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THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

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William Cass, P.E.
Commissioner

David Rodrigue, P.E.
Assistant Commissioner

Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Bureau of Aeronautics
May 8, 2024

His Excellency, Governor Christopher T. Sununu
and the Honorable Council
State House
Concord, NH 03301

REQUESTED ACTION

Authorize the Department of Transportation to **retroactively** provide funding to the Laconia Airport Authority (Vendor Code 156889), for SBG 09-22-2023, Phase I, design only, to construct Taxiways E1, E2, and E3 at Laconia Municipal Airport, Gilford, NH. Federal and State participation in the amount of $84,018 is effective, upon Governor and Council approval, from November 1, 2022 through July 16, 2024. 95% Federal Funds, 5% State Funds.

Funding is available as follows:

	FY 2024
04-96-96-960030-7976	
FAA Projects	
034-500152 Design/Study	$84,018

EXPLANATION

This project is **retroactive** because the original plan for this project was to apply for a design/construction project grant to be funded with one grant from the Federal Aviation Administration's (FAA) competitive discretionary funds. Prior to applying for FAA discretionary funds, the airport is required to compete the design and to place the project out to bid to acquire actual costs to determine the amount of funding needed to complete the project. Unfortunately, FAA discretionary funding was not available in this federal fiscal year, therefore, this grant, will use the airport's entitlement funds to fund the design work. The construction phase of this project (Phase II) will be issued in a future FAA SBG grant.

A total of $79,596 (90% of the total of this portion of the Airport Improvement Program (AIP) project cost) is proposed from federal funds for Phase I, design only, to construct Taxiways E1, E2, and E3 at Laconia Municipal Airport, Gilford, NH.

This project will construct three new stub taxiways to provide non-exclusive access between Taxiway E and an area of future hangar developments. Included in this project will be the installation of drainage structures, installation of an underground infiltration trench, installation of taxiway guidance signs and lighting, and construction of new full depth pavement sections. A New Hampshire Department of Environmental Services Alternation of Terrain permit application will also be developed as part of this project.

The taxiway stubs will enable aircraft to access the future hangar development while taxiing on Taxiway E. Providing additional stubs will allow aircraft to vacate Taxiway E for any oncoming traffic and increase the operational safety at the airport. Additionally, the stubs will allow future hangar developments' aircraft to safely and efficiently access the airfield.

The Department of Transportation accepts the AIP Federal Funds ($79,596) for this project as a pass through to the Laconia Airport Authority in accordance with RSA 422:15. State participation in the amount of $4,422 (5% of the total of this portion of the AIP project cost) is also requested. The Laconia Airport Authority will participate in the amount of $4,422 (5% of the total of this portion of the AIP project cost).

The summary of funds, including federal, state and local matching shares, for the overall project are summarized below:

Subject Grant	PROJECT Total		REQUESTED ACTION	
(AIP funds)	Cost	%	Cost	%
FAA	$ 79,596	90%	$ 79,596	94.7%
State	$ 4,422	5%	$ 4,422	5.3%
Laconia Airport Authority	$ 4,422	5%	$ 0	0.0%
Project Total	$ 88,440	100%	$ 84,018	100%

In the event that the Federal Funds are no longer available, additional General Funds will not be requested to support this program.

The contract has been approved by the Attorney General as to form and execution, and the Department has verified that the necessary funds are available. Copies of the fully executed contract are on file at the Secretary of State's Office and the Department of Administrative Service's Office, and subsequent to Governor and Council approval will be on file at the Department of Transportation.

In accordance with the FAA Grant Assurances C - Sponsor Certifications, Responsibility and Authority of the Sponsor, the grant funds must be immediately available for the project to execute; therefore, all funding for this project is encumbered in the first fiscal year.

Please note that the State funds are from the General Fund and have been previously approved in HB25, 2013, RSA 195:1, XIV, A-1 Capital Budget.

Sincerely,

William J. Cass, P.E.
Commissioner

Attachments
WC/tlsl

U.S. Department
of Transportation
Federal Aviation
Administration

GRANT AGREEMENT

FY 2023 Airport Improvement Program (AIP) Funds

PART I – Offer

Date of Offer	March 27, 2024
Airport/Planning Area	Laconia Municipal Airport
State Block Grant Number	SBG 09-22-2023
Unique Entity Identification (UEI) Number	DRQYZDZ1KDH9

TO: Laconia Airport Authority / City of Laconia, New Hampshire
(herein called the "Sponsor")

FROM: **The State of New Hampshire** (acting through the New Hampshire Department of Transportation, herein called the "State")

WHEREAS, the Sponsor has submitted to the State a Project Application dated February 15, 2024, for a grant of Federal and State funds for a project at or associated with the Laconia Municipal Airport, which as approved by the State, is included as part of this Grant Agreement; and

WHEREAS, the State has approved a project for the Laconia Municipal Airport (herein called the "Project") consisting of the following:

Construct Taxiways E1, E2, and E3 (each are approx. 115'x25'±) – Phase I (design, permit, bid)

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; Federal Aviation Administration (FAA) Reauthorization Act of 2018 (Public Law Number 115-254); the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L); the Consolidated Appropriations Act, 2022 (Public Law 117-103); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto; (b) the Sponsor's acceptance of this Offer; and (c) the benefits to accrue to the United States, the State, and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE NEW HAMPSHIRE DEPARTMENT OF TRANSPORTATION, FOR AND ON BEHALF OF THE UNITED STATES AND THE STATE, HEREBY OFFERS AND AGREES to pay ninety-five (95) percent of the allowable costs incurred accomplishing the Project as the United States' and State's share of the Project.

Assistance Listings Number (formally CFDA Number): 20.106

This Offer is made on and **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States and State payable under this Offer is **$84,018.00**.

   The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States and State under the provisions of 49 U.S.C. § 47108(b):
   $0.00 for planning
   $84,018.00 for airport development or noise program implementation
   $0.00 for land acquisition.

2. **Grant Performance**. This Grant Agreement is subject to the following Federal and State award requirements:

   a. Period of Performance:

      1. The period of performance begins on the date the Sponsor formally accepts this agreement. Unless explicitly stated otherwise in an amendment from the State, the end date of the project period of performance is 4 years (1,460 calendar days) from the date of formal Block Grant acceptance by the State for federal funds that make up a portion of this project's funding. For this project, the period of performance end date is **July 16, 2024**.

      2. The period of performance means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods. (2 Code of Federal Regulations (CFR) § 200.1).

   b. Budget Period:

      1. For this Grant is 4 years (1,460 calendar days) from the date of formal Block Grant acceptance by the State for federal funds that make up a portion of this project's funding and follows the same start and end date as the period of performance provided in paragraph (2)(a)(1). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period.

      2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 CFR § 200.308.

   c. Close Out and Termination

      i. Unless the State authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 90 calendar days after the end date of the period of performance. If the Sponsor does not submit all required closeout documentation within this time period, the State will proceed to close out the grant within 120 days of the period of performance end date with the information available at the end of 90 days. (2 CFR § 200.344).

ii. The FAA or State may terminate this Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal or State regulatory or statutory authorities as applicable.

3. **Ineligible or Unallowable Costs**. The Sponsor must not include any costs in the project that the FAA or State has determined to be ineligible or unallowable.

4. **Indirect Costs – Sponsor**. Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the State, to allowable costs for Sponsor direct salaries and wages.

5. **Determining the Final Federal and State Shares of Costs**. The United States' and State's shares of allowable project costs will be made in accordance with 49 U.S.C. § 47109, the regulations, policies, and procedures of the Secretary of Transportation ("Secretary") and State, and any superseding legislation. Final determination of the United States' and State's shares will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal and State shares of costs.

6. **Completing the Project Without Delay and in Conformance with Requirements**. The Sponsor must carry out and complete the project without undue delays and in accordance with this Agreement, 49 U.S.C. Chapters 471 and 475, and the regulations, policies, and procedures of the Secretary and the State. Per 2 CFR § 200.308, the Sponsor agrees to report and request prior State approval for any disengagement from performing the project that exceeds three months or a 25 percent reduction in time devoted to the project. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the grant assurances, which are part of this Agreement.

7. **Amendments or Withdrawals before Grant Acceptance**. The State reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

8. **Offer Expiration Date**. This offer will expire and the United States and the State will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before **April 29, 2024**, or such subsequent date as may be prescribed in writing by the State.

9. **Improper Use of Federal and State Funds**. The Sponsor must take all steps, including litigation if necessary, to recover Federal and State funds spent fraudulently, wastefully, or in violation of Federal and State antitrust statutes, or misused in any other manner in any project upon which Federal and State funds have been expended. For the purposes of this grant agreement, the terms "Federal funds" and "State funds" means funds however used or dispersed by the Sponsor that were originally paid pursuant to this or any other Federal or State grant agreement. The Sponsor must obtain the approval of the State as to any determination of the amount of the Federal and State share of such funds. The Sponsor must return the recovered Federal and State shares, including funds recovered by settlement, order, or judgment, to the State. The Sponsor must furnish to the State, upon request, all documents and records pertaining to the determination of the amount of the Federal and State shares or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal and State shares require advance approval by the State.

10. **United States and State Not Liable for Damage or Injury**. The United States and the State are not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this grant agreement. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this Agreement.

11. **System for Award Management (SAM) Registration and Universal Identifier**.

A. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR § 25.110, the Sponsor must maintain the currency of its information in the SAM until the Sponsor submits the final financial report required under this grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at http://www.sam.gov).

B. Unique Entity Identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, non-profit, or government entity. A UEI may be obtained from SAM.gov at Https://sam.gov/SAM/pages/public/index.jsf.

12. **Electronic Grant Payment(s).** Unless otherwise directed by the State, the State will make each payment request under this agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees utilizing data provided by the Sponsor on forms acceptable to the State.

13. **Informal Letter Amendment of AIP Projects.** If, during the life of the project, the State determines that the maximum grant obligation of the United States and State exceeds the expected needs of the Sponsor by $25,000 or five percent (5%), whichever is greater, the State can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.

    The State can also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The State's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1, Maximum Obligation.

    The State can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the State finds it advantageous and in the best interests of the United States and the State.

    An informal letter amendment has the same force and effect as a formal grant amendment.

14. **Air and Water Quality.** The Sponsor is required to comply with all applicable air and water quality standards for all projects in this grant. If the Sponsor fails to comply with this requirement, the State may suspend, cancel, or terminate this Grant Agreement.

15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal and State financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

16. **Buy American.** Unless otherwise approved in advance by the FAA and State in accordance with 49 U.S.C § 50101, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured products produced outside the United States to be used for any project for which funds are provided under this Grant Agreement. The Sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this Grant Agreement.

17. **Build America, Buy America.** The Sponsor must comply with the requirements under the Build America, Buy America Act (Public Law 117-58).

18. **Maximum Obligation Increase.** In accordance with 49 U.S.C. § 47108(b)(3), as amended, the maximum obligations of the United States and State, as stated in Condition No. 1, Maximum Obligation, of this Grant Offer:

    a. May not be increased for a planning project;

b. May be increased by not more than 15 percent for development projects if funds are available;

c. May be increased by not more than the greater of the following for a land project, if funds are available:

1. 15 percent; or

2. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the Sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in 49 U.S.C. § 47110, or other superseding legislation if applicable, and State share for the fiscal year appropriation with which the increase is funded. The FAA and State are not responsible for the same Federal and State share provided herein for any amount increased over the initial grant amount. The FAA and State may adjust the Federal and State share as applicable through an informal letter of amendment.

19. **Audits for Public Sponsors.** The Sponsor must provide for a Single Audit or project-specific audit in accordance with 2 CFR § 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at http://harvester.census.gov/facweb/. Provide one copy of the completed audit to the State. Sponsors that expend less than $750,000 in all Federal awards in a fiscal year and are exempt from Federal audit requirements must make records available for review or audit by the appropriate Federal agency officials, State, and Government Accountability Office. The FAA, State, and other appropriate government agencies may request additional information to meet all Federal audit requirements.

20. **Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

A. Verify the non-federal entity is eligible to participate in this Federal program by:

1. Checking the excluded parties list system (EPLS) as maintained within the System for Award Management (SAM) to determine if non-federal entity is excluded or disqualified; or

2. Collecting a certification statement from the non-federal entity attesting they are not excluded or disqualified from participating; or

3. Adding a clause or condition to covered transactions attesting individual or firm are not excluded or disqualified from participating.

B. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions (e.g. Sub-contracts).

C. Immediately disclose to the State whenever the Sponsor: (1) learns they have entered into a covered transaction with an ineligible entity or (2) suspends or debars a contractor, person, or entity.

21. Ban on Texting While Driving.

A. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal and State governments, including work relating to a grant or subgrant.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
   a. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
   b. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

B. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts and subcontracts.

22. Trafficking in Persons.

A. *Posting of contact information.*

1. The Sponsor must post the contact information of the national human trafficking hotline (including options to reach out to the hotline such as through phone, text, or TTY) in all public airport restrooms.

B. *Provisions applicable to a recipient that is a private entity.*

1. You as the recipient, your employees, subrecipients under this Grant, and subrecipients' employees may not:
   i. Engage in severe forms of trafficking in persons during the period of time that the Grant and applicable conditions are in effect;
   ii. Procure a commercial sex act during the period of time that the Grant and applicable conditions are in effect; or
   iii. Use forced labor in the performance of the Grant or any subgrants under this Grant.
2. We, as the State awarding agency, may unilaterally terminate this Grant, without penalty, if you or a subrecipient that is a private entity –
   i. Is determined to have violated a prohibition in paragraph (a) of this Grant Condition; or
   ii. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated a prohibition in paragraph (a) of this Grant Condition through conduct that is either –

      a) Associated with performance under this Grant; or

      b) Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 1200.

C. *Provision applicable to a recipient other than a private entity.* We, as the State awarding agency may unilaterally terminate this Grant, without penalty, if a subrecipient that is a private entity –

1. Is determined to have violated an applicable prohibition in paragraph (a) of this Grant Condition; or
2. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated an applicable prohibition in paragraph (a) of this Grant Condition through conduct that is either –
    i. Associated with performance under this Grant; or
    ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 1200.

D. *Provisions applicable to any recipient*.

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a) of this Grant Condition.
2. Our right to terminate unilaterally that is described in paragraph (a) or (b) of this Grant Condition:
    i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended [22 U.S.C. § 7104(g)], and
    ii. Is in addition to all other remedies for noncompliance that are available to us under this Grant.
3. You must include the requirements of paragraph (a) of this Grant Condition in any subgrant you make to a private entity.

E. *Definitions*. For purposes of this Grant Condition:

1. "Employee" means either:
    i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this Grant; or
    ii. Another person engaged in the performance of the project or program under this Grant and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Force labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
    i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25.
    ii. Includes:

        a) A nonprofit organization, including any nonprofit institute of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).

        b) A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

23. Exhibit "A" Property Map. The Exhibit "A" Property Map dated January 18, 2018, is incorporated herein by reference or is submitted with the project application and made part of this Grant Agreement.

24. Employee Protection from Reprisal.

A. Prohibition of Reprisals –

1. In accordance with 41 U.S.C. § 4712, an employee of a Sponsor, grantee, subgrantee, contractor, or subcontractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (A)(2), information that the employee reasonably believes is evidence of:

   i. Gross mismanagement of a Federal grant;
   ii. Gross waste of Federal funds;
   iii. An abuse of authority relating to implementation or use of Federal funds;
   iv. A substantial and specific danger to public health or safety; or
   v. A violation of law, rule, or regulation related to a Federal grant.

2. Persons and bodies covered: The persons and bodies to which a disclosure by an employee is covered are as follows:

   i. A member of Congress or a representative of a committee of Congress;
   ii. An Inspector General;
   iii. The Government Accountability Office;
   iv. A Federal employee responsible for contract or grant oversight or management at the relevant agency;
   v. A court or grand jury;
   vi. A management official or other employee of the Sponsor, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct; or
   vii. An authorized official of the Department of Justice or other law enforcement agency.

B. Investigation of Complaints.

1. Submission of Complaint – A person who believes that they have been subjected to a reprisal prohibited by paragraph A of this grant term may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.

2. Time Limitation for Submittal of a Complaint - A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

3. Required Actions of the Inspector General – Actions, limitations and exceptions of the Inspector General's office are established under 41 U.S.C. § 4712(b).

C. Remedy of Enforcement Authority.

1. Assumption of Rights to Civil Remedy - Upon receipt of an explanation of a decision not to conduct or continue an investigation by the Office of Inspector General, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c)(2).

25. Prohibited Telecommunications and Video Surveillance Services and Equipment. The Sponsor agrees to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)] and 2 CFR § 200.216.

26. **Critical Infrastructure Security and Resilience**. The Sponsor acknowledges that it has considered and addressed physical and cybersecurity and resilience in their project planning, design, and oversight, as determined by the DOT and the Department of Homeland Security (DHS). For airports that do not have specific DOT or DHS cybersecurity requirements, the FAA and the State encourage the voluntary adoption of the cybersecurity requirements from the Transportation Security Administration and Federal Security Director identified for security risk Category X airports.

27. **Availability of Funds**. Notwithstanding anything in this agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this agreement immediately upon giving the Sponsor notice of such termination. In any event neither the State nor United States shall be required to transfer funds from any other grant, program or account in the event funds under this grant are reduced or become unavailable.

28. **Effective Date**. If the date for commencement precedes the Effective Date, all services performed by the Sponsor between the commencement date and the Effective Date shall be performed at the sole risk of the Sponsor and in the event that this Agreement does not become effective, the State shall be under no obligation to pay the Sponsor for any costs incurred or services performed; however that if this Agreement becomes effective all costs incurred prior to the effective date shall be paid under the terms of this Agreement.

29. **Assignment of Interest**. The Sponsor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Services shall be delegated or subcontracted by the Sponsor without the prior written consent of the State.

30. **Entire Agreement**. This agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understandlng between the parties, and supersedes all prior agreements and understanding both written and verbal relating hereto.

