction projects are in 2 CFR § 200.343 – Closeout and supplemented by FAA Order 5100.38. The sponsor must determine that project costs are accurate and proper in accordance with specific requirements of the grant agreement and contract documents.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgment and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The personnel engaged in project administration, engineering supervision, project inspection, and acceptance testing ~~were or~~ will be determined to be qualified and competent to perform the work (Grant Assurance).

Yes      No      N/A

2. Construction records, including daily logs, ~~were or~~ will be kept by the resident engineer/construction inspector that fully document contractor’s performance in complying with:
  - a. Technical standards (Advisory Circular (AC) 150/5370-12);
  - b. Contract requirements (2 CFR part 200 and FAA Order 5100.38); and
  - c. Construction safety and phasing plan measures (AC 150/5370-2).

Yes      No      N/A

3. All acceptance tests specified in the project specifications ~~were or~~ will be performed and documented. (AC 150/5370-12).

Yes      No      N/A

4. Sponsor ~~has taken~~ or will take appropriate corrective action for any test result outside of allowable tolerances (AC 150/5370-12).
- Yes      No      N/A
5. Pay reduction factors required by the specifications ~~were applied~~ or will be applied in computing final payments with a summary made available to the FAA (AC 150/5370-10).
- Yes      No      N/A
6. Sponsor ~~has notified~~, or will promptly notify the Federal Aviation Administration (FAA) of the following occurrences:
- a. Violations of any federal requirements set forth or included by reference in the contract documents (2 CFR part 200);
  - b. Disputes or complaints concerning federal labor standards (29 CFR part 5); and
  - c. Violations of or complaints addressing conformance with Equal Employment Opportunity or Disadvantaged Business Enterprise requirements (41 CFR Chapter 60 and 49 CFR part 26).
- Yes      No      N/A
7. Weekly payroll records and statements of compliance ~~were~~ or will be submitted by the prime contractor and reviewed by the sponsor for conformance with federal labor and civil rights requirements as required by FAA and U.S. Department of Labor (29 CFR Part 5).
- Yes      No      N/A
8. Payments to the contractor ~~were~~ or will be made in conformance with federal requirements and contract provisions using sponsor internal controls that include:
- a. Retaining source documentation of payments and verifying contractor billing statements against actual performance (2 CFR § 200.302 and FAA Order 5100.38);
  - b. Prompt payment of subcontractors for satisfactory performance of work (49 CFR § 26.29);
  - c. Release of applicable retainage upon satisfactory performance of work (49 CFR § 26.29); and
  - d. Verification that payments to DBEs represent work the DBE performed by carrying out a commercially useful function (49 CFR §26.55).
- Yes      No      N/A
9. A final project inspection ~~was~~ or will be conducted with representatives of the sponsor and the contractor present that ensure:
- a. Physical completion of project work in conformance with approved plans and specifications (Order 5100.38);
  - b. Necessary actions to correct punch list items identified during final inspection are complete (Order 5100.38); and
  - c. Preparation of a record of final inspection and distribution to parties to the contract (Order 5100.38);
- Yes      No      N/A
10. The project ~~was~~ or will be accomplished without material deviations, changes, or modifications from approved plans and specifications, except as approved by the FAA (Order 5100.38).
- Yes      No      N/A

11. The construction of all buildings ~~have complied or~~ will comply with the seismic construction requirements of 49 CFR § 41.120.

Yes      No      N/A

12. For development projects, sponsor ~~has taken or~~ will take the following close-out actions:

- a. Submit to the FAA a final test and quality assurance report summarizing acceptance test results, as applicable (Grant Condition);
- b. Complete all environmental requirements as established within the project environmental determination (Order 5100.38); and
- c. Prepare and retain as-built plans (Order 5100.38).

Yes      No      N/A

13. Sponsor ~~has revised or~~ will revise their airport layout plan (ALP) that reflects improvements made and has submitted or will submit an updated ALP to the FAA no later than 90 days from the period of performance end date. (49 USC § 47107 and Order 5100.38).

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-130, Drug-Free Workplace – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Drug-Free Workplace Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on the drug-free workplace within federal grant programs are described in 2 CFR part 182. Sponsors are required to certify they will be, or will continue to provide, a drug-free workplace in accordance with the regulation. The AIP project grant agreement contains specific assurances on the Drug-Free Workplace Act of 1988.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A statement ~~has been~~ or will be published prior to commencement of project notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the sponsor's workplace, and specifying the actions to be taken against employees for violation of such prohibition (2 CFR § 182.205).

Yes      No      N/A

2. An ongoing drug-free awareness program (2 CFR § 182.215) ~~has been~~ or will be established prior to commencement of project to inform employees about:

- a. The dangers of drug abuse in the workplace;
- b. The sponsor's policy of maintaining a drug-free workplace;
- c. Any available drug counseling, rehabilitation, and employee assistance programs; and
- d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Yes      No      N/A

3. Each employee to be engaged in the performance of the work ~~has been or~~ will be given a copy of the statement required within item 1 above prior to commencement of project (2 CFR § 182.210).

Yes      No      N/A

4. Employees ~~have been or~~ will be notified in the statement required by item 1 above that, as a condition employment under the grant (2 CFR § 182.205(c)), the employee will:

- a. Abide by the terms of the statement; and
- b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

Yes      No      N/A

5. The Federal Aviation Administration (FAA) will be notified in writing within 10 calendar days after receiving notice under item 4b above from an employee or otherwise receiving actual notice of such conviction (2 CFR § 182.225). Employers of convicted employees must provide notice, including position title of the employee, to the FAA (2 CFR § 182.300).

Yes      No      N/A

6. One of the following actions (2 CFR § 182.225(b)) will be taken within 30 calendar days of receiving a notice under item 4b above with respect to any employee who is so convicted:

- a. Take appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; and
- b. Require such employee to participate satisfactorily in drug abuse assistance or rehabilitation programs approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

Yes      No      N/A

7. A good faith effort will be made, on a continuous basis, to maintain a drug-free workplace through implementation of items 1 through 6 above (2 CFR § 182.200).

Yes      No      N/A

**Site(s) of performance of work (2 CFR § 182.230):**

**Location 1**

Name of Location:

Address:

**Location 2 (if applicable)**

Name of Location:

Address:

**Location 3 (if applicable)**

Name of Location:

Address:

Attach documentation clarifying any above item marked with a "No" response.

**Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this                day of                ,                .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.





U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-131, Equipment and Construction Contracts – Airport Improvement Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Equipment and Construction Contracts Airport Improvement Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General procurement standards for equipment and construction contracts within Federal grant programs are described in 2 CFR §§ 200.317-200.326. Labor and Civil Rights Standards applicable to the AIP are established by the Department of Labor ([www.dol.gov](http://www.dol.gov)) AIP Grant Assurance C.1—General Federal Requirements identifies all applicable Federal Laws, regulations, executive orders, policies, guidelines and requirements for assistance under the AIP. Sponsors may use state and local procedures provided the procurement conforms to these federal standards.

