

WORK ORDER NO. 6

TO: Vicki Gutierrez
 City of Oceanside
 300 North Coast Hwy
 Oceanside, CA 92054

RE: Runway Electrical and Vault Building Improvements (CM)

1. AUTHORIZATION REQUEST:

In conformance to your instructions, and in accordance with the Agreement between the City of Oceanside (SPONSOR) and C&S Engineers, Inc. (CONSULTANT) for providing professional services, we enclose our request for authorization to furnish design services in connection with the East Apron Reconstruction and Drainage Improvements Project.

2. DESCRIPTION OF SERVICES:

As per Schedule 'A' Scope of Services attached hereto.
 As per Schedule 'B' Assumed Rate Basis Cost Summary

3. SPONSOR 'S RESPONSIBILITIES:

Sponsor's responsibilities shall be as described in Section 3 of the Agreement.

4. PERIOD OF SERVICES:

Services are to be completed by December 31, 2027.

5. PAYMENTS:

Payments shall be made on a lump sum basis in accordance with the Agreement and the most current approved CONSULTANT rate schedule. The rate basis fee for this purchase order is **\$209,075.47**.

6. GENERAL CONSIDERATIONS

The CONSULTANT designates Richard Graham, P.E. as the person who will be responsible for coordinating the services rendered by the CONSULTANT for the Project.

Your signature, in the space provided below, will signify approval of the terms and conditions of this request which, together with the basic Agreement and Attachments identified below will constitute Work Order No. 6.

Please return this executed Work Order, which shall constitute your authorization to proceed, to our office.

SPONSOR:
CITY OF OCEANSIDE

Very truly yours,

CONSULTANT:
C&S ENGINEERS, INC.

By: _____

By: _____

Title: _____

Title: Principal Engineer

Dated: _____

Dated: _____

ATTACHMENTS:

Schedule 'A' Scope of Services
Schedule 'B' Assumed Rate Basis Cost Summary

SCOPE OF SERVICES

Project Title: Runway Electrical and Vault Building Improvements
Airport Name: Bob Maxwell Memorial Airfield/Oceanside Municipal Airport
Sponsor: City of Oceanside
Services Provided: Bidding and Construction Administration and Observation Services

PROJECT DESCRIPTION:

The CONSULTANT shall provide required construction administration and observation services for the Runway Electrical and Vault Building Improvements (the "Project"). The Project will be performed and constructed by the City of Oceanside with grant assistance from the Federal Aviation Administration (FAA) Airport Improvement Program (AIP) and CalTrans.

The Project generally includes:

- Construction of a pre-fabricated electrical vault building
- Installing runway edge lights, including new conduit and conductor
- Installing REILs

TASK 1- PROJECT MANAGEMENT

1.1 Project Management

The CONSULTANT will manage and direct its staff and subconsultants for the duration of the construction project and required closeout period. The Project Manager will serve as the point of contact with SPONSOR and/or SPONSOR's designated representative and the CONSULTANT Team and provide timely dissemination of information, direction and reporting to and from SPONSOR, FAA and others as directed by SPONSOR for the successful production, technical quality and schedule performance of this scope of services. Perform project management duties such as project planning, budget evaluation, invoice preparation, and schedule coordination.

1.1.1 Communication with SPONSOR

Communicate with SPONSOR regularly. Assume (4) hours weekly (4 weeks) of Project Manager communication by email, phone, video, and/or conference calls using live file sharing.

1.1.2 Monthly Invoice Preparation

Perform invoice preparation monthly (5 months).

1.1.3 Schedule Coordination

Provide continued coordination so that Project schedules are met by the CONSULTANT team.

1.2 Progress Reports

The CONSULTANT will provide the following reports at the frequency stated;

1.2.1 FAA Form 5370-1 Construction Progress and Inspection Report

Monthly/Weekly (4 Total) FAA Form 5370-1 Construction Progress and Inspection Reports will be completed and submitted to the SPONSOR.

1.2.2 Project Status Reports

Monthly (5 months) progress reporting in writing to SPONSOR outlining the status of the work effort relative to the scope, schedule and budget. Issues affecting the progress and corrective actions necessary will be identified and implemented as appropriate.

1.3 Meetings

The following meetings with anticipated attendance are included. Meetings are

Meeting	# of Mtgs	Est Mtg. Time*	Proj Eng		Princ Eng		Inspector	
			V	P	V	P	V	P
Preconstruction								
Kick Off Meeting	1	1	1		1		1	
Preconstruction	1	2		1		1		1
Construction								
Progress	4	1		4	4			4
Post Construction								
Final Inspection	1	2		1		1		1

* Does not include travel time

v. Consultant shall attend the meeting virtually

p. Consultant shall attend meeting in person.