31. **Insurances**. The sponsor shall, at its sole expense, and shall require any subcontractor or assignee, to obtain and maintain in force, an insurance policy or policies designating the State as an additional insured, with the following insurance:

    A. Comprehensive general liability insurance against all claims of bodily injury, death, or property damage, in amounts of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate; and

    B. The policies described in this section shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire; and

    C. Each policy shall contain a clause prohibiting cancellation or modifications of the policy earlier than 10 days after written notice thereof has been received by the State.

31. **Public Meeting**. By signing this form, the Sponsor certifies that the Sponsor has complied with any public meeting requirement for acceptance of this grant, including, if applicable, NH RSA 31:95-b.

32. **Plans and Specifications Approval Based Upon Certification**. The FAA, State, and the Sponsor agree that the FAA's and the State's approval of the Sponsor's Plans and Specification is based primarily upon the Sponsor's certification to carry out the project in accordance with policies, standards, and specifications approved by the FAA and State. The Sponsor understands that:

1. The Sponsor's certification does not relieve the Sponsor of the requirement to obtain prior FAA and State approval for modifications to published FAA airport development grant standards or to notify the FAA and the State of any limitations to competition within the project;
2. The FAA's and State's acceptance of a Sponsor's certification does not limit the FAA and State from reviewing appropriate project documentation for the purpose of validating the certification statements; and
3. If the FAA or State determine that the Sponsor has not complied with their certification statements, the FAA or State will review the associated project costs to determine whether such costs are allowable under this Grant.

33. **Design Grant**. This Grant Agreement is being issued in order to complete the design of the project. The Sponsor understands and agrees that within 2 years after the design is completed that the Sponsor will accept, subject to the availability of the amount of Federal and State funding identified in the Airport Capital Improvement Plan (ACIP), a grant to complete the construction of the project in order to provide a useful and useable unit of work. The Sponsor also understands that if the FAA and State has provided Federal and State funding to complete the design for the project, and the Sponsor has not completed the design within four (4) years from the execution of this Grant Agreement, the FAA and State may suspend or terminate grants related to the design.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the State and the Sponsor with respect to the accomplishment of the Project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's and the New Hampshire Governor and Council's acceptance of this Offer.

I declare under penalty of perjury that the foregoing is true and correct.[1]

STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION

_____
(Signature)

Michelle L. Winters
(Typed Name)

Director of Aeronautics, Rail & Transit
(Title of NHDOT Official)

Attorney General: This is to certify that the above Agreement has been reviewed by this office, and is approved as to form and execution.

Dated: 5/29/2024 **By:** _____
Assistant Attorney General

Secretary of State: This is to certify that the Governor and Council on _____ approved this Agreement.

Dated: _____ **Attest:** _____

By: _____ _____
Secretary of State *(Title)*

[1] Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

PART II - ACCEPTANCE

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

I declare under penalty of perjury that the foregoing is true and correct.[2]

Executed this 22nd day of April, 2024.

City of Lucania
(Name of Sponsor)

(Signature of Sponsor's Authorized Official)

By: Andrew J. Hosmer
(Typed Name of Sponsor's Authorized Official)

Title: Mayor
(Title of Sponsor's Authorized Official)

[2] Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, Paul Fitzgerald, acting as Attorney for the Sponsor do hereby certify:
(Typed Name of Sponsor's Attorney)

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of New Hampshire. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; and Title 49, United States Code (U.S.C.), Chapters 471 and 475; 49 U.S.C. §§ 40101 et seq., and 48103; FAA Reauthorization Act of 2018 (Public Law Number 115-254); the Department of Transportation Appropriations Act, 2021 (Public Law 116-260, Division L); the Consolidated Appropriations Act, 2022 (Public Law 117-103); Consolidated Appropriations Act, 2023 (Public Law 117-328); and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

I declare under penalty of perjury that the foregoing is true and correct.[3]

Dated at Laconia, NH (location) this 22nd day of April, 2024.

By: _____
(Signature of Sponsor's Attorney)

[3] Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF VOTE

I, Katie A. Gargano, do hereby certify that I am the City Clerk of Laconia, a municipality in the state of New Hampshire, county of Belknap, in the United States of America.

I do further certify that Andrew J. Hosmer, is Mayor of the municipality and is authorized by the by-laws and laws of the State of New Hampshire to execute and deliver for on behalf of the municipality and is duly authorized by the by-laws and laws of the State of New Hampshire to execute and deliver for on behalf of the municipality any contracts with the State of New Hampshire. This authority was given during an official meeting of the City Council of the city of Laconia on the following date: 4/22/2024.

I further certify that such authority has not been repealed, rescinded, or amended.

IN WITNESS WHEREOF, I have hereunto set my hand and attached the seal of the city of Laconia on this 22nd day of April, 2024.

Katie A Gargano

Signature

SEAL

City Clerk

Title of Signatory

NOTARY STATEMENT

As Notary Public and/or Justice of the Peace, registered in the state of New Hampshire, county of Belknap upon this date 4-22-24, appeared before me Stacy Anders, the abovesigned officer personally appeared Katie A. Gargano, who acknowledged herself to be the City Clerk of the city of Laconia, New Hampshire, and that being authorized to do so, she executed the foregoing instrument for the purposes therein contained, by signing by herself in the name of the city of Laconia, New Hampshire. In witness whereof, I hereunto set my hand and official seal.

Stacy A Anders

Signature of Notary or Justice of the Peace

Stacy A Anders

Name of Notary or Justice of the Peace

SEAL

March 3, 2026

Date of Expiration of Commission

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 03/28/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Melcher & Prescott Insurance
426 Main Street
Laconia NH 03246

CONTACT NAME: Jessica Hildreth
PHONE (A/C, No, Ext): (603) 524-4535 FAX (A/C, No):
E-MAIL ADDRESS: jhildreth@melcher-prescott.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE Property & Casualty Ins Co	20699
INSURER B: Cincinnati Indemnity Ins. Co.	23280
INSURER C: Allied Eastern Indemnity Co	11242
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Laconia Airport Authority
65 Aviation Drive
Gilford NH 03249

COVERAGES CERTIFICATE NUMBER: CL2432812269 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC OTHER:	Y		AAP N00975655 014	03/05/2023	03/05/2026	EACH OCCURRENCE	$ 10,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 50,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 10,000,000
							GENERAL AGGREGATE	$
							PRODUCTS - COMP/OP AGG	$ 10,000,000
								$
B	AUTOMOBILE LIABILITY [X] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			EBA 0372653	03/15/2024	03/15/2025	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							Uninsured Motorist	$ 1,000,000
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE	$
							AGGREGATE	$
								$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [Y] If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		0000111772	03/15/2024	03/15/2025	[X] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers Comp. 3A State(s): NH

CERTIFICATE HOLDER

State of NH Dept. of Transportation Bureau of Aeronautics
John O. Morton Building
7 Hazen Drive
Concord NH 03302

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 04/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LIC #0437153 1-212-948-1306
Marsh Risk & Insurance Services
CIRTS_Support@jacobs.com
633 W. Fifth Street

Los Angeles, CA 90071

CONTACT NAME:
PHONE (A/C, No, Ext): FAX (A/C, No): 1-212-948-1306
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: ACE AMER INS CO	22667
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

INSURED
Jacobs Engineering Group Inc.

C/O Global Risk Management
555 South Flower Street, Suite 3200
Los Angeles, CA 90071 USA

COVERAGES

CERTIFICATE NUMBER: 750676325 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			HDO G47339273	07/01/23	07/01/24	EACH OCCURRENCE	$ 2,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
	X CONTRACTUAL LIABILITY						MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
	AUTOMOBILE LIABILITY			ISA H10736262	07/01/23	07/01/24	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WLR C50711481 (AOS)	07/01/23	07/01/24	X PER STATUTE / OTH-ER	
A	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N	N/A		WCU C50711559 (OH) *	07/01/23	07/01/24	E.L. EACH ACCIDENT	$ 250,000
A	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			SCF C5071164A (WI)	07/01/23	07/01/24	E.L. DISEASE - EA EMPLOYEE	$ 250,000
							E.L. DISEASE - POLICY LIMIT	$ 250,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

PROJECT MGR: John Hehir. CONTRACT MGR: John Hehir. RE: Engineering and Planning Services. CONTRACT END DATE: 05-04-2025. SECTOR: Public. The State of New Hampshire Department of Transportation is added as an additional insured for general liability as respects the negligence of the insured in the performance of insured's services to cert holder under contract for captioned work. *THE TERMS, CONDITIONS, AND LIMITS PROVIDED UNDER THIS CERTIFICATE OF INSURANCE WILL NOT EXCEED OR BROADEN IN ANY WAY THE TERMS, CONDITIONS, AND LIMITS AGREED TO UNDER THE APPLICABLE CONTRACT.*

CERTIFICATE HOLDER

Laconia Airport Authority

[illegible] Aviation Drive

Gilford, NH 03249

USA

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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SUPPLEMENT TO CERTIFICATE OF INSURANCE

DATE
04/24/2024

NAME OF INSURED: Jacobs Engineering Group Inc.

Additional Description of Operations/Remarks from Page 1:

Additional Information:

*$2,000,000 SIR FOR STATE OF: OHIO

NOTICE TO OTHERS ENDORSEMENT – SCHEDULE – EMAIL ONLY

Named Insured Jacobs Solutions Inc.			Endorsement Number
Policy Symbol HDO	Policy Number G47339273	Policy Period 07/01/2023 TO 07/01/2024	Effective Date of Endorsement
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

A. If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out below, to send written notice of cancellation, via such electronic notification as we determine, to the persons or organizations listed in the schedule that you or your representative provide or have provided to us (the "Schedule"). You or your representative must provide us with the e-mail address of such persons or organizations, and we will utilize such e-mail address that you or your representative provided to us on such Schedule.

B. The Schedule must be initially provided to us within 15 days after:

i. The beginning of the Policy period, if this endorsement is effective as of such date; or

ii. This endorsement has been added to the Policy, if this endorsement is effective after the Policy period commences.

C. The Schedule must be in an electronic format that is acceptable to us; and must be accurate.

D. Our delivery of the notification as described in Paragraph **A.** of this endorsement will be based on the most recent Schedule in our records as of the date the notice of cancellation is mailed or delivered to the first Named Insured.

E. We will endeavor to send such notice to the e-mail address corresponding to each person or organization indicated in the Schedule at least 30 days prior to the cancellation date applicable to the Policy.

F. The notice referenced in this endorsement is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). Our failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule shall impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.

G. We are not responsible for verifying any information provided to us in any Schedule, nor are we responsible for any incorrect information that you or your representative provide to us. If you or your representative does not provide us with a Schedule, we have no responsibility for taking any action under this endorsement. In addition, if neither you nor your representative provides us with e-mail address information with respect to a particular person or organization, then we shall have no responsibility for taking action with regard to such person or entity under this endorsement.

H. We may arrange with your representative to send such notice in the event of any such cancellation.

I. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.

J. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.

Authorized Representative

NOTICE TO OTHERS ENDORSEMENT – SCHEDULE – EMAIL ONLY

Named Insured Jacobs Solutions Inc.			Endorsement Number
Policy Symbol ISA	Policy Number H10736262	Policy Period 07/01/2023 TO 07/01/2024	Effective Date of Endorsement
Issued By (Name of Insurance Company) ACE American Insurance Company			

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

A. If we cancel the Policy prior to its expiration date by notice to you or the first Named Insured for any reason other than nonpayment of premium, we will endeavor, as set out below, to send written notice of cancellation, via such electronic notification as we determine, to the persons or organizations listed in the schedule that you or your representative provide or have provided to us (the "Schedule"). You or your representative must provide us with the e-mail address of such persons or organizations, and we will utilize such e-mail address that you or your representative provided to us on such Schedule.

B. The Schedule must be initially provided to us within 15 days after:

i. The beginning of the Policy period, if this endorsement is effective as of such date; or

ii. This endorsement has been added to the Policy, if this endorsement is effective after the Policy period commences.

C. The Schedule must be in an electronic format that is acceptable to us; and must be accurate.

D. Our delivery of the notification as described in Paragraph **A.** of this endorsement will be based on the most recent Schedule in our records as of the date the notice of cancellation is mailed or delivered to the first Named Insured.

E. We will endeavor to send such notice to the e-mail address corresponding to each person or organization indicated in the Schedule at least 30 days prior to the cancellation date applicable to the Policy.

F. The notice referenced in this endorsement is intended only to be a courtesy notification to the person(s) or organization(s) named in the Schedule in the event of a pending cancellation of coverage. We have no legal obligation of any kind to any such person(s) or organization(s). Our failure to provide advance notification of cancellation to the person(s) or organization(s) shown in the Schedule shall impose no obligation or liability of any kind upon us, our agents or representatives, will not extend any Policy cancellation date and will not negate any cancellation of the Policy.

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H. We may arrange with your representative to send such notice in the event of any such cancellation.

I. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.

J. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of the Policy remain unchanged.

Authorized Representative

Named Insured JACOBS SOLUTIONS INC. 555 SOUTH FLOWER ST, STE 3200 LOS ANGELES CA 90071	Endorsement Number Policy Number Symbol: WLR Number: C50711481
Policy Period 07-01-2023 TO 07-01-2024	Effective Date of Endorsement 07-01-2023
Issued By (Name of Insurance Company) ACE AMERICAN INSURANCE COMPANY	

Insert the policy number. The remainder of the information is to be completed only when this endorsement is issued subsequent to the preparation of the policy. This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

NOTICE TO OTHERS ENDORSEMENT – SCHEDULE – EMAIL ONLY

A. If we cancel this Policy prior to its expiration date by notice to you or the first Named insured for any reason other than nonpayment of premium, we will endeavor, as set out below, to send written notice of cancellation, via such electronic notification as we determine, to the persons or organizations listed in the schedule that you or your representative provide or have provided to us (the "Schedule"). You or your representative must provide us with the e-mail address of such persons or organizations, and we will utilize such e-mail address that you or your representative provided to us on such Schedule.

B. The Schedule must be initially provided to us within 15 days after:

i. The beginning of the Policy period, if this endorsement is effective as of such date; or

ii. This endorsement has been added to the Policy, if this endorsement is effective after the Policy period commences.

C. The Schedule must be in an electronic format that is acceptable to us; and must be accurate.

D. Our delivery of the notification as described in Paragraph **A.** of this endorsement will be based on the most recent Schedule in our records as of the date the notice of cancellation is mailed or delivered to the first Named Insured.

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H. We may arrange with your representative to send such notice in the event of any such cancellation.

I. You will cooperate with us in providing the Schedule, or in causing your representative to provide the Schedule.

J. This endorsement does not apply in the event that you cancel the Policy.

All other terms and conditions of this Policy remain unchanged.

This Endorsement is not applicable in the states of AZ, FL, ID, ME, NC, NJ, NM,TX and WI.

Authorized Representative

LACONIA MUNICIPAL AIRPORT
GILFORD, NEW HAMPSHIRE

CONSTRUCT TAXIWAYS E1, E2, AND E3
(115' LONG BY 25±' WIDE EACH)
DESIGN
SBG-09-22-2023

GRANT APPLICATION

Submitted By: Laconia Municipal Airport

Contact: Mr. Marv Everson
Airport Manager
65 Aviation Drive
Gilford, NH 03429

603-524-5003
marv.everson@laconiaairport.com

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FAA Form 5100-100 – Part IV Supplemental Narrative

APPENDICES

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Appendix 2 - Grant Assurances for Airport Sponsors

Appendix 3 – Organizational Chart

Appendix 4 – Engineer's Scope and Fee

Appendix 5 – IFE Backup and Survey Proposal and Fee

OMB Number: 4040-0004
Expiration Date: 11/30/2025

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: NH SBG-09-22-2023

8. APPLICANT INFORMATION:

*a. Legal Name: LACONIA MUNICIPAL AIRPORT

*b. Employer/Taxpayer Identification Number (EIN/TIN): 02-0443324

*c. UEI: DRQYZDZ1KDH9

d. Address:

*Street 1: 65 Aviation Drive

Street 2:

*City: Gilford

County/Parish: Belknap

*State: NH

*Province:

*Country: USA: United States

*Zip / Postal Code 03249-6680

e. Organizational Unit:

Department Name:

Division Name:

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

Prefix: Mr.

*First Name: Marv

Middle Name:

*Last Name: Everson

Suffix:

Title: Airport Manager

Organizational Affiliation: Laconia Municipal Airport

*Telephone Number: 603.524.5003

Fax Number:

*Email: marv.everson@laconiaairport.com

Application for Federal Assistance SF-424

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

C: City or Township Government

Type of Applicant 2: Select Applicant Type:

Pick an applicant type

Type of Applicant 3: Select Applicant Type:

Pick an applicant type

*Other (Specify)

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

Federal Aviation Administration

11. Catalog of Federal Domestic Assistance Number:

20.106

CFDA Title:

Airport Improvement Program

***12. Funding Opportunity Number:**

*Title:

Bipartisan Infrastructure Law - Airport Improvement Grant

13. Competition Identification Number:

Title:

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

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

Construct Taxiways E1, E2, and E3 (115' Long by 25±' Wide Each)

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424

16. Congressional Districts Of:

*a. Applicant: NH-1 *b. Program/Project: NH-1

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

17. Proposed Project:

*a. Start Date: 11/01/2022 *b. End Date: 09/01/2024

18. Estimated Funding ($):

*a. Federal	$ 79,596
*b. Applicant	$ 4,422
*c. State	$ 4,422
*d. Local	$ 0
*e. Other	$ 0
*f. Program Income	$ 0
*g. TOTAL	$ 88,440

***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: Mr. *First Name: Andrew

Middle Name:

*Last Name: Hosmer

Suffix:

*Title:

*Telephone Number: 603-496-2078 Fax Number:

* Email: laconiamayor@gmail.com

*Signature of Authorized Representative: X *Date Signed: 2.15.2024

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.

Item 1.
Does Sponsor maintain an active registration in the System for Award Management (www.SAM.gov)? ☒ Yes ☐ No

Item 2.
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

Item 3.
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

Item 4.
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

Item 5.
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. ☐ Yes ☒ No ☐ N/A

☐ The project is included in an *approved* PFC application.
If included in an approved PFC application,
does the application *only* address AIP matching share? ☐ Yes ☐ No

☒ The project is included in another Federal Assistance program. Its CFDA number is below.
20.106 - Bipartisan Infrastructure Law

Item 6.
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:

☐ 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).