This certification applies to all equipment and construction projects. Equipment projects may or may not employ laborers and mechanics that qualify the project as a “covered contract” under requirements established by the Department of Labor requirements. Sponsor shall provide appropriate responses to the certification statements that reflect the character of the project regardless of whether the contract is for a construction project or an equipment project.

### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. A written code or standard of conduct ~~is or~~ will be in effect prior to commencement of the project that governs the performance of the sponsor’s officers, employees, or agents in soliciting, awarding and administering procurement contracts (2 CFR § 200.318).

Yes      No      N/A

2. For all contracts, qualified and competent personnel ~~are or~~ will be engaged to perform contract administration, engineering supervision, construction inspection, and testing (Grant Assurance C.17).

Yes      No      N/A

3. Sponsors that are required to have a Disadvantage Business Enterprise (DBE) program on file with the FAA ~~have included or~~ will include clauses required by Title VI of the Civil Rights Act and 49 CFR Part 26 for Disadvantaged Business Enterprises in all contracts and subcontracts.

Yes      No      N/A

4. Sponsors required to have a DBE program on file with the FAA ~~have implemented or~~ will implement monitoring and enforcement measures that:

- a. Ensure work committed to Disadvantaged Business Enterprises at contract award is actually performed by the named DBEs (49 CFR § 26.37(b));
- b. Include written certification that the sponsor has reviewed contract records and has monitored work sites for performance by DBE firms (49 CFR § 26.37(b)); and
- c. Provides for a running tally of payments made to DBE firms and a means for comparing actual attainments (i.e. payments) to original commitments (49 CFR § 26.37(c)).

Yes      No      N/A

5. Sponsor procurement actions using the competitive sealed bid method (2 CFR § 200.320(c)). ~~was or~~ will be:

- a. Publicly advertised, allowing a sufficient response time to solicit an adequate number of interested contractors or vendors;
- b. Prepared to include a complete, adequate and realistic specification that defines the items or services in sufficient detail to allow prospective bidders to respond;
- c. Publicly opened at a time and place prescribed in the invitation for bids; and
- d. Prepared in a manner that result in a firm fixed price contract award to the lowest responsive and responsible bidder.

Yes      No      N/A

6. For projects the Sponsor proposes to use the competitive proposal procurement method (2 CFR § 200.320(d)), Sponsor ~~has requested or~~ will request FAA approval prior to proceeding with a competitive proposal procurement by submitting to the FAA the following:

- a. Written justification that supports use of competitive proposal method in lieu of the preferred sealed bid procurement method;
- b. Plan for publicizing and soliciting an adequate number of qualified sources; and
- c. Listing of evaluation factors along with relative importance of the factors.

Yes      No      N/A

7. For construction and equipment installation projects, the bid solicitation ~~includes or~~ will include the current federal wage rate schedule(s) for the appropriate type of work classifications (2 CFR Part 200, Appendix II).

Yes      No      N/A

8. Concurrence ~~was or~~ will be obtained from the Federal Aviation Administration (FAA) prior to contract award under any of the following circumstances (Order 5100.38D):

- a. Only one qualified person/firm submits a responsive bid;
- b. Award is to be made to other than the lowest responsible bidder; and
- c. Life cycle costing is a factor in selecting the lowest responsive bidder.

Yes      No      N/A

9. All construction and equipment installation contracts ~~contain or~~ will contain provisions for:

- a. Access to Records (§ 200.336)
- b. Buy American Preferences (Title 49 U.S.C. § 50101)
- c. Civil Rights - General Provisions and Title VI Assurances( 41 CFR part 60)
- d. Federal Fair Labor Standards (29 U.S.C. § 201, et seq)
- e. Occupational Safety and Health Act requirements (20 CFR part 1920)
- f. Seismic Safety – building construction (49 CFR part 41)
- g. State Energy Conservation Requirements - as applicable(2 CFR part 200, Appendix II)
- h. U.S. Trade Restriction (49 CFR part 30)
- i. Veterans Preference (49 USC § 47112(c))

Yes      No      N/A

10. All construction and equipment installation contracts exceeding \$2,000 ~~contain or~~ will contain the provisions established by:

- a. Davis-Bacon and Related Acts (29 CFR part 5)
- b. Copeland “Anti-Kickback” Act (29 CFR parts 3 and 5)

Yes      No      N/A

11. All construction and equipment installation contracts exceeding \$3,000 ~~contain or~~ will contain a contract provision that discourages distracted driving (E.O. 13513).

Yes      No      N/A

12. All contracts exceeding \$10,000 ~~contain or~~ will contain the following provisions as applicable:

- a. Construction and equipment installation projects - Applicable clauses from 41 CFR Part 60 for compliance with Executive Orders 11246 and 11375 on Equal Employment Opportunity;
- b. Construction and equipment installation - Contract Clause prohibiting segregated facilities in accordance with 41 CFR part 60-1.8;
- c. Requirement to maximize use of products containing recovered materials in accordance with 2 CFR § 200.322 and 40 CFR part 247; and
- d. Provisions that address termination for cause and termination for convenience (2 CFR Part 200, Appendix II).

Yes      No      N/A

13. All contracts and subcontracts exceeding \$25,000: Measures ~~are in place or~~ will be in place (e.g. checking the System for Award Management) that ensure contracts and subcontracts are not awarded to individuals or firms suspended, debarred, or excluded from participating in federally assisted projects (2 CFR parts 180 and 1200).

Yes      No      N/A

14. Contracts exceeding the simplified acquisition threshold (currently \$250,000) ~~include or~~ will include provisions, as applicable, that address the following:

- a. Construction and equipment installation contracts - a bid guarantee of 5%, a performance bond of 100%, and a payment bond of 100% (2 CFR § 200.325);
- b. Construction and equipment installation contracts - requirements of the Contract Work Hours and Safety Standards Act (40 USC 3701-3708, Sections 103 and 107);
- c. Restrictions on Lobbying and Influencing (2 CFR part 200, Appendix II);
- d. Conditions specifying administrative, contractual and legal remedies for instances where contractor or vendor violate or breach the terms and conditions of the contract (2 CFR §200, Appendix II); and
- e. All Contracts - Applicable standards and requirements issued under Section 306 of the Clean Air Act (42 USC 7401-7671q), Section 508 of the Clean Water Act (33 USC 1251-1387, and Executive Order 11738.

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-132, Project Plans and Specifications – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Project Plans and Specifications

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). Labor and civil rights standards applicable to AIP are established by the Department of Labor ([www.dol.gov/](http://www.dol.gov/)). AIP Grant Assurance C.1—General Federal Requirements identifies applicable federal laws, regulations, executive orders, policies, guidelines and requirements for assistance under AIP. A list of current advisory circulars with specific standards for procurement, design or construction of airports, and installation of equipment and facilities is referenced in standard airport sponsor Grant Assurance 34 contained in the grant agreement.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting “Yes” represents sponsor acknowledgement and confirmation of the certification statement. The term “will” means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. The plans and specifications ~~were or~~ will be prepared in accordance with applicable federal standards and requirements, so that no deviation or modification to standards set forth in the advisory circulars, or FAA-accepted state standard, is necessary other than those explicitly approved by the Federal Aviation Administration (FAA) (14 USC § 47105).  