When appropriate, meetings will be held at a location acceptable by the SPONSOR. In addition, the CONSULTANT will schedule all meetings on MS Teams to allow for online attendance.

The CONSULTANT will prepare and distribute minutes to all meeting attendees.

TASK 2- BIDDING SERVICES

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

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

1. Assist the SPONSOR in the advertisement of the Project and issuance of bid documents.
2. Receive and respond as required to questions from potential bidders regarding the Contract Documents.
3. Schedule and conduct pre-bid conference(s) by the SPONSOR and advise the SPONSOR on matters relating to design. Prepare meeting minutes of the pre-bid conference(s).
4. Prepare addenda to the bid documents after advertisement and prior to bidding as required upon the SPONSOR's approval.
5. Upon receipt of bids, perform bid reviews. The bid review shall include items such as a check of the contractor's bid extensions, bid security, execution of bid, non-collusive bidding certificate, EEO certification, statement of surety's intent, addenda receipt, "Buy American" certificate, subcontractors and suppliers list, Disadvantaged Business Enterprise (DBE) certification, eligibility certification, corporate bidder's certification, non-discrimination statement and nonsegregated facilities certificate. Request evidence of competency and evidence of financial responsibility from the contractor. Review contractor's list of personnel, list of equipment, and financial statement. Formal contact of the contractor's references shall be made upon SPONSOR's request or if the contractor has no past working relationship with the CONSULTANT, the SPONSOR, FAA or CALTRANS.
6. Prepare final bid tabulation, recommendation/rejection of award to the SPONSOR, and a sample award letter. Request concurrence of award from FAA.
7. Upon award of contract, prepare conformed copies of contracts; coordinate contractor's execution of contract; review contractor's bonds, insurance certificates, and DBE plan; review contractor's submission with SPONSOR; coordinate SPONSOR's execution of the contract; and assist in distributing electronic copies of executed contracts to the contractor and FAA.
8. Coordinate Notice to Proceed (NTP) for construction. Contact FAA for permission to issue NTP. Prepare a sample NTP letter for the SPONSOR to send to the contractor.

TASK 3- CONSTRUCTION ADMINISTRATION

Construction Contract Administration includes the following services:

- 3.1** Coordinate and assist SPONSOR with issuance of Notice to Proceed to contractor for construction.
- 3.2** Provide consultation and advice to SPONSOR during construction including matters related to FAA compliance and regulations. The CONSULTANT will Support SPONSOR in conversations with the FAA.
- 3.3** Review, approve, or take other appropriate action on Contractor-required shop drawings, product data, catalog cuts, and samples. CONSULTANT will prepare a shop drawing/submittal log and responsibility matrix that defines primary and secondary responsibility for review of submittals by the design team.
- 3.4** Review alternative construction methods proposed by the Contractor and advise the SPONSOR of the impact of these methods and provide a recommendation on the schedule and quality of the Project.
- 3.5** Prepare supplemental drawings and change orders necessary to execute the work properly within the intended scope. Assist SPONSOR in resolving contractor claims and disputes.
- 3.6** Provide interpretation of the Contract Document requirements and advise the Contractor of these on behalf of SPONSOR when necessary.
- 3.7** Review and respond to Contractor submitted Request For Information (RFIs).
- 3.8** Review operations and maintenance (O&M) manuals submitted by the Contractor. Manuals will be reviewed for completeness before turning over to the SPONSOR.
- 3.9** Furnish the SPONSOR one reproducible set of the record drawings in PDF format for the completed Project taken from the annotated record drawings prepared by the Resident Project Representative (RPR) based upon Contractor-provided information.
- 3.10** Conduct pre-final inspection (1 inspection) and final inspection of the completed Project with SPONSOR personnel, the FAA, and the Contractor. Develop and distribute a punch-list for each pre-final and final inspection.

- 3.11** Issue certificates of construction substantial completion to SPONSOR and the FAA for the end of construction.
- 3.12** The CONSULTANT shall aid the SPONSOR by acting as its grant coordinator with the FAA. In addition, the CONSULTANT shall assist SPONSOR in the preparation of paperwork required to secure funding. The specific services to be provided are the following:
- 3.12.1** Preparation of reimbursement request packages; coordination of their execution by the SPONSOR; and submission to the funding agencies.
 - 5 reimbursement request packages at 2 hours per reimbursement package for Grants Administrator.
 - 3.12.2** Preparation of the FAA grant closeout package for this project.
 - 40 Hours for Assistant Grants Administrator
 - 3.12.3** Monitoring of DBE participation and DBE monthly payments for life of the project.
 - 2 hours per month for 1 month for the DBE participation for Grants Administrator.