Note: Refer to the instructions for limitations of application associated with claiming Sponsor indirect costs.

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:

The proposed project will not have an impact on compatible land usage 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:

Laconia Municipal Airport is not in default on any applicable obligations to the US or any agency of the US government related to the airport.

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:

There are no known circumstances that will prevent the successful completion of the project.

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.

The project is consistent with state and local development plans.

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

The Sponsor has given fair consideration to the interest to communities near the airport.

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)).

Airport users were advised of the decisions to undertake the project.

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.

This project does not meet the above criteria for a public hearing and therefore is not required.

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.

The project does not meet the above criteria for Governor notification and therefore is not required.

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:

No exceptions to exclusive rights at any airport owned or controlled by the Sponsor.

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 owns fee title, without adverse interests, all land being used as part of this project.

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]

All work associated with the project will take place on land owned by the Sponsor.

(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]

All work associated with the project will take place on land owned by the Sponsor.

---

[1] 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			$ 2,254
2. Preliminary expense			1,827
3. Land, structures, right-of-way			
4. Architectural engineering basic fees			78,822
5. Other Architectural engineering fees			5,537
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. **Subtotal** (Lines 1 through 13)			$ 88,440
15. Estimated Income (if applicable)			
16. Net Project Amount (Line 14 minus 15)			
17. **Less**: Ineligible Exclusions (Section C, line 23 g.)			
18. **Subtotal** (Lines 16 through 17)			$ 88,440
19. Federal Share requested of Line 18			79,596
20. Grantee share			4,422
21. Other shares			4,422
22. **TOTAL PROJECT** (Lines 19, 20 & 21)			$ 88,440

SECTION C – EXCLUSIONS

23. Classification (Description of non-participating work)	Amount Ineligible for Participation
a.	
b.	
c.	
d.	
e.	
f.	
g. Total	

SECTION D – PROPOSED METHOD OF FINANCING NON-FEDERAL SHARE

24. Grantee Share – Fund Categories	Amount
a. Securities	
b. Mortgages	
c. Appropriations (by Applicant)	4,422
d. Bonds	
e. Tax Levies	
f. Non-Cash	
g. Other (Explain):	
h. **TOTAL** - Grantee share	$ 4,422
25. Other Shares	**Amount**
a. State	4,422
b. Other	
c. **TOTAL** - Other Shares	$ 4,422
26. TOTAL NON-FEDERAL FINANCING	

SECTION E – REMARKS

(Attach sheets if additional space is required)

Bipartisan Infrastructure Law - Airport Improvement Grant.

90% - Federal Funding

5% - State Share

5% - Local Share

PART IV – PROGRAM NARRATIVE
(Suggested Format)

PROJECT: DESIGN ONLY: TAXIWAYS E1, E2, AND E3 (115' LONG BY 25±' WIDE EACH)

AIRPORT: LACONIA MUNICIPAL AIRPORT

1. Objective:

Construct three new stub taxiways to provide non-exclusive access between Taxiway 'E' and future hangar developments. Included in this project will be the installation of drainage structures, installation of an underground infiltration trench, installation of taxiway guidance signs and lighting, and construction of new full depth bituminous pavement sections. A New Hampshire Department of Environmental Services Alteration of Terrain permit application will also be developed as part of this project.

2. Benefits Anticipated:

The taxiway stubs will enable aircraft to access the future hangar developments while taxiing on Taxiway 'E'. Providing additional stubs will allow aircraft to vacate Taxiway 'E' for any oncoming traffic. increasing operational safety on the airport. Additionally, the stubs will allow future hangar developments' aircraft to safely and efficiently access the airfield.

3. Approach: (See approved Scope of Work in Final Application)

Site data including geotechnical boring and survey will be completed in early spring 2023. The design will be spring/summer 2023 with bidding to occur in July 2023. Construction is not anticipated to occur until 2024.

A separate grant application will be submitted for construction in fall on 2023.

4. Geographic Location:

Gilford, NH

5. If Applicable, Provide Additional Information:

See Part IV - Supplemental Program Narrative

6. Sponsor's Representative: (include address & telephone number)

Marv Everson, Airport Manager
65 Aviation Drive, Gilford NH 03249
603.524.5003

Part IV – SUPPLEMENTAL PROGRAM NARRATIVE STATEMENT
Application for Federal Assistance

CONSTRUCT TAXIWAYS E1, E2, AND E3
(115' LONG BY 25±' WIDE EACH)
DESIGN
Laconia Municipal Airport
Gilford, NH

SBG-09-22-2023

GENERAL PROJECT DESCRIPTION

The project will involve the following: 1) Data collection of project area; 2) Design of taxiways; 3) Complete necessary project permitting tasks; 4) Completion of design documents; 5) Bidding support and project administration.

DESCRIPTION OF BUDGET INFORMATION WORKSHEET ITEMS

ADMINISTRATION EXPENSE:
The grant includes administrative expenses as follows: independent fee estimate by AID and 'rounding' monies added to bring the Federal share to a whole dollar value.

PRELIMINARY EXPENSE:
Permitting fees for NHDES Alteration of Terrain Permit Application.

ARCHITECTURAL ENGINEERING BASIC FEES:
Fees related to design and bidding are included. See Appendix 4 for the scopes and fees.

OTHER ARCHITECTURAL ENGINEERING BASIC FEES:
Fees related to GM2 (Permitting), S.W. Cole (Borings and Infiltration Testing), and D&K (Survey). See Appendix 6.

PROJECT INSPECTION FEES:
None.

EQUIPMENT ACQUISITION:
None.

Certification for Contracts, Grants, Loans and Cooperative Agreement Form – See Attached.

Project Sketches – See sketch included with the Engineer's design scope included in Appendix 4.

Grant Assurances – See Appendix 2.

Sponsor Certification Forms – See Appendix 1.

TOTAL PROJECT COST

The project costs are summarized below:

Administration Expense **$2,254.00**

Preliminary Expense (NHDES Permit Application Fees) **$1,827.00**

Architectural Engineering Basic Fees (Jacobs: Design and Bidding) **$78,822.00**

Other Architectural Engineering Basic Fees (GM2, S.W. Cole, D&K) **$5,537.00**

Project Inspection Fees **$0.00**

Construction and project improvement **$0.00**

Project SUBTOTAL **$88,440.00**

The project funding shall be broken out as described below:

Federal Share (90%)	$79,596.00
Sponsor Share (5%)	$4,422.00
State Share (5%)	$4,422.00
TOTAL	$88,440.00

Project Schedule (Dates subject to AIP funding date)

Notice to Proceed	December 2022
Data Collection	March/April 2023
Design	January - June 2023
Permitting	July 2023
Bidding	July 2023
Construction	Not Included

Statement on Disadvantaged Business Enterprise (DBE) Status:
The Airport has a 5.3% DBE goal for FFY '21-'23

Statement on User Coordination:

The Laconia Airport Authority was informed of the project at the Airport Authority meetings. The airport users will be notified once a construction start date has been determined.

Intergovernmental Review:

For airport improvement projects wholly contained within the airport's property boundaries, FAA has an exemption from the E.O. 12372 Intergovernmental Review Process. This project is wholly contained on the airport.

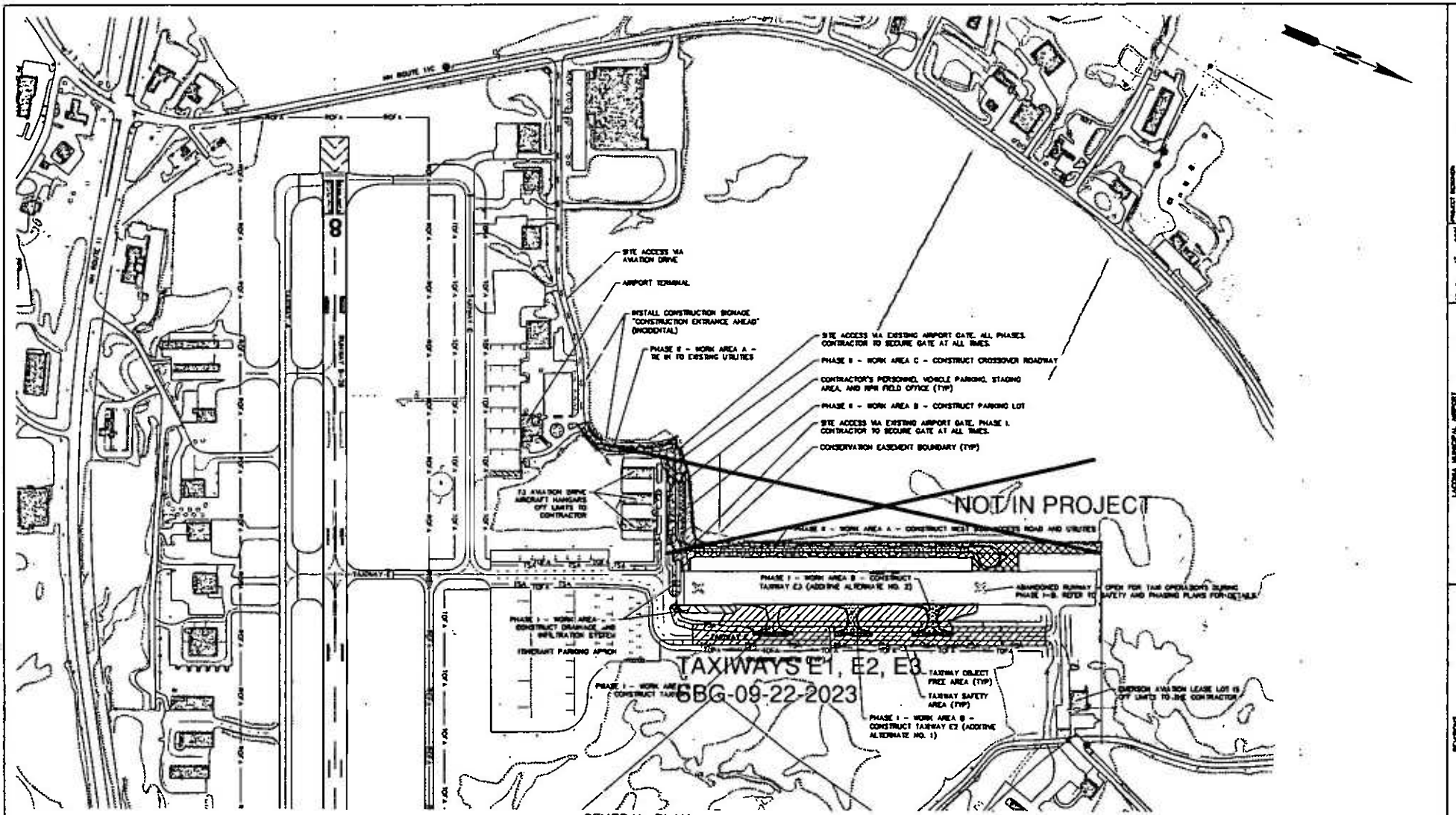
Section 106 of The National Historic Preservation Act: This is a design only project. As part of this project, Section 106 coordination will be conducted.

USF&W Coordination: Not applicable. The project is a design project. The final construction is wholly located on the airport property.

Environmental Status:

FAA Order 1050.1F Sections 5-6.4.a categorically excludes this project. In accordance with FAA Order 1050.1F, Section 5-2, there are no extraordinary circumstances that would require additional analysis.

Exhibit "A" Statement:
The Exhibit A Property Map dated January 18, 2018 and attached to the Grant Application for SBG-09-14-2018 reflects the current information as of this date. The above-mentioned Exhibit A Property Map is, therefore, incorporated into this Grant Application by reference and made a part thereof.



GENERAL PLAN

DESCRIPTION OF WORK

REFER TO THE BID PROPOSAL FOR THE SPECIFIC PAY ITEMS RELATED TO THE WORK. IN GENERAL THE PROJECT INCLUDES THE FOLLOWING:

- SAFETY AND PHASING
- EROSION AND SEDIMENT CONTROL
- DEMOLITION OF PAVEMENTS AND DRAINAGE
- EARTHWORK
- SELECT PAVEMENT MATERIALS
- CONSTRUCTION OF BITUMINOUS PAVEMENTS
- INSTALLATION OF DRAINAGE
- PAVEMENT MARKINGS
- INSTALLATION OF ELECTRICAL

PROJECT PHASING

REFER TO THE CONSTRUCTION SAFETY AND PHASING PLANS AND SPECIFICATIONS.

NOTES

AIRFIELD HANGARS, APRONS, TAXIWAYS AND RUNWAY ARE OFF LIMITS TO THE CONTRACTOR UNLESS OTHERWISE NOTED OR GIVEN APPROVAL BY THE AIRPORT.

LEGEND

- PHASE I - WORK AREA A
- PHASE I - WORK AREA B
- PHASE II - WORK AREA A
- PHASE II - WORK AREA B
- PHASE II - WORK AREA C
- HAUL ROUTE
- GRADING LIMITS
- CONTRACTOR'S PERSONNEL VEHICLE PARKING, STAGING AREA, AND RPR FIELD OFFICE
- ADDITIVE ALTERNATE NO. 1
- ADDITIVE ALTERNATE NO. 2
- TSA — TAXIWAY SAFETY AREA
- TOFA — TAXIWAY OBJECT FREE AREA
- ROFA — RUNWAY OBJECT FREE AREA
- BUILDING
- WETLAND - PRIME
- WETLAND - NON-PRIME
- WETLAND BOUNDARY
- TREE LINE
- FENCE

HORIZONTAL SCALE
1" = 200'
200 0 100 200 400

Jacobs

SCALE: 1" = 200'
DATE: JULY 2023
DESIGNED BY: LMO
DRAWN BY: JCMO
CHECKED BY: JAH

LACONIA MUNICIPAL AIRPORT
OLFORD, NH

CONSTRUCT WEST SIDE ACCESS ROAD & UTILITIES AND CONSTRUCT TAXIWAYS E1, E2, AND E3

GENERAL PLAN

REVISIONS

NO.	DATE	DESCRIPTION	BY
0	7/23	ISSUED FOR BID	MH

DRAWING NO.
2.0

SHEET 2 OF 31

Appendix 1

Standard Sponsor Certification Forms

Drug-Free Workplace
Airport Improvement Program Sponsor Certification

Sponsor: Laconia Airport Authority

Airport: Laconia Municipal Airport

Project Number: NH SBG-09-22-2023

Description of Work: Design Only: Taxiways E1, E2, and E3 (115' Long by 25±' Wide Each)

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: Laconia Municipal Airport
Address: 65 Aviation Drive, Gilford NH 03249

Location 2 (if applicable)
Name of Location: Jacobs Engineering
Address: 2 Executive Park Drive, Bedford NH 03301

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 15th day of February , 2024

Name of Sponsor: Laconia Airport Authority

Name of Sponsor's Authorized Official: Andrew Hosmer

Title of Sponsor's Authorized Official: Chairman, Laconia Airport Authority

Signature of Sponsor's Authorized Official: X

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.

Equipment and Construction Contracts
Airport Improvement Sponsor Certification

Sponsor: Laconia Airport Authority

Airport: Laconia Municipal Airport

Project Number: NH SBG-09-22-2023

Description of Work: Design Only: Taxiways E1, E2, and E3 (115' Long by 25±' Wide Each)

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) 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 of 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 15th day of February , 2024 .

Name of Sponsor: Laconia Airport Authority

Name of Sponsor's Authorized Official: Andrew Hosmer

Title of Sponsor's Authorized Official: Chairman, Laconia Airport Authority

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.

Project Plans and Specifications
Airport Improvement Program Sponsor Certification

Sponsor: Laconia Airport Authority

Airport: Laconia Municipal Airport

Project Number: NH SBG-09-22-2023

Description of Work: Design Only: Taxiways E1, E2, and E3 (115' Long by 25±' Wide Each)

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/). 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).

   ☒ Yes ☐ No ☐ N/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).

   ☒ Yes ☐ No ☐ N/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 15th day of February , 2024

Name of Sponsor: Laconia Airport Authority

Name of Sponsor's Authorized Official: Andrew Hosmer

Title of Sponsor's Authorized Official: Chairman, Laconia Airport Authority

Signature of Sponsor's Authorized Official: X

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.

Selection of Consultants
Airport Improvement Program Sponsor Certification

Sponsor: Laconia Airport Authority

Airport: Laconia Municipal Airport

Project Number: NH SBG-09-22-2023

Description of Work: Design Only: Taxiways E1, E2, and E3 (115' Long by 25±' Wide Each)

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 contact 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 15th day of February, 2024

Name of Sponsor: Laconia Airport Authority

Name of Sponsor's Authorized Official: Andrew Hosmer

Title of Sponsor's Authorized Official: Chairman, Laconia Airport Authority

Signature of Sponsor's Authorized Official: X

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

Sponsor: Laconia Airport Authority

Airport: Laconia Municipal Airport

Project Number: NH SBG-09-22-2023

Description of Work: Design Only: Taxiways E1, E2, and E3 (115' Long by 25±' Wide Each)

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 is 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 15th day of February, 2024

Name of Sponsor: Laconia Airport Authority

Name of Sponsor's Authorized Official: Andrew Hosmer

Title of Sponsor's Authorized Official: Chairman, Laconia Airport Authority

Signature of Sponsor's Authorized Official: X

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.

Construction Project Final Acceptance
Airport Improvement Program Sponsor Certification

Sponsor: Laconia Airport Authority

Airport: Laconia Municipal Airport

Project Number: NH SBG-09-22-2023

Description of Work: Design Only: Taxiways E1, E2, and E3 (115' Long by 25±' Wide Each)

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 (Oder 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 15th day of February , 2024

Name of Sponsor: Laconia Airport Authority

Name of Sponsor's Authorized Official: Andrew Hosmer

Title of Sponsor's Authorized Official: Chairman, Laconia Airport Authority

Signature of Sponsor's Authorized Official: X _____

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

Laconia Airport Authority

* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: Mr. * First Name: Andrew Middle Name:

* Last Name: Hosmer Suffix:

* Title: Chairman, Laconia Airport Authority

* SIGNATURE: * DATE: 2.15.2024

Appendix 2

Grant Assurances for Airport Sponsors

FAA
Airports

ASSURANCES

AIRPORT SPONSORS

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.