YesNoN/A
  
2. Specifications ~~incorporate or~~ will incorporate a clear and accurate description of the technical requirement for the material or product that does not contain limiting or proprietary features that unduly restrict competition (2 CFR §200.319).  

YesNoN/A

3. The development ~~that is included or~~ will be included in the plans is depicted on the current airport layout plan as approved by the FAA (14 USC § 47107).

Yes No N/A

4. Development and features that are ineligible or unallowable for AIP funding ~~have been or~~ will be omitted from the plans and specifications (FAA Order 5100.38, par. 3-43).

Yes No N/A

5. The specification ~~does not use or~~ will not use "brand name" or equal to convey requirements unless sponsor requests and receives approval from the FAA to use brand name (FAA Order 5100.38, Table U-5).

Yes No N/A

6. The specification ~~does not impose or~~ will not impose geographical preference in their procurement requirements (2 CFR §200.319(b) and FAA Order 5100.38, Table U-5).

Yes No N/A

7. The use of prequalified lists of individuals, firms or products ~~include or~~ will include sufficient qualified sources that ensure open and free competition and that does not preclude potential entities from qualifying during the solicitation period (2 CFR §319(d)).

Yes No N/A

8. Solicitations with bid alternates ~~include or~~ will include explicit information that establish a basis for award of contract that is free of arbitrary decisions by the sponsor (2 CFR § 200.319(a)(7)).

Yes No N/A

9. Concurrence ~~was or~~ will be obtained from the FAA if Sponsor incorporates a value engineering clause into the contract (FAA Order 5100.38, par. 3-57).

Yes No N/A

10. The plans and specifications ~~incorporate or~~ will incorporate applicable requirements and recommendations set forth in the federally approved environmental finding (49 USC §47106(c)).

Yes No N/A

11. The design of all buildings ~~comply or~~ will comply with the seismic design requirements of 49 CFR § 41.120. (FAA Order 5100.38d, par. 3-92)

Yes No N/A

12. The project specification ~~include or~~ will include process control and acceptance tests required for the project by as per the applicable standard:

- a. Construction and installation as contained in Advisory Circular (AC) 150/5370-10.

Yes No N/A



b. Snow Removal Equipment as contained in AC 150/5220-20.

Yes No N/A

c. Aircraft Rescue and Fire Fighting (ARFF) vehicles as contained in AC 150/5220-10.

Yes No N/A

13. For construction activities within or near aircraft operational areas(AOA):

a. The Sponsor has or will prepare a construction safety and phasing plan (CSPP) conforming to Advisory Circular 150/5370-2.

b. Compliance with CSPP safety provisions has been or will be incorporated into the plans and specifications as a contractor requirement.

c. Sponsor will not initiate work until receiving FAA's concurrence with the CSPP (FAA Order 5100.38, Par. 5-29).

Yes No N/A

14. The project ~~was or~~ will be physically completed without federal participation in costs due to errors and omissions in the plans and specifications that were foreseeable at the time of project design (49 USC §47110(b)(1) and FAA Order 5100.38d, par. 3-100).

Yes No N/A

Attach documentation clarifying any above item marked with "No" response.

#### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this            day of            ,            .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-133, Real Property Acquisition – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Burden Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Real Property Acquisition Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements on real property acquisition and relocation assistance are in 49 CFR Part 24. The AIP project grant agreement contains specific requirements and assurances on the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Uniform Act), as amended.

### Certification Statements

Except for certification statements below marked not applicable (N/A), this list includes major requirements of the real property acquisition project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards.

1. The sponsor's attorney or other official ~~has or~~ will have good and sufficient title as well as title evidence on property in the project.

Yes      No      N/A

2. If defects and/or encumbrances exist in the title that adversely impact the sponsor's intended use of property in the project, they ~~have been or~~ will be extinguished, modified, or subordinated.

Yes      No      N/A

3. If property for airport development ~~is or~~ will be leased, the following conditions have been met:

- a. The term is for 20 years or the useful life of the project;
- b. The lessor is a public agency; and
- c. The lease contains no provisions that prevent full compliance with the grant agreement.

Yes      No      N/A

4. Property in the project ~~is or~~ will be in conformance with the current Exhibit A property map, which is based on deeds, title opinions, land surveys, the approved airport layout plan, and project documentation.

Yes No N/A

5. For any acquisition of property interest in noise sensitive approach zones and related areas, property interest ~~was or~~ will be obtained to ensure land is used for purposes compatible with noise levels associated with operation of the airport.

Yes No N/A

6. For any acquisition of property interest in runway protection zones and areas related to 14 CFR 77 surfaces or to clear other airport surfaces, property interest was or will be obtained for the following:

- a. The right of flight;
- b. The right of ingress and egress to remove obstructions; and
- c. The right to restrict the establishment of future obstructions.

Yes No N/A

7. Appraisals prepared by qualified real estate appraisers hired by the sponsor ~~include or~~ will include the following:

- a. Valuation data to estimate the current market value for the property interest acquired on each parcel; and
- b. Verification that an opportunity has been provided to the property owner or representative to accompany appraisers during inspections.

Yes No N/A

8. Each appraisal ~~has been or~~ will be reviewed by a qualified review appraiser to recommend an amount for the offer of just compensation, and the written appraisals as well as review appraisal are available to Federal Aviation Administration (FAA) for review.

Yes No N/A

9. A written offer to acquire each parcel ~~was or~~ will be presented to the property owner for not less than the approved amount of just compensation.

Yes No N/A

10. Effort ~~was or~~ will be made to acquire each property through the following negotiation procedures:

- a. No coercive action to induce agreement; and
- b. Supporting documents for settlements included in the project files.

Yes No N/A

11. If a negotiated settlement is not reached, the following procedures ~~were or~~ will be used:

- a. Condemnation initiated and a court deposit not less than the just compensation made prior to possession of the property; and
- b. Supporting documents for awards included in the project files.

Yes      No      N/A

12. If displacement of persons, businesses, farm operations, or non-profit organizations is involved, a relocation assistance program ~~was or~~ will be established, with displaced parties receiving general information on the program in writing, including relocation eligibility, and a 90-day notice to vacate.

Yes      No      N/A

13. Relocation assistance services, comparable replacement housing, and payment of necessary relocation expenses ~~were or~~ will be provided within a reasonable time period for each displaced occupant in accordance with the Uniform Act.

Yes      No      N/A

Attach documentation clarifying any above item marked with "No" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Designated Official Representative: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-134, Selection of Consultants – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Selection of Consultants

### Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

#### Application

49 USC § 47105(d) authorizes the Secretary to require certification from the sponsor that it will comply with the statutory and administrative requirements in carrying out a project under the Airport Improvement Program (AIP). General requirements for selection of consultant services within federal grant programs are described in 2 CFR §§ 200.317-200.326. Sponsors may use other qualifications-based procedures provided they are equivalent to standards of Title 40 chapter 11 and FAA Advisory Circular 150/5100-14, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects.