TASK 4- CONSTRUCTION OBSERVATION

The CONSULTANT will provide the necessary qualified full time staff for the duration of the construction project and closeout to:

- 4.1** Maintain project records utilizing the e-Construction applications as listed in Task-1 PROJECT MANAGEMENT. No labor hours are included for this task in the fee proposal as this work is included in the daily observation time task 3.5.
- 4.2** Observe the work to determine general conformity with the Contract Documents and to ascertain the need for correction or rejection of the Work. The activities of the Resident Project Representative (RPR) staff or the presence of any of them at a construction/Project site shall not relieve Contractor nor make CONSULTANT responsible for, Contractor's obligations, duties, and responsibilities, including, but not limited to, construction means, methods, sequences, techniques, or procedures necessary for performing, superintending, or coordinating the Work in accordance with the Contract Documents.

Anticipated days on site for RPR staff is provided in the tables below for each year of construction.

It is anticipated that the Contractor will conduct operations seven (7) days per week, eight (8) hours per day.

Roundtrip Travel – Roundtrips between Managing Office and Project Site – 2 trips, Twelve (12) Hours each

4.3 The lead RPR will serve as the airfield closure coordinator for the project. This will include coordination of all airfield closures with SPONSOR for each work area, coordination of reopening work areas with SPONSOR after SPONSOR approves work area to be opened, serving as the primary contact to monitor visitors to the project work areas, and coordination with other non-project related activities in the project work areas. The lead RPR will also be the 24-hour contact for the construction administration and observation team.

4.4 Arrange for, conduct, or witness field, laboratory, or shop tests of construction materials as required by the plans and specifications for the Project; monitor the suitability of materials on the Project site or brought to the Project site to be used in construction; interpret the contract plans and specifications and check the construction activities for general compliance with the design intent; measure, compute, or check quantities of Work performed and quantities of materials in-place for partial and final payments to the Contractor.

Prepare and submit inspection reports of construction activity and problems encountered as required by SPONSOR and the FAA. No labor hours are included for this task in the fee proposal as this work is included in the daily observation time task 3.2.

4.5 Monitor Contractors and Subcontractors compliance to the Davis Bacon Act by performing the following:

- Collecting and Review Certified Payrolls for general compliance.
- Perform Random Wage Rate Interviews and cross check results with Certified Payrolls.
 - Interviews to be conducted throughout the life of the project
 - Interviews will be conducted at a minimum on all major job classifications on the project including Owner Operators.
 - Report non-compliance issues to the SPONSOR.

4.6 Prepare, review, and approve monthly Progress Payments and Final Payments to Contractor.

- 4.7** Perform an orderly closeout of the Project as required by the SPONSOR, and the FAA. This shall include the project test record book, test summary, project photo summary, FAA monthly project reports, FAA project summary letter and archiving of project records.

ASSUMPTIONS

- 1) Construction will progress in the phases defined in the Construction Safety and Phasing Plan
- 2) The Construction start and end dates are consistent with dates shown in this scope of services.
- 3) By submitting Certifying Payrolls, the Contractors and their Subcontractors assume responsibility for all classification determinations for the workforce and accuracy of information. Consultant will determine non-compliance issues from information collected during Wage Rate Interview process.
- 4) This agreement does not include services/work related in any way to PFAS chemicals or substances possibly containing PFAS chemicals. C&S Engineers, Inc. will only perform services/work related in any way to PFAS chemicals or substances possibly containing PFAS chemicals (including but not limited to sampling, handling and remediating) to the extent the City of Oceanside specifically directs, in writing, for C&S Engineers, Inc. to perform such services/work, and C&S Engineers, Inc. shall not be liable for the nonperformance of such services/work.

**C&S ENGINEERS, INC.
ARCHITECTURAL/ENGINEERING
WORK SUMMARY**

PROJECT: Runway Electrical and Vault Building Improvements
 SERVICES: Construction Administration and Observation
 CLIENT: City of Oceanside
 CLIENT MGR: Vicki Gutierrez