2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Title 49, U.S.C., subtitle VII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.

3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this Grant Agreement.

B. Duration and Applicability.

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

   The terms, conditions and assurances of this Grant Agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

   The preceding paragraph (1) also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. **Airport Planning Undertaken by a Sponsor.**

   Unless otherwise specified in this Grant Agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 23, 25, 30, 32, 33, 34, and 37 in Section C apply to planning projects. The terms, conditions, and

assurances of this Grant Agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Grant including but not limited to the following:

FEDERAL LEGISLATION

a. 49 U.S.C. subtitle VII, as amended.

b. Davis-Bacon Act, as amended — 40 U.S.C. §§ 3141-3144, 3146, and 3147, et seq.[1]

c. Federal Fair Labor Standards Act – 29 U.S.C. § 201, et seq.

d. Hatch Act – 5 U.S.C. § 1501, et seq.[2]

e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601, et seq.[1, 2]

f. National Historic Preservation Act of 1966 – Section 106 – 54 U.S.C. § 306108.[1]

g. Archeological and Historic Preservation Act of 1974 – 54 U.S.C. § 312501, et seq.[1]

h. Native Americans Grave Repatriation Act – 25 U.S.C. § 3001, et seq.

i. Clean Air Act, P.L. 90-148, as amended – 42 U.S.C. § 7401, et seq.

j. Coastal Zone Management Act, P.L. 92-583, as amended – 16 U.S.C. § 1451, et seq.

k. Flood Disaster Protection Act of 1973 – Section 102(a) - 42 U.S.C. § 4012a.[1]

l. 49 U.S.C. § 303, (formerly known as Section 4(f)).

m. Rehabilitation Act of 1973 – 29 U.S.C. § 794.

n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin).

o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.) (prohibits discrimination on the basis of disability).

p. Age Discrimination Act of 1975 – 42 U.S.C. § 6101, et seq.

q. American Indian Religious Freedom Act, P.L. 95-341, as amended.

r. Architectural Barriers Act of 1968, as amended – 42 U.S.C. § 4151, et seq.[1]

s. Powerplant and Industrial Fuel Use Act of 1978 – Section 403 – 42 U.S.C. § 8373.[1]

t. Contract Work Hours and Safety Standards Act – 40 U.S.C. § 3701, et seq.[1]

u. Copeland Anti-kickback Act – 18 U.S.C. § 874.[1]

v. National Environmental Policy Act of 1969 – 42 U.S.C. § 4321, et seq.[1]

w. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 U.S.C. § 1271, et seq.

x. Single Audit Act of 1984 – 31 U.S.C. § 7501, et seq.[2]

y. Drug-Free Workplace Act of 1988 – 41 U.S.C. §§ 8101 through 8105.

z. The Federal Funding Accountability and Transparency Act of 2006, as amended (P.L. 109-282, as amended by section 6202 of P.L. 110-252).

aa. Civil Rights Restoration Act of 1987, P.L. 100-259.

bb. Build America, Buy America Act, P.L. 117-58, Title IX.

EXECUTIVE ORDERS

a. Executive Order 11246 – Equal Employment Opportunity[1]

b. Executive Order 11990 – Protection of Wetlands

c. Executive Order 11998 – Flood Plain Management

d. Executive Order 12372 – Intergovernmental Review of Federal Programs

e. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction[1]

f. Executive Order 12898 – Environmental Justice

g. Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency

h. Executive Order 13985 – Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

i. Executive Order 13988 – Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation

j. Executive Order 14005 – Ensuring the Future is Made in all of America by All of America's Workers

k. Executive Order 14008 – Tackling the Climate Crisis at Home and Abroad

FEDERAL REGULATIONS

a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).

b. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [4, 5]

c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.

d. 14 CFR Part 13 – Investigative and Enforcement Procedures.

e. 14 CFR Part 16 – Rules of Practice for Federally-Assisted Airport Enforcement Proceedings.

f. 14 CFR Part 150 – Airport Noise Compatibility Planning.

g. 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services.

h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964.

i. 29 CFR Part 1 – Procedures for Predetermination of Wage Rates.[1]

j. 29 CFR Part 3 – Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.[1]

k. 29 CFR Part 5 – Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act).[1]

l. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally-assisted contracting requirements).[1]

m. 49 CFR Part 20 – New Restrictions on Lobbying.

n. 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964.

o. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.

p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.[1, 2]

q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.

r. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.[1]

s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.

t. 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries That Deny Procurement Market Access to U.S. Contractors.

u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).

w. 49 CFR Part 38 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles.

x. 49 CFR Part 41 – Seismic Safety.

FOOTNOTES TO ASSURANCE (C)(1)

[1] These laws do not apply to airport planning sponsors.

[2] These laws do not apply to private sponsors.

[3] 2 CFR Part 200 contains requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation shall

apply where applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

[4] Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.

[5] Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this Grant Agreement.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this Grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this Grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this Grant Agreement which it will own or control.

4. Good Title.

a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere

with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

b. Subject to the FAA Act of 2018, Public Law 115-254, Section 163, it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this Grant Agreement without approval by the Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this Grant Agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this Grant Agreement.

c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.

e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.

f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure that such arrangement also requires compliance therewith.

g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of Sec. 136 of Public Law 112-95 and the sponsor assurances.

6. 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.

7. **Consideration of Local Interest.**

It has given fair consideration to the interest of communities in or near where the project may be located.

8. **Consultation with Users.**

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. **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.

10. **Metropolitan Planning Organization.**

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. **Pavement Preventive Maintenance-Management.**

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. **Terminal Development Prerequisites.**

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under 49 U.S.C. § 44706, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. **Accounting System, Audit, and Record Keeping Requirements.**

    a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the project in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The

accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.

b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of $2,000 for work on any projects funded under this Grant Agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor under 40 U.S.C. §§ 3141-3144, 3146, and 3147, Public Building, Property, and Works), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this Grant Agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in 49 U.S.C. § 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this Grant Agreement, and, upon approval of the Secretary, shall be incorporated into this Grant Agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this Grant Agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.

b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.

c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.

d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.

e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.

f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.

g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.

h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for:

1. Operating the airport's aeronautical facilities whenever required;

2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and

3. Promptly notifying pilots of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or

facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.

b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:

1. Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and

2. Charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.

d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.

e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable

classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance, repair, and fueling) that it may choose to perform.

g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.

h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and

b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for

which a Grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:

   1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

   2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.

   3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at 49 U.S.C. § 47102), if the FAA determines the airport sponsor meets the requirements set forth in Section 813 of Public Law 112-95.

b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

c. Any civil penalties or other sanctions will be imposed for violation of this assurance in accordance with the provisions of 49 U.S.C. § 47107.

26. Reports and Inspections.

It will:

a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the

public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;

c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this Grant Agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:

   1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and

   2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or

b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

a. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, it will keep up to date at all times an airport layout plan of the airport showing:

1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;

2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;

3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and

4. all proposed and existing access points used to taxi aircraft across the airport's property boundary.

Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

b. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, if a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary:

1. eliminate such adverse effect in a manner approved by the Secretary; or

2. bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, color, and national origin (including limited English proficiency) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4); creed and sex (including sexual orientation and gender identity) per 49 U.S.C. § 47123 and related requirements; age per the Age Discrimination Act of 1975 and related requirements; or disability per the Americans with Disabilities Act of 1990 and related requirements, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program and activity conducted with, or benefiting from, funds received from this Grant.

a. Using the definitions of activity, facility, and program as found and defined in 49 CFR §§ 21.23(b) and 21.23(e), the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.

b. Applicability

1. Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.

2. Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or

2. So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this Grant Agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The ([**Selection Criteria: Sponsor Name**]), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award."

e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation (DOT), and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.

2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.

3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.

4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:

   a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and

   b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.

g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:

   1. Reinvestment in an approved noise compatibility project;

   2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. § 47117(e);

   3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. §§ 47114, 47115, or 47117;

   4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or

   5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.

   If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development

project that would otherwise be eligible for grant funding or any permitted use of airport revenue.

b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:

   1. Reinvestment in an approved noise compatibility project;
   2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. § 47117(e);
   3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. §§ 47114, 47115, or 47117;
   4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport; or
   5. Payment to the Secretary for deposit in the Airport and Airway Trust Fund.

c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

d. Disposition of such land under (a), (b), or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

If any phase of such project has received Federal funds under Chapter 471 subchapter 1 of Title 49 U.S.C., it will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services in the same manner as a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 U S.C., or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this Grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by

the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out any project funded under an Airport Improvement Program Grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars (https://www.faa.gov/airports/aip/media/aip-pfc-checklist.pdf) for AIP projects as of 2/15/2024

35. Relocation and Real Property Acquisition.

a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.

b. It will provide a relocation assistance program offering the services described in Subpart C of 49 CFR Part 24 and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.

c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin, or sex, in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §§ 3801-3809, 3812).

38. Hangar Construction.

If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

a. If the airport owner or operator of a medium or large hub airport (as defined in 49 U.S.C. § 47102) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:

   1. Describes the requests;
   2. Provides an explanation as to why the requests could not be accommodated; and
   3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.

b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.

FAA
Airports

Current FAA Advisory Circulars Required for Use in AIP Funded, BIL Funded, and PFC Approved Projects

Updated: 11/17/2022

View current and previous versions of these ACs and any associated changes at:
http://www.faa.gov/airports/resources/advisory_circulars and
http://www.faa.gov/regulations_policies/advisory_circulars/. [1]

NUMBER	TITLE
70/7460-1M	Obstruction Marking and Lighting
150/5000-9B	Guidelines for the Sound Insulation of Residences Exposed to Aircraft Operations
150/5000-17	Critical Aircraft and Regular Use Determination
150/5020-1	Noise Control and Compatibility Planning for Airports
150/5070-6B, Changes 1 - 2	Airport Master Plans
150/5070-7 Change 1	The Airport System Planning Process
150/5100-13C	Development of State Aviation Standards for Airport Pavement Construction
150/5200-28G	Notices to Airmen (NOTAMs) for Airport Operators
150/5200-30D, Changes 1 - 2	Airport Field Condition Assessments and Winter Operations Safety
150/5200-31C, Changes 1 - 2	Airport Emergency Plan
150/5200-33C	Hazardous Wildlife Attractants on or near Airports

[1] All grant recipients are responsible for reviewing errata sheets and addendums pertaining to these Advisory Circulars.

NUMBER	TITLE
150/5200-34A	Construction or Establishment of Landfills Near Public Airports
150/5200-38	Protocol for the Conduct and Review of Wildlife Hazard Site Visits, Wildlife Hazard Assessments, and Wildlife Hazard Management Plans
150/5210-5D	Painting, Marking, and Lighting of Vehicles Used on an Airport
150/5210-7D	Aircraft Rescue and Fire Fighting Communications
150/5210-13C	Airport Water Rescue Plans and Equipment
150/5210-14B	Aircraft Rescue Fire Fighting Equipment, Tools and Clothing
150/5210-15A	Aircraft Rescue and Firefighting Station Building Design
150/5210-18A	Systems for Interactive Training of Airport Personnel
150/5210-19A	Driver's Enhanced Vision System (DEVs)
150/5220-10E	Guide Specification for Aircraft Rescue and Fire Fighting (ARFF) Vehicles
150/5220-16E, Change 1	Automated Weather Observing Systems (AWOS) for Non-Federal Applications
150/5220-17B	Aircraft Rescue and Fire Fighting (ARFF) Training Facilities
150/5220-18A	Buildings for Storage and Maintenance of Airport Snow and Ice Control Equipment and Materials
150/5220-20A	Airport Snow and Ice Control Equipment
150/5220-21C	Aircraft Boarding Equipment
150/5220-22B	Engineered Materials Arresting Systems (EMAS) for Aircraft Overruns
150/5220-23A	Frangible Connections
150/5220-24	Airport Foreign Object Debris (FOD) Detection Equipment
150/5220-25	Airport Avian Radar Systems
150/5220-26, Changes 1 - 2	Airport Ground Vehicle Automatic Dependent Surveillance - Broadcast (ADS-B) Out Squitter Equipment
150/5230-4C	Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports
150/5300-13B	Airport Design
150/5300-14D	Design of Aircraft Deicing Facilities
150/5300-15A	Use of Value Engineering for Engineering and Design of Airport Grant Projects

NUMBER	TITLE
150/5300-16B	General Guidance and Specifications for Aeronautical Surveys: Establishment of Geodetic Control and Submission to the National Geodetic Survey
150/5300-17C, Change 1	Standards for Using Remote Sensing Technologies in Airport Surveys
150/5300-18B, Change 1	General Guidance and Specifications for Submission of Aeronautical Surveys to NGS: Field Data Collection and Geographic Information System (GIS) Standards
150/5300-19	Airport Data and Information Program
150/5320-5D	Airport Drainage Design
150/5320-6G	Airport Pavement Design and Evaluation
150/5320-12C, Changes 1 - 8	Measurement, Construction, and Maintenance of Skid Resistant Airport Pavement Surfaces
150/5320-15A	Management of Airport Industrial Waste
150/5320-17A	Airfield Pavement Surface Evaluation and Rating Manuals
150/5325-4B	Runway Length Requirements for Airport Design
150/5335-5D	Standardized Method of Reporting Airport Pavement Strength - PCR
150/5340-1M, Change 1	Standards for Airport Markings
150/5340-5D	Segmented Circle Airport Marker System
150/5340-18G, Change 1	Standards for Airport Sign Systems
150/5340-26C	Maintenance of Airport Visual Aid Facilities
150/5340-30J	Design and Installation Details for Airport Visual Aids
150/5345-3G	Specification for L-821, Panels for the Control of Airport Lighting
150/5345-5B	Specifications for Airport Lighting Circuit Selector Switch
150/5345-7F	Specification for L-824 Underground Electrical Cable for Airport Lighting Circuits
150/5345-10H	Specification for Constant Current Regulators and Regulator Monitors
150/5345-12F	Specification for Airport and Heliport Beacons

NUMBER	TITLE
150/5345-13B	Specification for L-841 Auxiliary Relay Cabinet Assembly for Pilot Control of Airport Lighting Circuits
150/5345-26E	FAA Specification For L-823 Plug and Receptacle, Cable Connectors
150/5345-27F	FAA Specification for Wind Cone Assemblies
150/5345-28H	Precision Approach Path Indicator (PAPI) Systems
150/5345-39E	Specification for L-853, Runway and Taxiway Retroreflective Markers
150/5345-42J	Specification for Airport Light Bases, Transformer Housings, Junction Boxes, and Accessories
150/5345-43J	Specification for Obstruction Lighting Equipment
150/5345-44K	Specification for Runway and Taxiway Signs
150/5345-45C	Low-Impact Resistant (LIR) Structures
150/5345-46E	Specification for Runway and Taxiway Light Fixtures
150/5345-47C	Specification for Series to Series Isolation Transformers for Airport Lighting Systems
150/5345-49D	Specification L-854, Radio Control Equipment
150/5345-50B	Specification for Portable Runway and Taxiway Lights
150/5345-51B	Specification for Discharge-Type Flashing Light Equipment
150/5345-52A	Generic Visual Glideslope Indicators (GVGI)
150/5345-53D	Airport Lighting Equipment Certification Program
150/5345-54B	Specification for L-884, Power and Control Unit for Land and Hold Short Lighting Systems
150/5345-55A	Specification for L-893, Lighted Visual Aid to Indicate Temporary Runway Closure
150/5345-56B	Specification for L-890 Airport Lighting Control and Monitoring System (ALCMS)
150/5360-12F	Airport Signing and Graphics
150/5360-13A	Airport Terminal Planning
150/5360-14A	Access to Airports By Individuals With Disabilities
150/5370-2G	Operational Safety on Airports During Construction

NUMBER	TITLE
150/5370-10H	Standard Specifications for Construction of Airports
150/5370-11B	Use of Nondestructive Testing in the Evaluation of Airport Pavements
150/5370-13A	Off-Peak Construction of Airport Pavements Using Hot-Mix Asphalt
150/5370-15B	Airside Applications for Artificial Turf
150/5370-16	Rapid Construction of Rigid (Portland Cement Concrete) Airfield Pavements
150/5370-17	Airside Use of Heated Pavement Systems
150/5380-6C	Guidelines and Procedures for Maintenance of Airport Pavements
150/5380-7B	Airport Pavement Management Program
150/5380-9	Guidelines and Procedures for Measuring Airfield Pavement Roughness
150/5390-2C	Heliport Design
150/5395-1B	Seaplane Bases

THE FOLLOWING ADDITIONAL ADVISORY CIRCULARS APPLY TO AIP AND BIL PROJECTS ONLY

NUMBER	TITLE
150/5100-14E, Change 1	Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects
150/5100-17, Changes 1 - 7	Land Acquisition and Relocation Assistance for Airport Improvement Program Assisted Projects
150/5100-21	State Block Grant Program
150/5370-12B	Quality Management for Federally Funded Airport Construction Projects

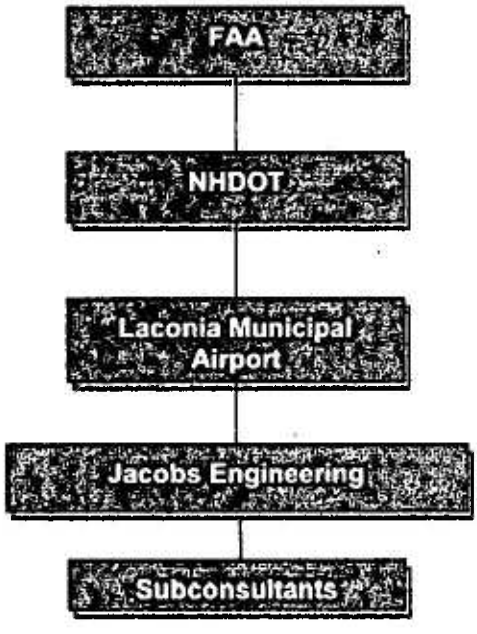
Appendix 3

Organizational Chart

Laconia Municipal Airport

Design Only for:
Construct Taxiways E1, E2, and E3
(115' Long by 25±' Wide Each)