#### Certification Statements

Except for certification statements below marked as not applicable (N/A), this list includes major requirements of the construction project. Selecting "Yes" represents sponsor acknowledgement and confirmation of the certification statement. The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance. This list is not comprehensive and does not relieve the sponsor from fully complying with all applicable statutory and administrative standards. The source of the requirement is referenced within parenthesis.

1. Sponsor acknowledges their responsibility for the settlement of all contractual and administrative issues arising out of their procurement actions (2 CFR § 200.318(k)).

Yes      No      N/A

2. Sponsor procurement actions ~~ensure or~~ will ensure full and open competition that does not unduly limit competition (2 CFR § 200.319).

Yes      No      N/A

3. Sponsor ~~has excluded or~~ will exclude any entity that develops or drafts specifications, requirements, or statements of work associated with the development of a request-for-qualifications (RFQ) from competing for the advertised services (2 CFR § 200.319).

Yes      No      N/A

4. The advertisement ~~describes or~~ will describe specific project statements-of-work that provide clear detail of required services without unduly restricting competition (2 CFR § 200.319).
- Yes      No      N/A
5. Sponsor ~~has publicized or~~ will publicize a RFQ that:
- a. Solicits an adequate number of qualified sources (2 CFR § 200.320(d)); and
- b. Identifies all evaluation criteria and relative importance (2 CFR § 200.320(d)).
- Yes      No      N/A
6. Sponsor ~~has based or~~ will base selection on qualifications, experience, and disadvantaged business enterprise participation with price not being a selection factor (2 CFR § 200.320(d)).
- Yes      No      N/A
7. Sponsor ~~has verified or~~ will verify that agreements exceeding \$25,000 are not awarded to individuals or firms suspended, debarred or otherwise excluded from participating in federally assisted projects (2 CFR § 180.300).
- Yes      No      N/A
8. A/E services covering multiple projects: Sponsor ~~has agreed to or~~ will agree to:
- a. Refrain from initiating work covered by this procurement beyond five years from the date of selection (AC 150/5100-14); and
- b. Retain the right to conduct new procurement actions for projects identified or not identified in the RFQ (AC 150/5100-14).
- Yes      No      N/A
9. Sponsor ~~has negotiated or~~ will negotiate a fair and reasonable fee with the firm they select as most qualified for the services identified in the RFQ (2 CFR § 200.323).
- Yes      No      N/A
10. The Sponsor's contract ~~identifies or~~ will identify costs associated with ineligible work separately from costs associated with eligible work (2 CFR § 200.302).
- Yes      No      N/A
11. Sponsor ~~has prepared or~~ will prepare a record of negotiations detailing the history of the procurement action, rationale for contract type and basis for contract fees (2 CFR § 200.318(i)).
- Yes      No      N/A
12. Sponsor ~~has incorporated or~~ will incorporate mandatory contract provisions in the consultant contract for AIP-assisted work (49 U.S.C. Chapter 471 and 2 CFR part 200 Appendix II)
- Yes      No      N/A



13. For contracts that apply a time-and-material payment provision (also known as hourly rates, specific rates of compensation, and labor rates), the Sponsor ~~has established or~~ will establish:

- a. Justification that there is no other suitable contract method for the services (2 CFR §200.318(j));
- b. A ceiling price that the consultant exceeds at their risk (2 CFR §200.318(j)); and
- c. A high degree of oversight that assures consultant is performing work in an efficient manner with effective cost controls in place 2 CFR §200.318(j)).

Yes      No      N/A

14. Sponsor ~~is not using or~~ will not use the prohibited cost-plus-percentage-of-cost (CPPC) contract method. (2 CFR § 200.323(d)).

Yes      No      N/A

Attach documentation clarifying any above item marked with "no" response.

### Sponsor's Certification

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and additional documentation for any item marked "no" is correct and complete.

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

Executed on this              day of              ,              .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

## **FAA Form 5100-135, Certification and Disclosure Regarding Potential Conflicts of Interest – Airport Improvement Program Sponsor Certification**

### **Paperwork Reduction Act Statement**

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0569. Public reporting for this collection of information is estimated to be approximately 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information. All responses to this collection of information are required under 49 U.S.C. Section 47105 to retain a benefit and to meet the reporting requirements of 2 CFR 200. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

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## Certification and Disclosure Regarding Potential Conflicts of Interest Airport Improvement Program Sponsor Certification

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Sponsor:

Airport:

Project Number:

Description of Work:

### Application

Title 2 CFR § 200.112 and § 1201.112 address Federal Aviation Administration (FAA) requirements for conflict of interest. As a condition of eligibility under the Airport Improvement Program (AIP), sponsors must comply with FAA policy on conflict of interest. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award:

- a) The employee, officer or agent,
- b) Any member of his immediate family,
- c) His or her partner, or
- d) An organization which employs, or is about to employ, any of the above.

Selecting "Yes" represents sponsor or sub-recipient acknowledgement and confirmation of the certification statement. Selecting "No" represents sponsor or sub-recipient disclosure that it cannot fully comply with the certification statement. If "No" is selected, provide support information explaining the negative response as an attachment to this form. This includes whether the sponsor has established standards for financial interest that are not substantial or unsolicited gifts are of nominal value (2 CFR § 200.318(c)). The term "will" means Sponsor action taken at appropriate time based on the certification statement focus area, but no later than the end of the project period of performance.

### Certification Statements

1. The sponsor or sub-recipient maintains a written standards of conduct governing conflict of interest and the performance of their employees engaged in the award and administration of contracts (2 CFR § 200.318(c)). To the extent permitted by state or local law or regulations, such standards of conduct provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the sponsor's and sub-recipient's officers, employees, or agents, or by contractors or their agents.

Yes      No

2. The sponsor's or sub-recipient's officers, employees or agents ~~have not and~~ will not solicit or accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements (2 CFR § 200.318(c)).

Yes      No

3. The sponsor or sub-recipient certifies that it ~~has disclosed and~~ will disclose to the FAA any known potential conflict of interest (2 CFR § 1200.112).

Yes      No

Attach documentation clarifying any above item marked with "no" response.

### **Sponsor's Certification**

I certify, for the project identified herein, responses to the forgoing items are accurate as marked and have the explanation for any item marked "no" is correct and complete.

Executed on this          day of          ,          .

Name of Sponsor:

Name of Sponsor's Authorized Official:

Title of Sponsor's Authorized Official:

**Signature** of Sponsor's Authorized Official: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct. I understand that knowingly and willfully providing false information to the federal government is a violation of 18 USC § 1001 (False Statements) and could subject me to fines, imprisonment, or both.

## CERTIFICATION REGARDING LOBBYING

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, 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 undersigned, 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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.

### Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement 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 statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

#### \* APPLICANT'S ORGANIZATION

Village of Ruidoso

#### \* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Ms.

\* First Name: Lynn

Middle Name:

\* Last Name: Crawford

Suffix:

\* Title: Mayor

\* SIGNATURE:

\* DATE:

August 15, 2025

Lee Baker  
313 Cree Meadows Dr.  
Ruidoso, New Mexico 88345-6938

**RE: Award Recommendation Letter**  
**Sierra Blanca Regional Airport (SRR)**  
**Schedule I – Airfield Electrical Vault & Equipment**  
**Precision Approach Path Indicator (PAPI-4) System**  
**Runway 6-24 LED Lighting & Signage**  
**Schedule II – Taxiway A Retroreflectors**

**AIP No. 3-35-0052-033-2025 | AIG No. 3-35-0052-034-2025 | Lochner Project No. 24231**

Dear Mr. Baker:

Bids were received for the above referenced project on August 11, 2025, one (1) bid was received and are shown in the attached bid tabulation.

The bids were reviewed for math errors, bid bonds, and other items of responsiveness. The bids appear to be responsive. A general review of the bid is summarized below:

CONTRACTOR	5% Bid Bond Included	Req'd Proposal Sheets Included	Addenda Ack'd	Listed on Federal Disbarred Contractors List <sup>1</sup>	Proper Contractor Licensing
<b>Bixby Electric, Inc.</b>	Yes	Yes	N/A	No	Yes

A great deal of effort was put forth to attract bidders to this project. The advertisement for bids for the project was published for two (2) weeks prior to the bid opening. A pre-bid conference was held onsite to answer questions and show the project to potential bidders.

The FAA AIP and AIG funds are pending. It is believed that sufficient funds are available for the budget listed below.

Our recommendation is to award Schedule I and Schedule II to **Bixby Electric, Inc.** for a total contract amount of **\$1,465,191.86** (including NMGR) upon receiving concurrence from the Village of Ruidoso and pending availability of funds from the FAA.

A DBE goal of 11.29% was established for this project. Bixby Electric, Inc. has committed to a DBE utilization of 8.26% through subcontracting with Widefield Technology, Inc., Mesa Verde Construction and Mich Rich Contractors for airfield lighting and electrical. Bixby Electric, Inc. has submitted a Good Faith Efforts with their bid.

We will send the Notice of Award for signature once approval is received from the Village of Ruidoso.

If you have any questions regarding this matter, please contact our office. We look forward to getting this project completed.

Sincerely,

Lochner

Gabriel Lopez  
Engineer Associate-Aviation Design

Enclosures:    Bid Tabulation  
                    Sponsor Budget Analysis (Revised)  
                    Bid Evaluation

# AGENDA MEMORANDUM

## Village of Ruidoso

Agenda Item - 5.

**To:** Mayor Crawford and Councilors

**Presenter(s):** Lee Baker, Airport Manager

**Meeting Date:** August 22, 2025

**Re:** Discussion and Possible Action on Task Order B with Lochner, for Professional Engineering Services on Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade Project at the Sierra Blanca Regional Airport in the Amount of \$276,094.50 Including NMGR, Contingent upon Funding from the Federal Aviation Administration (FAA).

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### **Item Summary:**

Discussion and Possible Action on Task Order B with Lochner, for Professional Engineering Services on Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade Project at the Sierra Blanca Regional Airport in the Amount of \$276,094.50 Including NMGR, Contingent upon Funding from the Federal Aviation Administration (FAA).

### **Financial Impact:**

The cost of the project (\$276,094.50) will be funded by an Aviation grant of \$1,740,876.98 with the Federal Aviation Administration.

### **Item Discussion:**

Task Order B with Lochner Scope of work will include the following:

The project will remove the existing lights and signs and will abandon in-place any direct buried cable.

The project will install new HIRL LED edge lighting, LED signage, and vault with new conduit, can system, and vault equipment and will construct a new vault.

New PAPI-4 system will replace the existing PVASI and VASI units.

The project will also provide an airfield electrical circuit drawing for circuits coming out of the vault building and other airfield power sources.

Element 1 – Runway 6/24 Lighting, Signage, Construct Electrical Vault and PAPI-4 System

Element 2 – Install Retroreflectors on Taxiway A

FEES - The fees will be as noted below. (All lump sums)



Elements 1 & 2 – Project Development & Administration  
Elements 1 & 2 – Design  
Preliminary Design  
Final Design  
Elements 1 & 2 – Bidding Services  
Elements 1 & 2 – Construction Period Services  
Construction Administration Services  
Construction Observation Services  
Element 1 & 2 – Project Closeout  
Element 1 & 2 – Special Services  
Categorical Exclusion Form  
DBE Program Assistance  
Topographical/Land Survey  
Acceptance Testing

**Recommendations:**

To Approve Task Order B with Lochner, for Professional Engineering Services on Airfield Electrical Vault and Runway 6-24 NAVAID Upgrade Project at the Sierra Blanca Regional Airport in the Amount of \$276,094.50 Including NMGR, Contingent upon Funding from the Federal Aviation Administration (FAA).

**ATTACHMENTS:**

Description  
Task Order B

**TASK ORDER B**  
ATTACHMENT TO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN SPONSOR AND ENGINEER,  
DATED \_\_\_\_\_, 2025

FURTHER DESCRIPTION OF SERVICES OF ENGINEER

1. This Attachment is made a part of and incorporated by reference into the Professional Services Agreement made on January 1, 2024, between **THE VILLAGE OF RUIDOSO, NEW MEXICO (Sponsor)** and **LOCHNER (Engineer)** providing for professional engineering services. The Services of Engineer as described in Section 1 of the Agreement are amended or supplemented as indicated below and the time periods for the performance of certain services are stipulated as indicated below.

2. **LOCATION** – Sierra Blanca Regional Airport, Ruidoso, New Mexico

3. **WORK PROGRAM** – Attached

**Element 1** – Runway 6/24 Lighting, Signage, Construct Electrical Vault and PAPI-4 System

**Element 2** – Install Retroreflectors on Taxiway A

4. **FEES** - The fees will be as noted below. (All lump sums)

<b>Elements 1 &amp; 2 – Project Development &amp; Administration</b>	\$5,000.00
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**Elements 1 & 2 – Design**

Preliminary Design	\$32,400.00
Final Design	\$22,800.00

<b>Elements 1 &amp; 2 – Bidding Services</b>	\$6,000.00
--	------------

**Elements 1 & 2 – Construction Period Services**

Construction Administration Services	\$8,500.00
Construction Observation Services	\$136,000.00

<b>Element 1 &amp; 2 – Project Closeout</b>	\$8,000.00
---	------------

**Element 1 & 2 – Special Services**

Categorical Exclusion Form	\$2,500.00
DBE Program Assistance	\$5,000.00
Topographical/Land Survey	\$19,000.00
Acceptance Testing	\$10,000.00

<b>Engineering Total</b>	<b>\$255,200.00*</b>
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*Plus NMGR 8.1875%	\$20,894.50
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<b>TOTAL TASK ORDER</b>	<b>\$276,094.50</b>
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SPONSOR:  
**VILLAGE OF RUIDOSO**

\_\_\_\_\_  
Lynn D. Crawford, Mayor

ENGINEER:  
**LOCHNER**

\_\_\_\_\_  
Erik Vliek, Business Manager

**SCOPE OF WORK  
SIERRA BLANCA REGIONAL AIRPORT  
AIP NO. 3-35-0035-052-2025**

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**ELEMENT #1    RUNWAY 6/24 LIGHTING, SIGNAGE, ELECTRICAL VAULT AND NAVAID UPGRADE**