CONT NO.	PHASE NO.	TASK	CR Engineers, Inc.					C&S Engineers, Inc.				TOTAL LABOR HOURS	TOTAL LABOR	DIRECT COSTS	SERVICES BY OTHERS	TOTALS	
			Project Manager/Senior Electrical Engineer	Senior Designer	Chief Electrical Inspector	Senior CADD Designer	Admin Assistant	Grants Administrator	Senior Designer	Project Engineer	Principal Engineer						
RATE			\$ 213.07	\$ 132.11	\$ 144.38	\$ 111.07	\$ 71.94	\$ 120.00	\$ 148.00	\$ 200.00	\$ 248.00						
		1. Project Management			18						52	64	134	\$28,678.75	\$2,020.00		\$30,698.75
		Project Management									16	30	46	\$10,550.00			\$10,550.00
		Progress Reports									12	4	16	\$3,380.00			\$3,380.00
		Meetings			18						24	30	72	\$14,748.75	\$2,020		\$16,768.75
		2. Bidding Services	8	8				13		26	27	82	\$ 16,136.44	\$ 609.00	\$ -	\$16,745.44	
		Assist Sponsor with Advertisement						2		4	2	8	\$1,530.00				\$1,530.00
		Respond to Bidder Questions	4	4						8	4	20	\$3,960.72				\$3,960.72
		Conduct Pre-Bid Meeting	2	2						4	14	22	\$4,920.36	\$609.00			\$5,529.36
		Prepare Addenda	2	2				2		4	4	14	\$2,710.36				\$2,710.36
		Prepare Bid Tabulation						4		2	1	7	\$1,125.00				\$1,125.00
		Perform Bid Review						4		2	1	7	\$1,125.00				\$1,125.00
		Prepare Recommendation of Award						1		2	1	4	\$765.00				\$765.00
		3. Construction Administration	33	8	67	24	13	32	8	86	48	319	\$ 55,346.28	\$ -	\$ -	\$55,346.28	
		Provide Design Support Services	10	8	8	8	4	14		30	16	98	\$17,118.92				\$17,118.92
		Material Submittal Review	20		48		8			8	4	88	\$14,346.92				\$14,346.92
		Review and Process Contractor Pay Requests and Change Orders			3			2		8	8	21	\$4,233.13				\$4,233.13
		Prepare Record Drawings	3		8	16	1		8	8	4	48	\$7,407.31				\$7,407.31
		Prepare Final Construction Report						8		24	8	40	\$7,720.00				\$7,720.00
		Project Closeout						8		8	8	24	\$4,520.00				\$4,520.00
		4. Construction Observation			376							376	\$ 54,285.00	\$ 16,000	\$ -	\$70,285.00	
		Provide Full-Time Construction Observation Services (Day)			136							136	\$19,635.00	\$5,000.00			\$24,635.00
		Provide Full-Time Construction Observation Services (Night)			240							240	\$34,650.00	\$11,000.00			\$45,650.00
		5. Quality Assurance Testing											\$ -	\$ -	\$ 36,000	\$36,000.00	
		Quality Assurance Testing													\$36,000	\$36,000.00	
		All Tasks Total (Base Bid)	41	16	461	24	13	45	8	164	139	911	\$ 154,446	\$ 18,629	\$ 36,000	\$209,075.47	



**CONSULTING/ENGINEERING
COST SUMMARY
SCHEDULE "B"**

PROJECT NAME: Runway Electrical and Vault Building Improvements
 PROJ DESCRIPTION: Construction Administration and Observation
 CLIENT: City of Oceanside
 CLIENT MANAGER: Vicki Gutierrez

DATE: 3/18/2026
 A/E: C & S ENGINEERS, INC.

I. DIRECT SALARY , OVERHEAD & PROFIT COSTS:

	TITLE	RATE OF PAY			HOURS	COST
		(\$/HR)	@			
A.	Project Manager/Senior Electrical Engineer	\$ 213.07	X		41	\$8,735.87
B.	Senior Designer	\$ 132.11	X		16	\$2,113.76
C.	Chief Electrical Inspector	\$ 144.38	X		461	\$66,556.88
E.	Senior CADD Designer	\$ 111.07	X		24	\$2,665.74
F.	Admin Assistant	\$ 71.94	X		13	\$935.22
G.	Grants Administrator	\$ 120.00	X		45	\$5,400.00
H.	Senior Designer	\$ 148.00	X		8	\$1,184.00
I.	Project Engineer	\$ 200.00	X		164	\$32,800.00
J.	Principal Engineer	\$ 245.00	X		139	\$34,055.00
TOTAL ESTIMATE OF LABOR:						\$154,446.47

II. ESTIMATE OF DIRECT EXPENSES:

A.	TRAVEL, BY AUTO (CR):	3200 mile* @		\$0.725	=	\$2,320.00
B.	TRAVEL, BY AUTO (C&S) from San Diego	80 mile* @	7 Trip(s) @	\$0.725	=	\$406.00
C.	TRAVEL, BY AUTO (C&S) from Phoenix	760 mile* @	3 Trip(s) @	\$0.725	=	\$1,653.00
D.	PER DIEM:	50 DAYS @	1 PERSON @	\$285.00	=	\$14,250.00

TOTAL ESTIMATE OF DIRECT EXPENSES: \$ 18,629.00

III. SERVICES BY OTHERS:

A.	Materials Testing - Engeo					\$36,000.00
TOTAL SERVICES BY OTHERS:						\$36,000

IV. TOTALS:

TOTAL RATE BASIS CONSTRUCTION MANAGEMENT SERVICES : \$209,075.47