Grant #SBG-09-TBD-2023
Project Organizational Chart



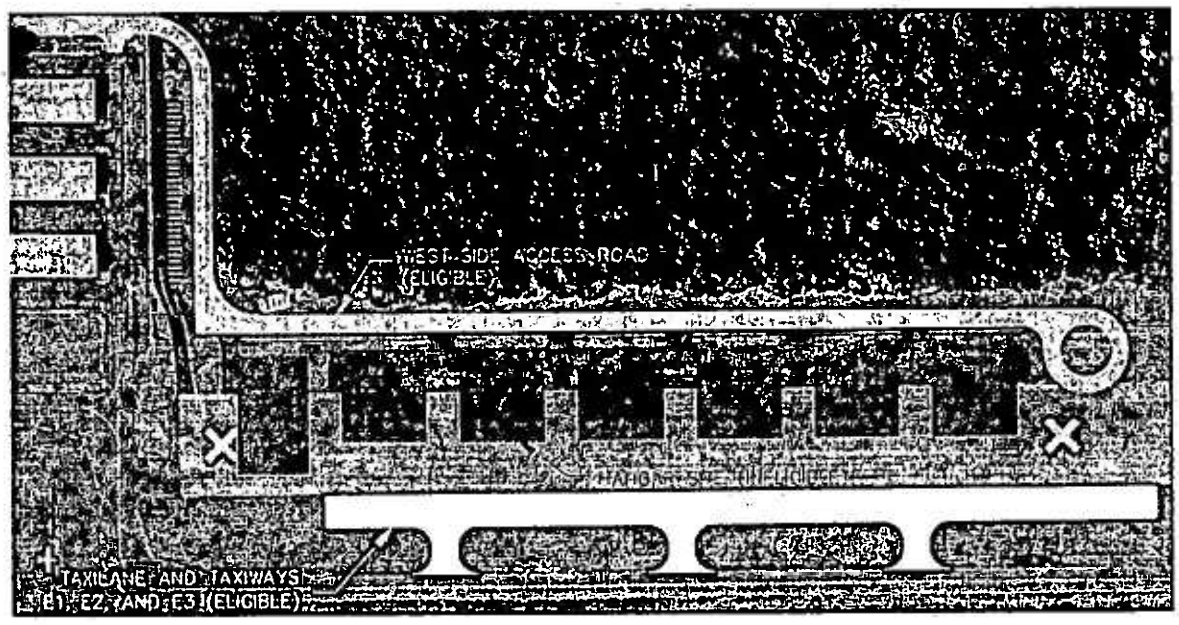
Appendix 4

Engineer's Scope and Fee

SCOPE OF WORK
to
PROVIDE DESIGN, PERMITTING, BIDDING, PROJECT ADMININISTRATION & CONSTRUCTION PHASE SERVICES
for
WEST SIDE ACCESS ROAD (2,000'± LONG BY 24' WIDE) & UTILITIES
TAXIWAYS E1, E2, AND E3 (70' LONG BY 35' WIDE)
EAST SIDE TAXILANE (1,200' LONG BY 45' WIDE)
at
LACONIA MUNICIPAL AIRPORT (LCI)

GENERAL

The Laconia Airport Authority, hereinafter referred to as the "Owner", desires to undertake a project to construct a new access road along the abandoned runway, construct taxiways to access Taxiway 'E', and to update the New Hampshire Department of Environmental Services Alteration of Terrain Permit #AoT-1447 (expires 6/26/2023) for the resulting stormwater runoff at Laconia Municipal Airport in Gilford, New Hampshire.



At the scoping meeting, FAA eligible and ineligible features of work were documented per the FAA AIP Handbook. All work is FAA eligible except for 1) the sewer, 2) work associated with the private hangars such as stormwater, permitting & developing the public solicitation (RFI), and 3) work associated with the Taxilane and Taxiway 'E' stubs such as design, stormwater, & permitting. The attached fees further segregate the efforts related to AIP-eligible and ineligible work items.

For this Project, Jacobs Engineering Group Inc., hereinafter referred to as the "Engineer", agrees to perform services as follows:

ARTICLE A – PROJECT DEFINITION / DATA COLLECTION

1. REVIEW OF EXISTING DATA: The Engineer shall conduct a review of record plans, archived documents, and available information. Information to be provided by the Owner through hard copies, electronic copies, and through discussions with personnel having institutional knowledge of the airport.

2. SUBCONSULTANT COORDINATION: The Engineer shall coordinate with the subconsultant to obtain a proposal for the anticipated work on the project. Upon receiving NTP from the Owner, the Engineer shall hire the subconsultant. The Engineer shall review the subconsultant's deliverables for completeness and conformance to their proposal. It is anticipated two (2) subconsultants shall be used for this project. GM2 – permitting preparation, and S.W. Cole – geotechnical investigation and infiltration testing. The Engineer assumes survey will be provided by Dubois & King through a separate contract with the Owner.

3. UTILITY COORDINATION: The Engineer shall coordinate with the following utility companies for the installation of utilities along the perimeter road. Coordination shall include meetings (either virtual or in-person), email correspondence, distributing electrical copies of the plans, and other forms of communication and work to advance the design of the project. It is assumed that there shall be two (2) meetings with each utility company, one of which shall be on-site.

   a. Electric (Eversource): The Engineer shall provide the utility with anticipated power needs. It is unknown at this time if the power shall be located overhead or underground. It is assumed that the utility company shall provide necessary design requirements including size, type, and preferred location of ductbanks, manholes/handholes, or utility poles, details, and relevant standard specifications for inclusion in the Construction Plans. It is assumed that the electrical utility work shall consist only of primary electrical distribution infrastructure (ductbanks and manholes or utility poles), and all cables and equipment shall be designed and installed separately by the utility company. All work related to electrical services for future hangars shall be designed and installed under future contracts, including transformer pads, transformers, and primary/secondary conduit and cable connections to those items.
   b. Sanitary Sewer (Town of Gilford Department of Public Works): The existing sanitary sewer line in Aviation Drive shall be extended for the length of the proposed perimeter road. It is assumed that the line shall be gravity and not require a pump station.
   c. Telecommunications (Breezeline): It is unknown at this time if the telecommunication lines shall be located overhead or underground. It is assumed that the utility company shall provide necessary design requirements including size, type, and preferred location of ductbanks, manholes/handholes, or utility poles, details, and standard specifications for inclusion in the Construction Plans. It is assumed that the telecommunications utility work shall consist only of infrastructure (ductbanks and manholes or utility poles) and that all cables and equipment shall be designed and installed separately by the utility company.
   d. Natural Gas (Liberty Utilities): The existing gas main in Aviation Drive shall be extended for the length of the proposed perimeter road. The gas company shall provide the layout and size of the main to the Engineer.

ARTICLE B1 –DESIGN

The Engineer shall prepare design plans, specifications, and an opinion of probable construction cost for the proposed access road and Taxiway 'E' connections.

Design tasks include defining the horizontal and vertical pavement geometry, developing typical roadway and airfield sections and proposed pavement structure, design of stormwater drainage systems, design of taxiway lighting, relocation of the perimeter fence and gates, and identifying locations of proposed utilities.

1. CONSTRUCTION PLANS: The Engineer shall prepare Construction Plans for 90% and 100% design levels. The Construction Plan set is anticipated to include the following sheets:
   a. Title Sheet (1)
   b. General Plan (1)
   c. General Notes (1)
   d. Typical Sections (1)
   e. Safety & Phasing Plan (2)
   f. Safety & Phasing Notes & Details (1)
   g. Erosion & Sediment Control Plan (3)
   h. Erosion and Sediment Control Notes & Details (2)
   i. Taxiway & Taxilane Site Plan (3)
   j. Taxiway & Taxilane Grading & Drainage Plan (3)
   k. Profiles (5)
   l. Roadway Site Plan (3)
   m. Roadway Drainage & Utility Plan (3)
   n. Roadway Details (2)
   o. Utility Details (2)
   p. Drainage Details (2)
   q. Miscellaneous Details (3)
   r. Electrical Plan (4)
   s. Electrical Details (2)
   t. Roadway Cross Sections (2)
   u. Taxiway & Taxilane Cross Sections (6)

2. TECHNICAL SPECIFICATIONS: The New Hampshire Department of Transportation's *Standard Specifications for Road and Bridge Construction*, 2016 Edition, shall be used as the basis for the roadway technical specifications. For proposed roadway work items not included in the *Standard Specifications for Road and Bridge Construction*, the Engineer shall prepare a technical specification. The FAA *Advisory Circular 150/5370-10 Standard Specifications for Construction of Airports* shall be used as the basis for the airside technical specifications. For proposed airside work items not included in *AC 153/5370-10*, the Engineer shall prepare a technical specification.

3. CONSTRUCTION SAFETY AND PHASING PLAN (CSPP) WITH CHECKLIST. The Engineer shall prepare the FAA's checklist, narrative descriptions and accompanying plans for the project.

4. FRONT END BIDDING DOCUMENTS: The Engineer shall prepare Front End Specifications in conformance with FAA format.

5. OPINION OF PROBABLE CONSTRUCTION COSTS: The Engineer shall prepare and submit an Opinion of Probable Construction Cost based for the 90% and 100% submittals, which shall include a list of payment items and a unit price for each payment item in order to develop the overall project costs. These estimates shall be broken down into AIP eligible and non-eligible items. An initial opinion of probably costs shall be completed to provide the Owner insight into the anticipated

6. REVIEW COMMENTS: The Engineer shall incorporate review comments provided by the Owner for the 90% Submittal Package into the 100% Submittal Package.

7. BID PROPOSAL: The Engineer shall prepare the advertisement for bidders, the bidding instructions, bid form and required bidder certifications for use in the public bidding.

8. FAA FORM 7460: The Engineer shall prepare and submit electronically the construction project's anticipated locations and estimated construction heights to the FAA.

9. DESIGN NARRATIVE: The Engineer shall document in the narrative format the technical components of the project. The narrative shall provide the criteria references, calculations, and correspondence used to develop the project design.

10. QUALITY ASSURANCE: The Engineer shall conduct independent, in-house reviews of all technical materials prior to submitting.

11. SUBMITTAL PREPARATION / DISTRIBUTION: The Engineer shall distribute the Plans and Specifications as follows:

    a. 90% Submittal: NHDOT (1 sets of Plans, 1 sets of Specifications) (electronic)
       Owner (1 set of Plans, 1 Set of Specifications) (electronic)

    b. 100% Bid Set: NHDOT (1 set of Plans, 1 set of Specifications) (paper)
       Owner (1 set of Plans, 1 Set of Specifications) (paper)

12. MEETINGS: The Engineer shall prepare an agenda, facilitate the meeting, provide graphics if necessary and prepare/distribute minutes for all meetings. The Engineer assumes the meetings under this phase shall include the following:
    - Design Review Meeting with NHDOT and/or Owner (1 meeting)
    - Request for Statements of Interest Meeting with development subcommittee

ARTICLE B2 –PERMITTING

The Engineer shall update the NHDES AoT Permit to include the hangar developments to be located on the existing abandoned runway. This includes contracting subconsultants to complete necessary site investigations to update the AoT permit.

The specific items of work shall include:

1. PLAN REVIEW: The Engineer shall review site plans for the hangar development provided by a third party. These plans shall include but not be limited to elevations, contours, drainage structures, and areas of pavement, areas of turf.

2. MEETINGS: The Engineer shall prepare an agenda, facilitate the meeting, provide graphics if necessary and prepare/distribute minutes for all meetings. The Engineer assumes the meetings under this phase shall include the following:
    - Pre-application Meeting with NHDES
    - NHDOT Resource Agency Review Meeting
    - Gilford Planning Board Meeting

3. WILDLIFE AND HABITAT ASSESSMENT: The Engineer shall retain the services of an Environmental sub-consultant to assist in the preparation of the NHDES AoT Permit update and conduct a wildlife and habitat assessment of the project corridor required for the permit.

4. INFILTRATION TESTS: The Engineer shall retain the services of a geotechnical investigation company to conduct infiltration testing at nine (9) locations on the existing subgrade materials. As part of the requirements for stormwater design, infiltration rates must be determined in the location of the stormwater practice. The Engineer shall not be conducting field work during this task.

5. DRAINAGE DESIGN: The Engineer shall prepare the stormwater drainage design to capture stormwater within the project site in accordance with the New Hampshire Stormwater Manual (2008) and applicable FAA standards.

    Drainage Design
    a. Development of existing site and pre-development flows
    b. Development of design criteria calculations
    c. Selection of initial Best Management Practices (BMP)
    d. Sizing of initial BMPs
    e. Development of post-development flows
    f. Make changes to BMPs based upon post-development flows

6. PERMIT SUBMITTAL: The Engineer shall prepare and submit the NHDES AoT Permit Application Update.

7. NATIONAL HISTORIC PRESERVATION ACT – SECTION 106: The Engineer shall prepare and submit the Request for Project Review (RPR) Form to the New Hampshire Division of Historical Resources State Historic Preservation Office.

8. QUALITY ASSURANCE: The Engineer shall perform quality reviews of all determinations and documents performed or prepared as part of this article prior to distribution.

ARTICLE C – ADVERTISING AND BIDDING

The Engineer shall provide all materials and assistance to the Owner during the open public bidding process for the project, reviewing submitted proposals for the bid, identifying the successful bidders, and preparing and distributing executed contract documents to the applicable parties.

The specific items of work shall include:

1. PREPARE LEGAL NOTICE: Prepare and provide a sample legal notice for the Owner's use in the advertisement of the Project.

2. DOCUMENT DISTRIBUTION: Print and distribute the full-size plans and hard copy specifications for the bidding. Public review sets shall be made available at the Airport Manager's office and up to 5 'plan review' locations. The Engineer shall manage the electronic and/or hard copy distribution & sale of the bidding documents.

3. PREBID MEETING: Schedule and conduct one (1) pre-bid conference at the Airport. As a part of conducting this conference, the Engineer shall prepare/present the following items:
   - A meeting agenda to be distributed to attendees
   - Graphics for the site/proposed work involved in the project and phasing plans
   - A Sign in sheet
   - Prepare the meeting minutes for internal records

4. PREPARE AND DISTRIBUTE ADDENDA: If necessary, prepare, and distribute any addenda issued for the purpose of clarification, deletion, addition, or correction to the bid plans or specifications. All responses to RFIs shall be included in the addenda. Two (2) addenda with preparation of sketches have been assumed.

5. ATTEND BID OPENING: The Engineer shall attend the public bid opening.

6. REVIEW BID PROPOSALS AND BID TABULATION: Upon receipt of bids, the Engineer shall perform a review of all bid proposals received for the project. The bid review shall include the review of the following items for compliance:
   - Contractor's bid extension math
   - 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
   - Eligibility certification
   - Corporate bidders' certification
   - Non-discrimination statement and non-segregated facilities certificate
   - DBE certifications

   The Engineer shall also:
   - Request evidence of competency and evidence of financial responsibility from the contractors.
   - Review the contractor's list of personnel, list of equipment and financial statements.
   - Formally contact of the contractor's references, upon the Owner's request, or if the contractor has no past working relationship with the Engineer or Owner.

The Engineer shall prepare and review the bid tabulation for the project.

7. RECOMMENDATION OF AWARD: After reviewing the bid proposals, the Engineer shall identify the apparent low bidder and issue a recommendation/rejection of award of the construction contract to the Owner and provide copies of award letters to the NHDOT.

8. CONFORMED CONSTRUCTION DOCUMENTS: After award of the construction contract, the Engineer shall prepare, print, and distribute sets of conformed construction plans and specifications incorporating all addenda items and clarifications issued during the bidding period for use during the construction of the project. The distribution of plans/specs is anticipated to be as follows: NHDOT (1/1), Owner (1/1), Contractor (3/3), Engineer (1/1). Contractor copies shall be paper. All other copies shall be electronic.

ARTICLE D – PROJECT ADMINISTRATION

The Engineer shall undertake and complete the tasks associated with overseeing the overall project and execution of the overall financing for the various components of the Project. Project administration effort is related to the tasks included in this Scope of Work.

The specific items of work shall include:

1. SCOPING MEETING. The Engineer shall attend a scoping meeting with NHDOT and the Owner. The Engineer shall prepare minutes of the meeting.

2. DEVELOP SCOPE OF WORK. The Engineer shall develop a detailed scope of work and associated fee estimate for the project.

3. DBE PLAN AND REPORTING. The Engineer shall update the Airport's Disadvantaged Business Enterprise (DBE) Plan for Fiscal Years 2024-2026 and submit for approval. The Engineer shall provide the Federal FY2023 reporting for the Airport to the FAA.

4. NHDOT GRANT APPLICATION. The Engineer shall prepare the Federal Grant Application with accompanying attachment for the project and distribute to the Owner for signatures. The final application shall be submitted after the project's low bidder is determined.

5. RFI SUPPORT: The Engineer shall assist the Owner in the development of the Request for Statements of Interest (RFI) by attending a meeting to discuss the contents of the RFI, preparing estimated costs of FAA eligible versus ineligible funding to help the Owner to decide which portions of the project shall be funded by the FAA and support the owner with evaluation of the RFI responses the Owner received.

6. PREPARE REIMBURSEMENT REQUESTS. The Engineer shall prepare the necessary grant reimbursement paperwork for the project. The Engineer anticipates six (6) reimbursements.

7. PROJECT MANAGEMENT & REPORTING. This task includes project team coordination, internal staff coordination, and progress reports. This subtask includes:
   - Regular contact with the Airport, the Owner and NHDOT to discuss project details, status, schedule, future work activities, and any project management issues.

- Regular assessments of internal staff assignments and progress.

8. PROJECT CLOSEOUT. The Engineer shall prepare the project close out documentation to close out the grant related to this scope of work.

ARTICLE E - CONSTRUCTION ADMINISTRATION

The Engineer shall provide engineering services throughout the construction period of the Project. The specific items of work shall include:

1. NOTICE-TO-PROCEED: The Engineer shall prepare sample Notice-To-Proceed letter for the Owner to issue to the contractor.