1. The existing Runway 6/24 edge lighting and NAVAID system are 20 years old and have outlived their useful life and will be replaced with an LED system. The existing electrical vault is an old metal shell that has outlived its useful life. It is rusted and leaks causing unsafe conditions. The vault consists of old equipment and needs to be upgraded to the new electrical standards and new vault structure to meet the demand of the Airport. The existing MIRLs will be replaced with HIRLs. The existing incandescent lights were installed in 2000. They have outlived their useful life and will be replaced with the HIRLs with arctic kits for snow melting assistance. Runway 6 is equipped with a two-box VASI unit. Runway 24 is equipped with Pulsating Visual Approach Slope Indicator (PVASI). They are over 20 years old and difficult to maintain. Both of these NAVAIDS will be replaced with Precision Approach Path Indicators (PAPI). A PAPI-4 system will be installed on both ends of this runway.
  - 1.1. The project will remove the existing lights and signs and will abandon in-place any direct buried cable.
  - 1.2. The project will install new HIRL LED edge lighting, LED signage, and vault with new conduit, can system, and vault equipment and will construct a new vault.
  - 1.3. New PAPI-4 system will replace the existing PVASI and VASI units.
  - 1.4. The project will also provide an airfield electrical circuit drawing for circuits coming out of the vault building and other airfield power sources.

Estimated Construction Cost (Element 1) is: \$1,260,000

Estimated Construction Period is: 60 days<sup>1</sup>

**ELEMENT #2    INSTALL RETROREFLECTORS ON TAXIWAY A**

1. Taxiway reflectors will be installed along Taxiway A.

Estimated Construction Cost (Element 2) is: \$125,000

Estimated Construction Period is: This is to be completed concurrently with Element 1

*Note: <sup>1</sup> Should the Contractor exceed the specified construction period, additional construction period fees will be assessed at a rate of \$2,100/day. The Sponsor may offset these fees by charging the Contractor liquidated damages in accordance with the Contract Agreement and Special Provisions developed as part of the bid documents for the project.*

## **I. PROJECT DEVELOPMENT AND ADMINISTRATION**

The project development and administration phase is intended to complete the necessary preliminary actions required to initiate and manage the project in accordance with established Federal, State and Local policies and procedures.

Activities include:

1. Conduct a pre-design meeting/scoping conference with the Sponsor, State Aviation, and FAA to establish parameters for the project definition and work areas, budget, schedule, and needs for topographic survey and geotechnical investigations.
2. Develop preliminary cost estimates and conceptual layout exhibits required for preliminary project actions such as scoping, grant applications, and other preliminary documents.
3. Develop and submit a detailed Scope of Work for review and approval. Upon submittal, the Engineer will solicit feedback from the Sponsor, State Aviation, and FAA and refine the detailed Scope of Work based on feedback received. This task assumes one round of edits based on Sponsor input and a separate round of edits based on FAA and State input.
4. Following approval of the detailed Scope of Work, the Engineer will prepare a detailed fee estimate showing an hourly breakdown of staff resources required for each task, including incidental expenses related to travel, printing, and/or shipping.
5. Prepare appropriate documents and assist the Sponsor with obtaining an Independent Fee Review based on the approved detailed Scope of Work.
6. Conduct fee negotiations with the Sponsor and assist in preparing a Record of Negotiations to document the independent fee review, if required, and any subsequent fee negotiations.
7. Incorporate final detailed Scope of Work and negotiated fees into a final Agreement for Professional Services and coordinate final approval and signature with the Sponsor.
8. Prepare ODO and project financial plan.
9. Prepare Preliminary FAA Grant Application and submit to Sponsor for signature and submittal. Application packet will include the following:
  - a. Form 424, Application for Federal Assistance
  - b. Form 5100-100
  - c. Program Narrative
  - d. Project Cost Estimate
  - e. Airport Sponsor Assurances
  - f. Project Sketch clearly identifying major work items
  - g. Exhibit "A" Property Map
  - h. Standard DOT Title VI Assurance
  - i. Sponsor Certification for Project Plans and Specifications
  - j. Sponsor Certification for Selection of Consultants
  - k. Sponsor Certification for Disclosure of Potential Conflicts of Interest
  - l. Sponsor Certification for Equipment and Construction Contracts
  - m. Current listing of FAA Advisory Circulars for AIP/PFC Projects
  - n. Sponsor Certification for Drug-Free Workplace

10. Prepare monthly invoicing and FAA grant drawdown packets. In addition to the Engineer's invoices, the Engineer will incorporate other eligible projects expense invoices provided by the Sponsor in the packet. The Sponsor will be required to complete the payment reimbursement through the FAA e-invoicing system and the State process.
11. Project Management and Administration. Project management and administration includes coordination between Engineer staff, Sponsor, State, and FAA that is not related to a specific task but is essential to the project process. This work includes:
  - a. Weekly internal progress meetings with the design team.
  - b. Conduct regular coordination meetings with Sponsor, State, and FAA. It is anticipated that these meetings will be held monthly, last approximately 1 hour, and be conducted via videoconference.
  - c. Drafting project correspondence for Sponsor's use in coordination with State and FAA.
  - d. Perform the business aspects of the project.
  - e. Perform the grant administration for the project.
12. Assist the Sponsor in coordinating with FAA ATO staff and obtaining a PAPI/HIRL flight check.

## **II. PRELIMINARY DESIGN**

The preliminary design phase is intended to identify and evaluate cost effective and practical solutions for the work items identified. The designer will complete its evaluation of alternatives through contacts with local authorities, field investigations, and a practical design approach. The design will take advantage of local knowledge and experience and utilize expertise from recent construction projects to design a cost-effective project. Cost efficiencies will be realized in a lower initial cost and in lower long-term maintenance costs.

Activities include:

1. Prepare an overall Construction Safety and Phasing Plan (CSPP) in order to maximize project constructability and operational safety. A draft CSPP will be submitted to the FAA for review and comment when the design is approximately 25-35% complete. This final CSPP will be submitted to the FAA when plans are 95% completed. The final CSPP will be coordinated, by the FAA Program Manager, with other FAA Lines of Business (LOBs). Comments received by the FAA LOBs will be incorporated into the CSPP prior to submitting the bid advertisement for the project.
2. Upload required project information into the State Aviation Airport IQ system.
3. Analyze and process existing available basemap topographical survey data. Input raw survey data into computer aided drafting program, develop TIN surface model of existing ground contours, pavement edges, electrical system components, utilities, and any other miscellaneous items. Generate 3D contour model and prepare and process data for spot elevations, grading, drainage and pavement cross sections.
4. Review and evaluate project layout.
  - a. Verify existing ALP dimensions and data
  - b. Review available record drawings of the project site.
  - c. Evaluate existing lighting system configuration and identify elements that may need revision.
5. Evaluate local conditions:
  - a. Inventory local material suppliers, sources and capabilities.
  - b. Review existing electrical system condition and determine elements require replacement.