2. PRE-CONSTRUCTION MEETING: The Engineer shall prepare for and conduct a pre-construction meeting at the Airport.

3. SHOP DRAWING REVIEW: The Engineer shall review and analyze all detailed construction, shop, and erection drawings, as well as all laboratory, shop, and test reports and certificates for materials and equipment submitted by the contractors for compliance with design drawings and specifications. Anticipate 15 submittals.

4. FAA FORM 5370-1: The Engineer shall observe the work in progress and prepare and submit the required FAA Form 5370-1 – Construction Progress and Inspection Report, on a monthly basis or as dictated by the NHDOT.

5. CERTIFIED PAYROLLS: The Engineer shall review the certified payrolls submitted by the contractor during construction for conformance with the federal wage rates and federal labor law requirements. Payrolls are assumed to be submitted with each or the contractor's applications for payment and include all subcontractors.

6. CONTRACTOR PAY APPLICATIONS: The Engineer shall review and approve of periodic estimates submitted by the contractor for partial and final payments. This effort shall include review of the project quantities, collection of payrolls and collection of lien waivers, if required, from the contractor. Anticipate 3 pay applications.

7. GENERAL ADMINISTRATIVE SUPPORT. The Engineer shall provide general administrative support to the Resident Engineer during the construction phase of the project. Generally, this task shall consist of, but is not limited to, the following:
   - Consultation and advice to the Owner
   - Respond to all inquiries regarding general and/or specific issues pertaining to the interpretation of the construction plans or technical specifications

8. CHANGE ORDER: The Engineer shall prepare the necessary forms, prepare the engineer estimates, and negotiate any change orders on the Owners behalf, if required during the construction of the project. One (1) change order is assumed.

9. PUNCHLIST MEETING: The Engineer shall attend a punchlist meeting. The Engineer shall prepare and distribute a project "punch list" for any deficiencies, corrective actions required, etc. as determined at the pre-final inspection meeting.

10. RECORD DRAWINGS: The Engineer shall prepare an "as-built" set of drawings based upon the construction information provided by the resident engineer and the construction contractor. The Engineer shall deliver paper copies of the As-Built drawings to the Owner and to the NHDOT.

11. LETTER OF SUBSTANTIAL COMPLETION: The Engineer shall prepare a letter of substantial completion for the project and issue the letter to the contractor on behalf of the Owner.

ARTICLE F - RESIDENT ENGINEERING & INSPECTION

The Engineer shall provide part time resident engineering services for the project.

The resident engineer for the project shall have field experience in the type of work to be performed, be fully qualified to make interpretations, decisions, field computations, and have knowledge of testing requirements and procedures. The resident engineer provided by the Engineer shall be approved by the Owner. The specific items of work shall include:

1. Checking of construction activities, when on site, to ensure compliance with the plans and specifications. Inform the contractor of any work which is in non-compliance.

2. Ensuring that all testing required by the specifications is performed when on site. Following up on test results for material test that are the responsibility of the Contractor. All commercially-produced products, such as pipe and reinforcing steel, which are used on the project, should be accompanied by numerical test results or a certification from the manufacturer that the material meets the applicable standards.

3. Documenting tests are performed at the frequency stated in the specifications. Determining when and where tests shall be taken as required by the project specifications and witness the tests. If not indicated in the specifications, a sufficient number of tests should be taken to verify that the construction is acceptable.

4. Review test reports and certifications for conformance with the specifications. Each test report for material in-place should, as a minimum, contain the following:

   a. Test performed, and date.
   b. Applicable standard or project specification.
   c. Test location.
   d. Test result.
   e. Action taken on failing tests.
   f. Lot size and location and adjusted contract price when statistical acceptance procedures are specified.

5. Maintaining a file of test reports and certifications.

6. Informing the contractor of deficiencies in order that corrections can be made and re-testing performed prior to covering any substandard work with additional material.

7. Document quantities of materials used on the project by actual measurements and computations in a field notebook or computer print-outs retained in a folder. For materials paid for on a weight basis, a summary of the material placed each day should be kept in the field notebook. The notebook and/or computer print-outs, supported by the original set of weight tickets, are the basis for payment.

8. Reviewing the contractors "as-built" drawings.

9. Maintaining a diary which should contain daily entries made and signed by the resident engineer. Each entry should include the following, plus any additional pertinent data:

   a. Date and weather conditions.
   b. Names of important visitors.
   c. Construction work in progress and location.
   d. Size of contractor's work force and equipment in use.
   e. Number of hours worked per day for contractor and subcontractors.
   f. The substance of important conversations with the contractor concerning conduct, progress, changes, test results, interpretations of specifications or other details.

ASSUMPTIONS

A. CAD files prepared for the preliminary design of the access roadway shall be provided to Jacobs by the Owner or their subconsultant (Dubois & King). Files shall include both design files and survey files and include a digital surface model of the existing ground.

B. The following items are not included in this scope of services, as provided by the Engineer:

   1. Permit applications fees or in-lieu fee costs.
   2. Coordination with abutters.
   3. Phase 1A or B historical investigation.

END OF PROJECT SCOPE

Jacobs
2 Executive Park Drive Suite 205
Bedford, NH 03110
www.jacobs.com

Exhibit 'B' Summary of Estimated Fees

Laconia Municipal Airport
Gilford, New Hampshire

Engineering Services For

West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

(Design, Permitting, Bidding, Project Administration, and Construction Phase Services)

PROJECT	EFFORT (Hours)	AIP Eligible	AIP Ineligible	TOTAL FEE
West Side Access Road	994	$ 137,902	$ 4,336	$ 142,239
Taxiways E1, E2, and E3 and East Side Taxilane	728	$ 94,968	$ -	$ 94,968
Hangar Site	111	$ -	$ 13,409	$ 13,409
TOTAL	**1833**	**$ 232,870**	**$ 17,745**	**$ 250,616**

ARTICLE	DESCRIPTION	EFFORT (Hours)	AIP Eligible	AIP Ineligible	TOTAL FEE
A	Project Definition/Data Collection	72	$ 9,334	$ 1,355	$ 10,689
B1	Design	808	$ 80,266	$ 2,982	$ 83,247
B2	Permitting	284	$ 43,062	$ 9,103	$ 52,165
C	Bidding	79	$ 9,260	$ -	$ 9,260
D	Project Administration	148	$ 14,316	$ 4,306	$ 18,622
E	Construction Administration	182	$ 20,681	$ -	$ 20,681
F	Resident Engineer & Inspection (Part Time)	260	$ 55,952	$ -	$ 55,952
	Total	**1833**	**$ 232,870**	**$ 17,745**	**$ 250,616**

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE A - PROJECT DEFINITION/DATA COLLECTION - ROADWAY															
A.1	Review of existing data			2		4		2		2						10
A.2	Subconsultant Coordination					2		1								3
A.3	Utility Coordination (Assume 4 on-site meetings)			18	6	2	2			16				2		46
	TOTAL HOURS	Eligible 0	Ineligible 0	Eligible 20	Ineligible 6	Eligible 8	Ineligible 2	Eligible 3	Ineligible 0	Eligible 18	Ineligible 0	Eligible 0	Ineligible 0	Eligible 2	Ineligible 0	59
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$0	$0	$1,481	$444	$425	$106	$122	$0	$1,211	$0	$0	$0	$52	$0	$3,842
	Overhead (102.74%)	$0	$0	$1,522	$457	$436	$109	$126	$0	$1,245	$0	$0	$0	$53	$0	$3,948
	Fee 10%	$0	$0	$300	$90	$86	$22	$25	$0	$246	$0	$0	$0	$11	$0	$779
	Total M/U Labor Cost	$0	$0	$3,303	$991	$947	$237	$273	$0	$2,702	$0	$0	$0	$116	$0	$8,569
	Subconsultants											Eligible		Ineligible		
	Survey Subconsultant (Topographic Survey															$0
	Direct Expenses															
	Mileage: 4 trips @ 202 miles each x $0.625 per mi, A.:											$379		$127		$506
	Article A AIP Eligible Cos															$7,720
	Article A AIP Ineligible Cos															$1,355
	TOTAL ARTICLE A - ROAD COST															$9,075

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE A - PROJECT DEFINITION/DATA COLLECTION - TAXIWAY															
A.1	Review of existing data			2		4		2		2						10
A.2	Subconsultant Coordination					2		1								3
A.3	Utility Coordination															0
	TOTAL HOURS	Eligible 0	Ineligible 0	Eligible 2	Ineligible 0	Eligible 6	Ineligible 0	Eligible 3	Ineligible 0	Eligible 2	Ineligible 0	Eligible 0	Ineligible 0	Eligible 0	Ineligible 0	13
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$0	$0	$148	$0	$319	$0	$122	$0	$135	$0	$0	$0	$0	$0	$724
	Overhead (102.74%)	$0	$0	$152	$0	$327	$0	$126	$0	$138	$0	$0	$0	$0	$0	$744
	Fee 10%	$0	$0	$30	$0	$65	$0	$25	$0	$27	$0	$0	$0	$0	$0	$147
	Total M/U Labor Cost	$0	$0	$330	$0	$711	$0	$273	$0	$300	$0	$0	$0	$0	$0	$1,614
	Subconsultants											Eligible		Ineligible		
	Survey Subconsultant (Topographic Survey)															$0
	Direct Expenses															
	Article A AIP Eligible Cost															$1,614
	Article A AIP Ineligible Cost															$0
	TOTAL ARTICLE A - TAXIWAY COST															$1,614

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE B1 - DESIGN - ROADWAY															
B1.1	Construction Plans															
	Title Sheet							1				1				2
	General Plan							1				1				2
	General Notes							1				1				2
	Typical Sections			1				3				3				7
	Safety & Phasing Plan															0
	Safety & Phasing Notes & Details															0
	Erosion & Sediment Control Plan			2				4				16				22
	Erosion & Sediment Control Notes & Details			1				1				5				7
	Taxiway & Taxilane Site Plan															0
	Taxiway & Taxilane Grading & Drainage Plan															0
	Profiles			1				4				2				7
	Roadway Site Plan			12	1			20	1			64	1			99
	Roadway Drainage & Utility Plan			12	2			20	2	4		64	4			108
	Roadway Details			2				16				24				42
	Utility Details			1				8	2	4		32	4			51
	Drainage Details															0
	Miscellaneous Details			1				2				4				7
	Electrical Plan															0
	Electrical Details															0
	Roadway Cross Sections			4				24				40				68
	Taxiway & Taxilane Cross Sections															0
B1.2	Technical Specifications.			4				12	2	6						24
B1.3	Construction Safety and Phasing Plan and Checklist															0
B1.4	Front End Bidding Documents					4										4
B1.5	Opinion of Probable Construction Costs			4		4		8		2		2				20
B1.6	Review Comments			1		1										2
B1.7	Bid Proposal							2								2
B1.8	FAA Form 7460															0
B1.9	Design Narrative			2		1		2		1						6
B1.10	Quality Assurance	6				4										10
B1.11	Submittal Preparation / Distribution					1		1								2
B1.12	Meetings	3	3	3		3	3									15
	TOTAL HOURS	Eligible 9	Ineligible 3	Eligible 51	Ineligible 3	Eligible 18	Ineligible 3	Eligible 130	Ineligible 7	Eligible 17	Ineligible 0	Eligible 259	Ineligible 9	Eligible 0	Ineligible 0	509
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$39.10	$25.98	
	Direct Labor Cost	$783	$261	$3,777	$222	$956	$159	$5,304	$286	$1,144	$0	$10,127	$352	$0	$0	$23,371
	Overhead (102.74%)	$804	$268	$3,881	$228	$982	$164	$5,449	$293	$1,175	$0	$10,404	$362	$0	$0	$24,011
	Fee 10%	$159	$53	$766	$45	$194	$32	$1,075	$58	$232	$0	$2,053	$71	$0	$0	$4,738
	Total M/U Labor Cost	$1,746	$582	$8,423	$495	$2,132	$355	$11,829	$637	$2,552	$0	$22,584	$785	$0	$0	$52,120
	Direct Expenses											Eligible		Ineligible		
	Mileage: 2 trips @ 202 miles each x $0.625 per mi, B1.12											$127		$127		$254
	Article B1 AIP Eligible Cost															$49,393
	Article B1 AIP Ineligible Cost															$2,982
	TOTAL ARTICLE B1- ROAD COST															$52,374

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE B1 - DESIGN - TAXIWAY															
B1.1	Construction Plans															
	Title Sheet							1				1				2
	General Plan							1				1				2
	General Notes							1				1				2
	Typical Sections					1		3				1				5
	Safety & Phasing Plan					4		8				8				20
	Safety & Phasing Notes & Details					2		2				4				8
	Erosion & Sediment Control Plan					2		12				8				22
	Erosion & Sediment Control Notes & Details					1		1				2				4
	Taxiway & Taxilane Site Plan					8		16				8				32
	Taxiway & Taxilane Grading & Drainage Plan							16				8				
	Profiles					1		4				2				7
	Roadway Site Plan															
	Roadway Drainage & Utility Plan															0
	Roadway Details															0
	Utility Details															0
	Drainage Details					2		12				4				18
	Miscellaneous Details					1		4				8				13
	Electrical Plan					1				2		12				15
	Electrical Details					1				1		4				6
	Roadway Cross Sections															0
	Taxiway & Taxilane Cross Sections					4		8				8				20
B1.2	Technical Specifications.					4		12		4						20
B1.3	Construction Safety and Phasing Plan and Checklist					8		16								24
B1.4	Front End Bidding Documents					4										4
B1.5	Opinion of Probable Construction Costs			4		4		8		1		2				19
B1.6	Review Comments			1		1										2
B1.7	Bid Proposal							2								2
B1.8	FAA Form 7460															0
B1.9	Design Narrative			2		1		2		1						6
B1.10	Quality Assurance	6				4										10
B1.11	Submittal Preparation / Distribution					1		1		1						3
B1.12	Meetings	3		3		3										9
	TOTAL HOURS	Eligible 9	Ineligible 0	Eligible 10	Ineligible 0	Eligible 58	Ineligible 0	Eligible 130	Ineligible 0	Eligible 10	Ineligible 0	Eligible 82	Ineligible 0	Eligible 0	Ineligible 0	299
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$39.10	$25.98	
	Direct Labor Cost	$783	$0	$741	$0	$3,080	$0	$5,304	$0	$673	$0	$3,206	$0	$0	$0	$13,787
	Overhead (102.74%)	$804	$0	$761	$0	$3,164	$0	$5,449	$0	$691	$0	$3,294	$0	$0	$0	$14,164
	Fee 10%	$159	$0	$150	$0	$624	$0	$1,075	$0	$136	$0	$650	$0	$0	$0	$2,795
	Total M/U Labor Cost	$1,746	$0	$1,652	$0	$6,868	$0	$11,829	$0	$1,501	$0	$7,150	$0	$0	$0	$30,746
	Direct Expenses											Eligible		Ineligible		
	Mileage: 1 trips @ 202 miles each x $0.625 per mi, B1.12											$127				$127
	Article B1 AIP Eligible Cost															$30,873
	Article B1 AIP Ineligible Cost															$0
	TOTAL ARTICLE B1- TAXIWAY COST															$30,873

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE B2 - PERMITTING - ROADWAY															
B2.1	Plan Review							1								1
B2.2	Meetings			1		8										9
B2.3	Wildlife and Habitat Assessment															0
B2.4	Infiltration tests			1		1										2
B2.5	Development of stormwater design and calculations															
B2.5a	Development of existing site and pre-development flows			1		1		16				2				20
B2.5b	Development of design criteria calculations			1		4		16								21
B2.5c	Selection of initial best management practices					1		2								3
B2.5d	Sizing of initial best management practices					1		16				1				18
B2.5e	Development of post-development flows					2		16				1				19
B2.5f	Changes to best management practices based on post-development flows			1		1		2								4
B2.6	Permit Submittal					1										1
B2.7	National Historic Preservation Act - Section 106 review form	1				4		4				2				11
B2.8	Quality Assurance	2		1												6
		Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	
	TOTAL HOURS	3	0	3	0	24	0	73	0	0	0	6	0	0	0	115
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$261	$0	$667	$0	$1,274	$0	$2,978	$0	$0	$0	$235	$0	$0	$0	$5,415
	Overhead (102.74%)	$268	$0	$685	$0	$1,309	$0	$3,060	$0	$0	$0	$241	$0	$0	$0	$5,563
	Fee 10%	$53	$0	$135	$0	$258	$0	$604	$0	$0	$0	$48	$0	$0	$0	$1,098
	Total M/U Labor Cost	$582	$0	$1,486	$0	$2,842	$0	$6,642	$0	$0	$0	$523	$0	$0	$0	$12,076
	Subconsultants											Eligible		Ineligible		
	Environmental Subconsultant (Wildlife and Habitat Assessment)											$10,000				$10,000
	Geotechnical Subconsultant (Infiltration Testing)											$9,100				$9,100
	Direct Expenses															
	Mileage: 2 trips @ 202 miles each x $0.625 per mi, B2.2											$253				$253
	Article B2 AIP Eligible Cost															$31,429
	Article B2 AIP Ineligible Cost															$0
	TOTAL ARTICLE B2 - ROAD COST															$31,429

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR /SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE B2 - PERMITTING - TAXIWAY															
B2.1	Plan Review							1								1
B2.2	Meetings					8										8
B2.3	Wildlife and Habitat Assessment															0
B2.4	Infiltration tests					1										1
B2.5	Development of stormwater design and calculations															
B2.5a	Development of existing site and pre-development flows					2		8				2				12
B2.5b	Development of design criteria calculations					6		16								22
B2.5c	Selection of initial best management practices					1		2								3
B2.5d	Sizing of initial best management practices					1		8				1				10
B2.5e	Development of post-development flows					2		8				1				11
B2.5f	Changes to best management practices based on post-development flows					2		2								4
B2.6	Permit Submittal					1										1
B2.7	National Historic Preservation Act - Section 106 review form	1				4		4				2				11
B2.8	Quality Assurance	2														2
		Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	
	TOTAL HOURS	3	0	0	0	28	0	49	0	0	0	6	0	0	0	86
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$261	$0	$0	$0	$1,487	$0	$1,999	$0	$0	$0	$235	$0	$0	$0	$3,982
	Overhead (102.74%)	$268	$0	$0	$0	$1,528	$0	$2,054	$0	$0	$0	$241	$0	$0	$0	$4,091
	Fee 10%	$53	$0	$0	$0	$301	$0	$405	$0	$0	$0	$48	$0	$0	$0	$807
	Total M/U Labor Cost	$582	$0	$0	$0	$3,316	$0	$4,458	$0	$0	$0	$523	$0	$0	$0	$8,880
												Eligible		Ineligible		
	Subconsultants															
	Environmental Subconsultant (Wildlife and Habitat Assessment)											$2,500				$2,500
	Geotechnical Subconsultant (Infiltration Testing)															
	Direct Expenses											$253				$253
	Mileage: 2 trips @ 202 miles each x $0.625 per mi, B2.2															
	Article B2 AIP Eligible Cost															$11,633
	Article B2 AIP Ineligible Cost															$0
	TOTAL ARTICLE B2 - TAXIWAY COST															$11,633

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR/SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE B2 - PERMITTING - HANGAR SITE															
B2.1	Plan Review															0
B2.2	Meetings				1		8									9
B2.3	Wildlife and Habitat Assessment															0
B2.4	Infiltration tests															0
B2.5	Development of stormwater design and calculations															
B2.5a	Development of existing site and pre-development flows				1		4		8				2			15
B2.5b	Development of design criteria calculations				1		4		4							9
B2.5c	Selection of initial best management practices						2		2							4
B2.5d	Sizing of initial best management practices				1		4		8				2			15
B2.5e	Development of post-development flows				1		4		16				2			23
B2.5f	Changes to best management practices based on post-development flows				1		2		2							5
B2.6	Permit Submittal						1									1
B2.7	National Historic Preservation Act - Section 106 review form															0
B2.8	Quality Assurance		2													2
	TOTAL HOURS	Eligible 0	Ineligible 2	Eligible 0	Ineligible 6	Eligible 0	Ineligible 29	Eligible 0	Ineligible 40	Eligible 0	Ineligible 0	Eligible 0	Ineligible 6	Eligible 0	Ineligible 0	83
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$0	$174	$0	$444	$0	$1,540	$0	$1,632	$0	$0	$0	$235	$0	$0	$4,025
	Overhead (102.74%)	$0	$179	$0	$457	$0	$1,582	$0	$1,677	$0	$0	$0	$241	$0	$0	$4,135
	Fee 10%	$0	$35	$0	$90	$0	$312	$0	$331	$0	$0	$0	$48	$0	$0	$816
	Total M/U Labor Cost	$0	$388	$0	$991	$0	$3,434	$0	$3,640	$0	$0	$0	$523	$0	$0	$8,976
	Subconsultants											Eligible		Ineligible		
	Environmental Subconsultant (Wildlife and Habitat Assessment)															$0
	Geotechnical Subconsultant (Infiltration Testing)															$0
	Direct Expenses															
	Mileage: 1 trips @ 202 miles each x $0.625 per mi, B2.2													$127		$127
	Article B2 AIP Eligible Cost															$0
	Article B2 AIP Ineligible Cost															$9,103
	TOTAL ARTICLE B2 - RFI COST															$9,103

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE C - BIDDING - ROADWAY															
C.1	Prepare Legal notice					1										1
C.2	Document Distribution					2						2		4		8
C.3	Prebid Meeting					2										2
C.4	Prepare and Distribute Agenda			1		2		4				2				9
C.5	Attend Bid Opening					2										2
C.6	Review Bid proposals and Bid tabulation			1		2		4								7
C.7	Recommendation of Award					1										1
C.8	Conformed Construction Documents			1		2		4				4				11
	TOTAL HOURS	Eligible 0	Ineligible 0	Eligible 3	Ineligible 0	Eligible 14	Ineligible 0	Eligible 12	Ineligible 0	Eligible 0	Ineligible 0	Eligible 8	Ineligible 0	Eligible 4	Ineligible 0	41
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$0	$0	$222	$0	$743	$0	$490	$0	$0	$0	$313	$0	$104	$0	$1,872
	Overhead (102.74%)	$0	$0	$228	$0	$764	$0	$503	$0	$0	$0	$321	$0	$107	$0	$1,923
	Fee 10%	$0	$0	$45	$0	$151	$0	$99	$0	$0	$0	$63	$0	$21	$0	$380
	Total M/U Labor Cost	$0	$0	$495	$0	$1,658	$0	$1,092	$0	$0	$0	$698	$0	$232	$0	$4,175
	Direct Expenses											Eligible		Ineligible		
	Mileage: 2 trips @ 202 miles each x $0.625 per mi, C3 & C5											$253				$253
	Printing & Postage: 8 x $50/set + $50 postage											$450				$450
	Article C AIP Eligible Cost															$4,878
	Article C AIP Ineligible Cost															$0
	TOTAL ARTICLE C - ROAD COST															$4,878

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE C - BIDDING - TAXIWAY															
C.1	Prepare Legal notice					1										1
C.2	Document Distribution					2						2		4		8
C.3	Prebid Meeting					2										2
C.4	Prepare and Distribute Agenda					2		4				2				8
C.5	Attend Bid Opening					2										2
C.6	Review Bid proposals and Bid tabulation					2		4								6
C.7	Recommendation of Award					1										1
C.8	Conformed Construction Documents					2		4				4				10
	TOTAL HOURS	Eligible 0	Ineligible 0	Eligible 0	Ineligible 0	Eligible 14	Ineligible 0	Eligible 12	Ineligible 0	Eligible 0	Ineligible 0	Eligible 8	Ineligible 0	Eligible 4	Ineligible 0	38
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$0	$0	$0	$0	$743	$0	$490	$0	$0	$0	$313	$0	$104	$0	$1,650
	Overhead (102.74%)	$0	$0	$0	$0	$764	$0	$503	$0	$0	$0	$321	$0	$107	$0	$1,695
	Fee 10%	$0	$0	$0	$0	$151	$0	$99	$0	$0	$0	$63	$0	$21	$0	$334
	Total M/U Labor Cost	$0	$0	$0	$0	$1,658	$0	$1,092	$0	$0	$0	$698	$0	$232	$0	$3,679
	Direct Expenses											Eligible		Ineligible		
	Mileage: 2 trips @ 202 miles each x $0.625 per mi, C3 & C5											$253				$253
	Printing & Postage: 8 x $50/set + $50 postage											$450				$450
	Article C AIP Eligible Cost															$4,382
	Article C AIP Ineligible Cost															$0
	TOTAL ARTICLE C - TAXIWAY COST															$4,382

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE D - PROJECT ADMINISTRATION - ROADWAY															
D.1	Scoping Meeting	2		2		2										6
D.2	Develop Scope of Work	4		4		12										20
D.3	FFY 2023-2025 DBE Plan and FFY 2022 Reporting															0
D.4	NHDOT Grant Application					1		4								5
D.5	RFI support - parcel RFI review & parcel RFI responsde ranking															0
D.6	Prepare Reimbursement Requests					2		2								4
D.7	Project Management & Reporting					2										2
D.8	Project Closeout					1		4				4				9
	TOTAL HOURS	Eligible 6	Ineligible 0	Eligible 6	Ineligible 0	Eligible 20	Ineligible 0	Eligible 10	Ineligible 0	Eligible 0	Ineligible 0	Eligible 4	Ineligible 0	Eligible 0	Ineligible 0	46
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$522	$0	$444	$0	$1,062	$0	$408	$0	$0	$0	$156	$0	$0	$0	$2,593
	Overhead (102.74%)	$536	$0	$457	$0	$1,091	$0	$419	$0	$0	$0	$161	$0	$0	$0	$2,664
	Fee 10%	$106	$0	$90	$0	$215	$0	$83	$0	$0	$0	$32	$0	$0	$0	$526
	Total M/U Labor Cost	$1,164	$0	$991	$0	$2,368	$0	$910	$0	$0	$0	$349	$0	$0	$0	$5,782
	Article D AIP Eligible Cost															$5,782
	Article D AIP Ineligible Cost															$0
	TOTAL ARTICLE D - ROAD COST															$5,782

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE D - PROJECT ADMINISTRATION - TAXIWAY															
D.1	Scoping Meeting	2		2		2										6
D.2	Develop Scope of Work	4		4		12										20
D.3	FFY 2023-2025 DBE Plan and FFY 2022 Reporting					8		16								24
D.4	NHDOT Grant Application					1		4								5
D.5	RFI support - parcel RFI review & parcel RFI responsde ranking															0
D.6	Prepare Reimbursement Requests					2		2								4
D.7	Project Management & Reporting					2										2
D.8	Project Closeout					1		4				8				13
		Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	
	TOTAL HOURS	6	0	6	0	28	0	26	0	0	0	8	0	0	0	74
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$522	$0	$444	$0	$1,487	$0	$1,061	$0	$0	$0	$313	$0	$0	$0	$3,827
	Overhead (102.74%)	$536	$0	$457	$0	$1,528	$0	$1,090	$0	$0	$0	$321	$0	$0	$0	$3,932
	Fee 10%	$106	$0	$90	$0	$301	$0	$215	$0	$0	$0	$63	$0	$0	$0	$776
	Total M/U Labor Cost	$1,164	$0	$991	$0	$3,316	$0	$2,366	$0	$0	$0	$698	$0	$0	$0	$8,534
	Article D AIP Eligible Cost															$8,534
	Article D AIP Ineligible Cost															$0
	TOTAL ARTICLE D - TAXIWAY COST															$8,534

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE D - PROJECT ADMINISTRATION - HANGAR SITE															
D.1	Scoping Meeting															0
D.2	Develop Scope of Work															0
D.3	FFY 2023-2025 DBE Plan and FFY 2022 Reporting															0
D.4	NHDOT Grant Application															0
D.5	RFI support - parcel RFI review & parcel RFI responsde ranking		16				4		8							28
D.6	Prepare Reimbursement Requests															0
D.7	Project Management & Reporting															0
D.8	Project Closeout															0
	TOTAL HOURS	Eligible 0	Ineligible 16	Eligible 0	Ineligible 0	Eligible 0	Ineligible 4	Eligible 0	Ineligible 8	Eligible 0	Ineligible 0	Eligible 0	Ineligible 0	Eligible 0	Ineligible 0	28
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$0	$1,392	$0	$0	$0	$212	$0	$326	$0	$0	$0	$0	$0	$0	$1,931
	Overhead (102.74%)	$0	$1,430	$0	$0	$0	$218	$0	$335	$0	$0	$0	$0	$0	$0	$1,984
	Fee 10%	$0	$282	$0	$0	$0	$43	$0	$66	$0	$0	$0	$0	$0	$0	$391
	Total M/U Labor Cost	$0	$3,104	$0	$0	$0	$474	$0	$728	$0	$0	$0	$0	$0	$0	$4,306
	Article D AIP Eligible Cost															$0
	Article D AIP Ineligible Cost															$4,306
	TOTAL ARTICLE D - RFI COST															$4,306

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE E - CONSTRUCTION ADMINISTRATION - ROAD															
E.1	Notice-to-proceed					1										1
E.2	Pre-Construction Meeting					4										4
E.3	Shop Drawing Review.			4		2		8		4						18
E.4	FAA Form 5370-1					2										2
E.5	Certified Payrolls. Anticipate 3					3		6								9
E.6	Contractor Pay Application. Anticipate 3					3		12								15
E.7	General Administrative Support					4										4
E.8	Change Order. Anticipate 1					1		1								2
E.9	Punchlist Meeting			8												8
E.10	Record Drawings					2		4				24				30
E.11	Letter of Substantial Completion					1										1
	TOTAL HOURS	Eligible 0	Ineligible 0	Eligible 12	Ineligible 0	Eligible 23	Ineligible 0	Eligible 31	Ineligible 0	Eligible 4	Ineligible 0	Eligible 24	Ineligible 0	Eligible 0	Ineligible 0	94
	Direct Salaries:	$37.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$0	$0	$889	$0	$1,22[illegible]	$0	$1,265	$0	$269	$0	$938	$0	$0	$0	$4,582
	Overhead (102.74%)	$0	$0	$913	$0	$1,255	$0	$1,299	$0	$277	$0	$964	$0	$0	$0	$4,708
	Fee 10%	$0	$0	$180	$0	$248	$0	$256	$0	$55	$0	$190	$0	$0	$0	$929
	Total M/U Labor Cost	$0	$0	$1,982	$0	$2,724	$0	$2,821	$0	$600	$0	$2,093	$0	$0	$0	$10,219
	Direct Expenses											Eligible		Ineligible		
	Mileage: 2 trips @ 202 miles each x $0.625 per mi, E2 & E9											$505				$505
	Article E AIP Eligible Cost															$10,724
	Article E AIP Ineligible Cost															$0
	TOTAL ARTICLE E - ROAD COST															$10,724

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	ARTICLE E - CONSTRUCTION ADMINISTRATION - TAXIWAY															
E.1	Notice-to-proceed					1										1
E.2	Pre-Construction Meeting					4										4
E.3	Shop Drawing Review.					2		8		4						14
E.4	FAA Form 5370-1															0
E.5	Certified Payrolls. Anticipate 3					3		6								9
E.6	Contractor Pay Application. Anticipate 3					3		12								15
E.7	General Administrative Support					4										4
E.8	Change Order. Anticipate 1					1		1								2
E.9	Punchlist Meeting					8				8						16
E.10	Record Drawings					2		4				16				22
E.11	Letter of Substantial Completion					1										1
	TOTAL HOURS	Eligible 0	Ineligible 0	Eligible 0	Ineligible 0	Eligible 29	Ineligible 0	Eligible 31	Ineligible 0	Eligible 12	Ineligible 0	Eligible 16	Ineligible 0	Eligible 0	Ineligible 0	88
	Direct Salaries:	$87.00	$87.00	$74.06	$74.06	$53.10	$53.10	$40.80	$40.80	$67.30	$67.30	$39.10	$39.10	$25.98	$25.98	
	Direct Labor Cost	$0	$0	$0	$0	$1,540	$0	$1,265	$0	$808	$0	$626	$0	$0	$0	$4,238
	Overhead (102.74%)	$0	$0	$0	$0	$1,582	$0	$1,299	$0	$830	$0	$643	$0	$0	$0	$4,354
	Fee 10%	$0	$0	$0	$0	$312	$0	$256	$0	$164	$0	$127	$0	$0	$0	$859
	Total M/U Labor Cost	$0	$0	$0	$0	$3,434	$0	$2,821	$0	$1,801	$0	$1,395	$0	$0	$0	$9,451
	Direct Expenses											Eligible		Ineligible		
	Mileage: 2 trips @ 202 miles each x $0.625 per mi, E2 & E9											$505				$505
																$9,956
	Article E AIP Eligible Cost															$0
	Article E AIP Ineligible Cost															$9,956
	TOTAL ARTICLE E - TAXIWAY COST															

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Article F
Construction Inspection - Roadway

2023 Construction Season
Assume 42 calendar days of construction (6 weeks)

Part Time On-Site Inspection						HOURS
Inspector on-site for 1st week of construction - Regular	40	hrs @	$34.65	/hr	=	$1,386
Inspector on-site for 1st week of construction - OT	10	hrs @	$51.98	/hr	=	$520
Inspector on-site for weekly testing (10 hrs per week)	50	hrs @	$34.65	/hr	=	$1,733
Inspector on-site for placement of pavement (1 placement day)	10	hrs @	$34.65	/hr	=	$347
Pre-construction meeting	5	hrs @	$34.65	/hr	=	$173
Final Inspection	5	hrs @	$34.65	/hr	=	$173
Final Quantities & Closeout	5	hrs @	$34.65	/hr	=	$173
Punch List Complete Inspection/Verification	5	hrs @	$34.65	/hr	=	$173
Total	130					

Expenses	
Lodging for 1st week (2023 GSA Rate = $146 + 9%tax) assume 5 nights	$534
Meals & Incidentals - full day at $59/day @ 4 days	$216
Meals & Incidentals - travel day at $48/day @ 2 days	$81
Gas - 40 gal/week @ $5.00/gal	$200
Rental Car - $250/week	$250
Mileage for day trips (10 trips @ 202 miles each x $0.625 per mi)	$1,263
Total Expenses	$2,544

Subconsultants	
Material Testing	$15,000

TOTAL PAYROLL		$4,678
OVERHEAD	102.74%	$4,806
PAYROLL COST		$9,484
FIXED FEE (10%)		$948
EXPENSES		$2,544
SUBCONSULTANTS		$15,000
TOTAL		$27,976

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 22' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long by 50±' Wide)

Article F
Construction Inspection - Taxiway

2023 Construction Season
Assume 42 calendar days of construction (6 weeks)

Part Time On-Site Inspection							HOURS
Inspector on-site for 1st week of construction - Regular	40	hrs @	$34.65	/hr		=	$1,386
Inspector on-site for 1st week of construction - OT	10	hrs @	$51.98	/hr		=	$520
Inspector on-site for weekly testing (10 hrs per week)	50	hrs @	$34.65	/hr		=	$1,733
Inspector on-site for placement of pavement (1 placement day)	10	hrs @	$34.65	/hr		=	$347
Pre-construction meeting	5	hrs @	$34.65	/hr		=	$173
Final Inspection	5	hrs @	$34.65	/hr		=	$173
Final Quantities & Closeout	5	hrs @	$34.65	/hr		=	$173
Punch List Complete Inspection/Verification	5	hrs @	$34.65	/hr		=	$173
Total	130						

Expenses	
Lodging for 1st week (2023 GSA Rate = $146 + 9%tax) assume 5 nights	$534
Meals & Incidentals - full day at $59/day @ 4 days	$216
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Subconsultants	
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TOTAL PAYROLL		$4,678
OVERHEAD	102.74%	$4,806
PAYROLL COST		$9,484
FIXED FEE (10%)		$948
EXPENSES		$2,544
SUBCONSULTANTS		$15,000
TOTAL		$27,976

Jacobs

June 19, 2023

Mr. Marv Everson
Airport Manager
Laconia Municipal Airport
65 Aviation Drive
Gilford, NH 03249

Project Name: West Side Access Road and Taxiways
Project Number: E2X73710

Subject: Amendment Request #1 for Additional Work

Dear Mr. Everson,

Jacobs Engineering Group, Inc. has been providing engineering design phase services for the West Side Access Road and Taxiways project at Laconia Municipal Airport. Bidding phase services will be provided when the project is ready for bidding and construction phase services will be provided during construction of the project.