- c. Conduct one (1) design site visit by the Project Engineer for familiarity with the site.
6. Prepare preliminary construction plans. Construction plans will be prepared depicting all of the work involved. The following list of drawings will be used as a guideline, but drawings may be added or deleted as needed.

DESCRIPTION		SHEET COUNT
a	Cover Sheet	1
b	General Notes, Legend and Survey Control	1
c	Removals Plan	4
d	Runway Lighting and Signage Plan	3
e	Light Location Table	1
f	Lighting and Signage Details	2
g	Retroreflector Layout	4
h	PAPI Plan and Details	2
i	Electrical Vault Plan and Details	2
j	Construction Safety and Phasing Plan	2
<b>TOTAL SHEET COUNT</b>		<b>22</b>

7. Prepare preliminary contract documents. The Engineer will prepare the contract documents including invitation for bids, instructions to bidders, proposal, equal employment opportunity clauses and applicable wage rates, construction contract agreement, performance bond, payment bond, general and special provisions. Preparation will include establishing the location for the bid opening and description of the work schedule. Contract documents will be prepared early during the design phase and submitted to the FAA and Sponsor for review. Sponsor is ultimately responsible for reviewing and ensuring construction contract terms comply with local law and requirements.
8. Prepare preliminary technical specifications. The Engineer will assemble the technical specifications necessary for the intended work. Standard FAA specifications will be utilized where possible. Additional specifications will be prepared to address work items or material that is not covered by the FAA specifications.

The standard specifications to be utilized may include the following items:

Item C-100	Contractor Quality Control Program
Item C-105	Mobilization
Item P-151	Clearing and Grubbing
Item P-152	Excavation and Embankment
Item P-610	Concrete for Miscellaneous Structures
Item P-620	Runway and Taxiway Marking
Item L-108	Underground Power Cable for Airports
Item L-110	Underground Electrical Duct Banks and Conduits
Item L-125	Installation of Airport Lighting Systems
Item L-132	Precision Approach Path Indicators (PAPI-4) Systems

Additional special technical specifications, that cover items not included in the standard FAA specifications, may include but not be limited to the following items:

Removals  
Watering

Electrical General Requirements  
Building General Requirements

9. Prepare preliminary special provisions to address conditions that require additional clarification and/or definition beyond what is described in the standard general provisions or technical specifications. Items may include:
  - a. Project Location Information
  - b. Insurance Requirements
  - c. Contract Period and Work Schedule and Phasing
  - d. Pre-Construction Conference
  - e. Utilities
  - f. Permits, Taxes and Compliance with Laws
  - g. Field Office Requirements
  - h. Haul Roads
  - i. Testing and Staking
  - j. Airport Security, Closure of Air Operations Areas
  - k. Accident Prevention
  - l. Warranty
10. Prepare and submit FAA design Modifications to Standards, if necessary.
11. Conduct preliminary review of the construction plans, technical specifications, contract documents and special provisions by submitting copies of the preliminary documents to the FAA, State and Sponsor and solicit preliminary design review comments.

### III. FINAL DESIGN

In the final design phase, the designer will provide well-defined construction requirements, with selected bid alternatives as appropriate to solicit competitive construction bids. Construction schedules will be coordinated around good weather conditions and as little as practical interference with Airport operations.

Activities include:

#### Final Design

1. Incorporate preliminary design comments and respond as necessary to requests for additional information.
2. Calculate Estimated Quantities. The Engineer will calculate all necessary quantities for the various work items in each Element.
3. Prepare an Estimate of Probable Construction Cost for each Element. Using the final quantities calculated following the completion of the plans and specifications, the Engineer will prepare the construction cost estimate. The estimate will be based on information obtained from previous projects, contractors, material suppliers and other databases available.
4. Prepare Engineer's Design Report. During the preparation of the construction plans and specifications, an engineer design report will be prepared. The report will include the summary of the project, pavement, drainage design, schedule and cost estimate for the completion of the project. The design report will follow the current FAA Airports guidance where applicable. The design report will be submitted for Sponsor and FAA review. Review comments will be incorporated in the final revised report.

5. Develop work schedules for construction. This task involves dividing the construction work into schedules to allow for maximum contract award flexibility in cases of limited available funds and allow the project to be executed in a manner that minimizes the disruption of the Airport aircraft operations.
6. Submit final CSPP by uploading it to the OE/AAA website. Alternatively, at the request of the FAA PM, the CSPP may be submitted directly to the FAA PM.
7. Prepare 95% design construction plans, technical specifications, contract documents and special provisions.
8. Submit 95% design review package to the FAA, State, and Sponsor and solicit design review comments.
9. Incorporate 95% design review comments and respond as necessary to requests for additional information.
10. Conduct final internal review of all design documents and incorporate any necessary changes. Final review will include one (1) site visit by the Senior Project Manager and Project Engineer to field verify project plans and specifications.
11. Prepare and submit final plans and specifications. Copies will be submitted to the FAA, State, and Sponsor. A final set of plans, specifications and contract documents will be prepared which incorporates revisions, modifications and corrections determined during the FAA, State, and Sponsor's review. After final plan acceptance, plan sets will be provided to the FAA, State, and Sponsor.

#### **IV. BIDDING SERVICES**

During the bidding phase of the project, the Engineer will assist the Sponsor in advertising and letting the project for bid. Engineer will assist in dialogue with potential bidders to quantify bidder questions assist Sponsor in attaining economic bids. Activities outlined below and the fees listed on pages 1-2 cover one iteration of the bidding process. Preparing multiple bid processes, packages, or re-bidding may incur additional or repeated services.

Activities include:

1. Assist the Sponsor with advertising and interpretation of the project requirements. Plans and specifications will be available via the website of Lochner. The Sponsor, State, and FAA will be given a digital copy of the final plans, specifications and contract documents.
2. Provide technical assistance and recommendations to the Sponsor during construction bidding.
3. Attend and assist with pre-bid conference. Answer Contractor questions and issue necessary clarifications and addenda. The pre-bid conference will be held on-site by the Project Manager and Engineer.
4. Provide an on-line bidding platform and read the bids aloud via online video conference at the date, and time agreed by the Sponsor.
5. Prepare an abstract of bids, perform necessary review of the bids to determine responsiveness, and prepare award recommendation letter.



6. Update preliminary Federal Grant Application prepared during Project Development phase based on bids. The Engineer will submit the application to the Sponsor for approval and signatures.
7. Assist in award notification to successful bidder and assist in notification to unsuccessful bidders. The DBE goal and all bidding requirements will be reviewed for responsiveness. Any issues or concerns that arise from the bidding documents will be brought to the attention of the Sponsor for clarification.

## **V. CONSTRUCTION PERIOD SERVICES**

During the construction phase of the project, the Engineer will assist the Sponsor with monitoring, documenting progress for quality and cost control and overall grant administration during construction.

Activities include:

### **A. Construction Administration Services**

1. Coordinate construction contract documents for successful bidder, including contract agreement, bond forms, certificates of inclusion, and Notice to Proceed. Review Contractor's bonds, insurance certificates, construction schedules. Review Contractor's sub-contracts.
2. Prepare and submit a New Mexico Workforce Solution Notice of Award form.
3. Provide Sponsor, State, and FAA with a digital copy of the Contract Documents, Specifications, and Construction Plans. Provide Contractor with a digital copy of the Contract Documents, Specifications, and Construction Plans; complete with all addenda.
4. Review and accept the Contractor's Safety Plan Compliance Documents prior to issuing the Notice to Proceed.
5. Conduct pre-construction conference. The pre-construction conference will be held on-site and will be attended by the Senior Project Manager, Field Engineering Supervisor, and Resident Project Representative (RPR).
6. Identify local survey control points used for project design and layout. Engineering staff will assist, as necessary, the RPR and Contractor's surveyor during construction by compiling and sending supplemental information regarding issues arising related to construction surveying. Work may include developing alternative survey control based on site conditions discovered during construction and/or findings of the Contractor's surveyor.
7. Provide technical assistance and recommendations to the Sponsor during construction. This item also includes daily construction coordination from the office that does not fit in another item such as phone calls to and from the Contractor, RPR and Owner for project updates, questions, and instruction.
8. Construction Site Visits. This item includes one (1) additional trip for Element 1 to the job site for on-site clarification by the Project Manager and Engineer.
9. Prepare change orders and supplemental agreements, if required; including appropriate cost/price analyses. All coordination of change orders will be provided by the Engineer.

10. Review and certify monthly Contractor payment requests. Pay requests will be reviewed for accuracy with the Contractor and RPR.

## **B. Construction Observation Services**

1. Provide review of all submittals for materials to be used on the project. Review all shop drawings items as required during construction.
2. Provide a full-time Resident Project Representative (RPR) to monitor and document construction progress, confirm conformance with schedules, plans and specifications, measure and document construction pay quantities, document significant conversations or situations, document input or visits by local authorities, etc. Maintain daily log of construction activities. Conduct interviews of the Contractor's and Subcontractor's employees regarding Davis Bacon wage rates and the review of their weekly payroll reports.
3. Prepare and submit weekly inspection reports. Reports will be submitted to the FAA, State, and Sponsor.
4. Conduct final project inspection with the Sponsor, FAA, State, and the Contractor. Any punch list items will be noted and coordinated with the Contractor for necessary action. The final inspection will be held on-site and will be attended by the Senior Project Manager, Field Engineering Supervisor, and RPR.

## **VI. PROJECT CLOSEOUT**

During the project closeout phase of the project, the Engineer will assist the Sponsor with compiling all of the reports, documents, and other items necessary to successfully close out the associated grant and provide an accurate historical record for the project.

Activities include:

1. Prepare Summary of Tests report to document the acceptance testing performed on the project.
2. Assist the Sponsor with completing all necessary grant closeout certifications and forms, including final SF425, SF271, draft grant closeout request letter.
3. Update Airport Layout Plan to reflect as-built conditions.
4. Update Part 139 Airport Certification Manual exhibits associated with the project.
5. Update Airport Facilities Diagram to reflect any changes associated with project.
6. Prepare record drawings, indicating changes made to the design during construction. The FAA, State, and Sponsor will each receive drawings in pdf format. AutoCAD files can be provided upon request.
7. Prepare Final Engineers Report. The final report will follow the current FAA AIP Final Report guidance.

## **VII. SPECIAL SERVICES**

Special Services are those services that aren't considered "basic" services such as those listed above. When a Special Service is needed that we do not provide in-house, we will contract with other firms that provide

those services. The following are activities that are included in this project that fall under Special Service tasks.

Activities include:

In-House Services

1. Prepare and submit a Categorical Exclusion (CatEx) package.
  - a. Assist the Sponsor with the Disadvantage Business Enterprise (DBE) Program.

Develop the Sponsor's DBE Program:

1. Coordinate with the Sponsor to assign or confirm the DBE Liaison and Reconsideration officials.
2. Assist the Sponsor's DBE Liaison with gaining access to the FAA Connect website.
3. Develop the DBE Policy Statement.
4. Identify DBE financial institutions in the county and state area.
5. Develop the Small Business Element and associated proposal forms.
6. Identify and develop proper monitoring and enforcement mechanisms in compliance with applicable laws and regulations.
7. Identify and establish mechanisms for ensuring compliance with Prompt Payment Laws and Regulations.
8. Verify the Sponsor's membership in the State UCP or assist them in obtaining membership if required.
9. Prepare DBE program documentation in accordance with the established guidelines.
10. Coordinate with the FAA and make necessary adjustments as needed.
11. Finalize the DBE Plan and submit the required documents for approval via the FAA Civil Rights Connect website.
12. Assist the Sponsor in ensuring compliance with record-keeping requirements as outlined in USDOT 49 CFR Part 26.
13. Provide the sponsor with a Civil Rights website link to ensure FAA compliance with the Sponsor's Civil Rights Programs.
14. Oversee the implementation, maintenance, and ongoing support of the program.

Develop the Sponsor's Overall Goal Calculation for Triennial DBE Goals:

1. Develop the Sponsor's Overall Goal Calculation for Triennial DBE Goals:
  - a. Research the applicable market area, including reviewing current State DOT-certified DBE listings.
  - b. Analyze the availability of potential contractors compared to all contractors in the market area using US Census data.

- c. Utilize the preliminary cost estimate from the Project Development phase to identify potential DBE work items, breaking down the percentage of work by NAICS codes.
  - d. Determine if the goal should be race/gender neutral (RN) or race/gender-conscious (RC), or a combination of both, based on available disparity studies and past project history.
  - e. Adjust goal calculations as needed and establish specific steps and milestones to address any identified issues to ensure compliance.
- 2. Conduct Public Consultation with Stakeholders:
  - a. Organize a meeting with minority, women's, and general contractor groups, community organizations, and other relevant stakeholders.
  - b. Gather input on the availability of disadvantaged and non-disadvantaged businesses.
  - c. Assist the Sponsor in Submitting DBE Goals to the FAA Civil Rights Office.
- 3. Ensure Compliance with USDOT 49 CFR Part 26:
  - a. Assist the Sponsor in meeting all record-keeping and compliance requirements as outlined in USDOT 49 CFR Part 26.
- 4. Update and Maintain the Sponsor's Civil Rights Programs Website:
  - a. Ensure the website includes the DBE Goal Public Notice and posts the triennial goals in compliance with regulations.
- 5. Complete Annual DBE Utilization Reporting:
  - a. Prepare and submit the fiscal year DBE utilization report to the FAA Civil Rights Connect Website.
  - b. Include detailed information on all awarded, ongoing, or closed grants, with a breakdown of prime, subcontract, and DBE contract numbers.

#### Subconsultant Services

- 1. Topographical/Land Survey:
- 2. Acceptance Testing will be conducted by a subconsultant hired by the Engineer in accordance with the requirements listed in the technical specifications developed for the project for the following items:

Item P-152	Excavation and Embankment
Item P-610	Structural Portland Cement Concrete