For the duration of the project we have tracked out of scope work and tasks requiring more effort than originally anticipated and are requesting additional funding for our professional services. A summary of the tasks, descriptions, estimated hours, and cost incurred can be found on the attached fee sheet as well as listed below.

CO.1. Initial Airside Geometry Layout
Initial airside geometry layout included a taxilane on the east side of the abandoned runway. Jacobs completed tracking of aircraft, including turning movements to determine if the proposed initial geometry was viable. Jacobs discovered the taxilane would need to be shifted to the west onto the abandoned runway to be outside the wingtip clearance required for Taxiway 'E'. Moving the taxilane to the west would also reduce the amount of apron space usable for each future hangar to be constructed. Due to these issues, this initial geometry layout was no longer viable, and an alternative geometry was developed.

CO.2. Alternate Infiltration System Design
The initial location for the infiltration system was selected based on the anticipated site runoff and assumption infiltration rates and seasonal high-water table wouldn't be an issue. While conducting the infiltration testing at the initial location, the seasonal high-water table was observed at 5' below existing grade. Due to this finding, this initial location was no longer viable and would need to be relocated. This effort included updating the necessary hydraulic calculations, permitting worksheets, and designing of the infiltration system.

CO.3. Additional utilities coordination
Additional effort was required while coordinating the design with the utility companies. Jacobs coordinated with Eversource – Electrical, Breezeline – Communications, Gilford Sewer Department – Sewer, Liberty Utilities – Gas. Jacobs had to constantly follow up or chase down answers from the utility companies as the utility companies were non-responsive or delayed in responding to emails/calls.

CO.4. Coordination with surveyor on survey issues
Provided survey did not tie into the survey we had received as part of the As-Built information for the Taxiway 'E' project. Jacobs had to schedule meetings to discuss these issues with the surveyor to determine which surface was accurate and what was causing these discrepancies. This effort involved reviewing the provided survey and multiple discussions with surveyor to determine which surface should be used for the design.

CO.5. Site visit to meet with surveyor
Jacobs visited the project area and met with the surveyor at their office to review the information in person and discuss the discrepancies observed.

CO.6. 30% design submission
An additional submission was included for this project at the 30% design. This task includes the development of the plan set and estimate for the 30% design submission. This design submission was necessary to discuss changes to the initial proposed geometry to provide a fully FAA compliant design while meeting AIP eligibility requirements as called out in the AIP Handbook.

CO.7. Infiltration testing – contracting and coordination
Additional effort was required to add infiltration testing for permitting. This task includes coordination and contracting with S.W. Cole to complete this work.

CO.8. Additional permitting effort including plans different from project set
The permitting for this project was more complicated than anticipated. While the plans and specifications for this project are specifically for the access road and taxiway stubs, the permitting for this project includes future hangar developments along the abandoned runway. The plans to be submitted with the permit application need to show these developments which means additional plans were needed for permitting. Part of this task is non-eligible for federal funding.

CO.9. Additional review meeting with NHDOT and Owner with meeting minutes
The project originally called for a 100% design review meeting with NHDOT and the Owner. Due to the change in initial geometry and the discussion regarding AIP eligible and non-eligible items, a review meeting was conducted for the 30% design submission to discuss these changes and determine what was AIP eligible and non-eligible.

CO.10. Additional effort to address review meeting comments
Additional effort was required to address all the comments received during the 30% design review. The 30% review was necessary to discuss the change in initial geometry and AIP eligibility for the project. Client requested phasing of the work to limit the amount of construction traffic on new pavement and to remove Taxiway 'E4' from the project.

CO.11. NHDES/Gilford Sewer Extension Permitting
This task is necessary to develop and apply for permitting for the extension of the sewer line. This effort includes the development of three separate applications to be submitted to the Town of Gilford, Winnipesaukee River Bason Program, and New Hampshire Department of Environmental Services.

CO.12. Subconsultant contracting and coordination – video pipe inspection
FAA specification D-701 requires 'an initial post installation inspection' of the drainage pipes installed as part of this project. This task includes contracting and coordinating with a subconsultant to complete the video pipe inspection.

Please let me know if you would like to discuss the additional work outlined above further via video conference. Please do not hesitate to contact me directly via email at John.Hehir@Jacobs.com or via cell phone at 603-630-4919.

Sincerely,

John Hehir

John Hehir
Project Manager

c: Jacobs File

Attachments: E2X73710 - Amendment #1 Fee Estimate

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 24' Wide) & Utilities
Taxiways E1, E2, and E3 (115' Long x 25'± Wide)
Amendment #1

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	Amendment #1															
CO1.1	Initial Airside Geometry Layout - Taxilane on East Side of Runway	2				24		36				4				66
CO1.2	Alternate Infiltration System Design	2				40		40				4				86
CO1.3	Additional utilities coordination	6		14	6	24	4	8		14	6	4				86
CO1.4	Coordination with surveyor on survey issues					16		8				4				28
CO1.5	Site visit with surveyor					6										6
CO1.6	30% design submission			6	2	20	4	48	8	2		8				98
CO1.7	Infiltration testing - contracting and coordination					4						2				6
CO1.8	Additional permitting effort including additional plans different from project set			4	4	16	16	16	56			8				120
CO1.9	Additional design review meeting with NHDOT and Owner and minutes	1				2										3
CO1.10	Additional effort to address review meeting comments					24	16	16	4			8	4			72
CO1.11	NHDES/Gilford Sewer Extension Permitting		1		16		16		8				4			45
CO1.12	Subconsultant contracting and coordination - video pipe inspection					8		2				2				12
	TOTAL HOURS	Eligible 11	Inelig ble 1	Eligible 24	Ineligible 28	Eligible 184	Ineligible 56	Eligible 174	Ineligible 76	Eligible 16	Ineligible 6	Eligible 44	Ineligible 8	Eligible 0	Ineligible 0	628
	Direct Salaries:	$90.00	$90.00	$78.00	$78.00	$56.00	$56.00	$42.00	$42.00	$68.00	$68.00	$42.00	$42.00	$27.00	$27.00	
	Direct Labor Cost	$990	$90	$1,872	$2,184	$10,304	$3,136	$7,308	$3,192	$1,088	$408	$1,848	$336	$0	$0	$32,756
	Overhead (105.61%)	$1,046	$95	$1,977	$2,307	$10,882	$3,312	$7,718	$3,371	$1,149	$431	$1,952	$355	$0	$0	$34,594
	Fee 10%	$204	$19	$385	$449	$2,119	$645	$1,503	$656	$224	$84	$380	$69	$0	$0	$6,735
	Total M/U Labor Cost	$2,239	$204	$4,234	$4,940	$23,305	$7,093	$16,529	$7,219	$2,461	$923	$4,180	$760	$0	$0	$74,085
	Subconsultants											Eligible		Ineligible		
	Geotechnical Subconsultant (Infiltration Testing), CO1.7											$1,074		$3,175		$4,249
	Video Pipe Inspection Subconsultant - End of Construction, CO1.12											$8,000				$8,000
	Direct Expenses															
	Mileage: 1 trips @ 202 miles each x $0.625 per mi, CO1.5											$126				$126
								Part of Construction Grant								
	Amendment #1 AIP Eligible Cost															$62,147
	Amendment #1 AIP Ineligible Cost															$24,313
	TOTAL Amendment #1 - COST															$86,460

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
West Side Access Road (1,800'± Long by 24' Wide) & Utilities (DESIGN)
Amendment #1

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	Amendment #1															
CO1.1	Initial Airside Geometry Layout - Taxilane on East Side of Runway															0
CO1.2	Alternate Infiltration System Design	1				30		28				2				61
CO1.3	Additional utilities coordination	3		6	6	18	4	4		8	6	2				57
CO1.4	Coordination with surveyor on survey issues					8		4				2				14
CO1.5	Site visit with surveyor					2										2
CO1.6	30% design submission			2	2	14	4	29	8	1		2				62
CO1.7	Infiltration testing - contracting and coordination					2						1				3
CO1.8	Additional permitting effort including additional plans different from project set			2	4	10	16	10	56			4				102
CO1.9	Additional design review meeting with NHDOT and Owner and minutes					2										2
CO1.10	Additional effort to address review meeting comments					20	16	12	4			4	4			60
CO1.11	NHDES/Gilford Sewer Extension Permitting		1		16		16		8				4			45
CO1.12	Subconsultant contracting and coordination - video pipe inspection															0
	TOTAL HOURS	Eligible 4	Ineligible 1	Eligible 10	Ineligible 28	Eligible 106	Ineligible 56	Eligible 87	Ineligible 76	Eligible 9	Ineligible 6	Eligible 17	Ineligible 8	Eligible 0	Ineligible 0	408
	Direct Salaries:	$90.00	$90.00	$78.00	$78.00	$56.00	$56.00	$42.00	$42.00	$68.00	$68.00	$42.00	$42.00	$27.00	$27.00	
	Direct Labor Cost	$360	$90	$780	$2,184	$5,936	$3,136	$3,654	$3,192	$612	$408	$714	$336	$0	$0	$21,402
	Overhead (105.61%)	$380	$95	$824	$2,307	$6,269	$3,312	$3,859	$3,371	$646	$431	$754	$355	$0	$0	$22,603
	Fee 10%	$74	$19	$160	$449	$1,221	$645	$751	$656	$126	$84	$147	$69	$0	$0	$4,400
	Total M/U Labor Cost	$814	$204	$1,764	$4,940	$13,426	$7,093	$8,264	$7,219	$1,384	$923	$1,615	$760	$0	$0	$48,405
	Subconsultants											Eligible		Ineligible		
	Geotechnical Subconsultant (Infiltration Testing), CO1.7											$537		$3,175		$3,712
	Video Pipe Inspection Subconsultant - End of Construction, CO1.12															$0
	Direct Expenses															
	Mileage: 1 trips @ 202 miles each x $0.625 per mi, CO1.5											$126				$126
	Amendment #1 AIP Eligible Cost															$27,930
	Amendment #1 AIP Ineligible Cost															$24,313
	TOTAL Amendment #1 - COST															$52,243

EXHIBIT B - FEE ESTIMATE
Laconia Municipal Airport
Taxiways E1, E2, and E3 (115' Long x 25'± Wide) (DESIGN)
Amendment #1

Scope Article	TASK	PRINCIPAL ENGINEER		SENIOR ROADWAY ENG.		PROJ. MGR./SR. AVIATION ENG.		ROAD/AVIATION ENGINEER		SR. ELECTRICAL ENGINEER		CADD TECH		ADMIN/TECH		TASK TOTALS
	Amendment #1															
CO1.1	Initial Airside Geometry Layout - Taxitane on East Side of Runway	2				24		36				4				66
CO1.2	Alternate Infiltration System Design	1				10		12				2				25
CO1.3	Additional utilities coordination	3		8		6		4		6		2				29
CO1.4	Coordination with surveyor on survey issues					8		4				2				14
CO1.5	Site visit with surveyor					4										4
CO1.6	30% design submission			4		6		19		1		6				36
CO1.7	Infiltration testing - contracting and coordination					2						1				3
CO1.8	Additional permitting effort including additional plans different from project set			2		6		6				4				18
CO1.9	Additional design review meeting with NHDOT and Owner and minutes	1														1
CO1.10	Additional effort to address review meeting comments					4		4				4				12
CO1.11	NHDES/Gilford Sewer Extension Permitting															0
CO1.12	Subconsultant contracting and coordination - video pipe inspection															
		Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	Eligible	Ineligible	
	TOTAL HOURS	7	0	14	0	70	0	85	0	7	0	25	0	0	0	208
	Direct Salaries:	$90.00	$90.00	$78.00	$78.00	$56.00	$56.00	$42.00	$42.00	$68.00	$68.00	$42.00	$42.00	$27.00	$27.00	
	Direct Labor Cost	$630	$0	$1,092	$0	$3,920	$0	$3,570	$0	$476	$0	$1,050	$0	$0	$0	$10,738
	Overhead (105.61%)	$665	$0	$1,153	$0	$4,140	$0	$3,770	$0	$503	$0	$1,109	$0	$0	$0	$11,340
	Fee 10%	$130	$0	$225	$0	$806	$0	$734	$0	$98	$0	$216	$0	$0	$0	$2,208
	Total M/U Labor Cost	$1,425	$0	$2,470	$0	$8,866	$0	$8,074	$0	$1,077	$0	$2,375	$0	$0	$0	$24,286
	Subconsultants											Eligible		Ineligible		
	Geotechnical Subconsultant (Infiltration Testing), CO1.7											$537				$537
	Video Pipe Inspection Subconsultant - End of Construction, CO1.12															$0
	Direct Expenses															
	Mileage: 1 trips @ 202 miles each x $0.625 per mi, CO1.5															
	Amendment #1 AIP Eligible Cost															$24,823
	Amendment #1 AIP Ineligible Cost															$0
	TOTAL Amendment #1 - COST															$24,823

July 18, 2022

Mr. John Hehir
Project Manager
Jacobs Engineering Group, Inc.
2 Executive Park Drive, Suite 205
Bedford, NH 03110

Subject: Proposal for Environmental Services
Proposed Hangar Development AoT Permitting
Laconia Municipal Airport

Dear Mr. Hehir,

GM2 Associates, Inc. (GM2) is pleased to provide this proposal to perform environmental permitting services for a proposed hangar development project at Laconia Municipal Airport (LCI). It is our understanding that the project will involve the design and permitting for a new hangar development adjacent to Taxiway E at LCI.

Task 1 – NHDES Alteration of Terrain Permit

GM2 will assist Jacobs with the preparation of a NHDES Alteration of Terrain (AoT) Permit application. GM2 will prepare the following items:

- Application form
- Supplemental narrative and maps
- NHB report
- Photographs
- Pre- and post-development soil plans

It is assumed that Jacobs will provide design plans and details, drainage analysis, pre- and post-development drainage area plans, and BMP worksheets (if required).

If determined to be necessary based on the NHB report, GM2 will prepare the information required for consultation with the NH Fish and Game Department (NHF&G) under NHF&G Rule *Fis 1004.03*.

GM2 will submit a draft permit application package to Jacobs and LCI for review and will revise the package in response to comments prior to submitting a final package. If a Request for More Information (RFMI) is received from NHDES, GM2 will prepare a response, with support from Jacobs.

Attendance at one meeting with the NHDES AoT Program is included. GM2 will prepare the meeting minutes.

It is assumed that the permit application fee will be paid by LCI.

Proposed Lump Sum Fee: $10,000

GM2 will submit monthly invoices until completion of the work, due upon receipt.

Please contact me at jriordan@gm2inc.com or 603-856-7854 if you have any questions or comments.

Sincerely,

Jennifer Riordan

Jennifer Riordan
Senior Environmental Scientist
GM2 Associates, Inc.

21-0365 S

January 16, 2023

Jacobs Engineering
Attention: John Hehir
2 Executive Park Dr.
Bedford, NH 03110

Subject: Proposal
Geotechnical Exploration and Testing Services
Laconia Municipal Airport
West Side Access Road and Taxiways
Laconia, New Hampshire

Dear John:

We are pleased to submit this Proposal for geotechnical exploration and testing services for the above referenced project. The purpose of our services is to perform test boring explorations, test pit explorations, and field infiltration testing in order to provide geotechnical recommendations for earthwork and dewatering associated with proposed construction.

PROJECT UNDERSTANDING

We understand the project includes construction of a new access road and taxiway along the western side of the northern runway at the Laconia Municipal Airport in Laconia, New Hampshire. We understand the access roadway will run parallel with the runway and be outside of the fenced in airport area. We understand the taxiway will run parallel with the runway and be inside the fenced in airport area.

We understand infiltration testing is required to satisfy New Hampshire Department of Environmental Services (NHDES) Alteration of Terrain permitting.

SCOPE OF SERVICES

S. W. Cole Engineering, Inc. (S.W.COLE) will coordinate and observe test boring and test pit explorations, perform field infiltration testing, provide soils laboratory testing, and make a geotechnical evaluation of the subsurface findings as they relate to earthwork and dewatering associated with proposed construction. Our findings will be provided in a written report.

Exploration and Testing: We will coordinate and observe 3 test borings at locations determined by you. The test borings will be advanced to a depth of 6 feet or refusal, whichever is shallower. The soils in the test borings will be sampled at continuous intervals using a split spoon sampler and Standard Penetration Test (SPT) methods. Soils will be described using the Unified Soil Classification System (USCS). S.W.COLE will observe and log the explorations.

Following completion of the test boring program, under a separate mobilization, we will coordinate and observe one day of test pit explorations and perform field infiltration testing at locations determined by you. Infiltration testing will be performed using a Guelph Permeameter as recommended in the New Hampshire Stormwater Manual. We understand a maximum of 5 test pits and infiltration tests may be required. We understand the number of test pits and infiltration testing depths will be determined following completion of the test boring program. The test pits will be advanced to depths ranging from 10 to 15 feet, refusal, or where groundwater is encountered, whichever is shallower. We will obtain bulk samples of subgrade soils for laboratory testing. While advancing each test pit, we will make observations to estimate the Seasonal High Groundwater Table (SHWT).

The explorations will be made by drilling and excavation contractors working under subcontract to S.W.COLE. We will coordinate access to the site with the Airport Manager at least 48 hours prior to mobilization to the site. We will provide each crew with a two-way radio capable of communicating air traffic control, a rotating amber beacon, company name marked on vehicles, and orange and white international safety flag at the top of the drilling mast.

We will pre-mark the exploration locations and notify DigSafe to mark-out member and non-member utilities. We request the client furnish to S.W.COLE a dimensioned plan identifying the type and location of underground utilities and/or other manmade objects

beneath the site. S.W.COLE will engage a private utility locator to locate underground utilities and/or other manmade objects in the immediate vicinity of proposed subsurface explorations. Neither S.W.COLE nor its subcontractors shall be responsible for any loss arising from damage to or contact with buried utilities and/or other manmade objects that were not brought to the attention of S.W.COLE prior to commencement of our exploration program.

It is our experience that the Airport Manager has the authority to suspend work, prevent access, or request the Geotechnical Subconsultant to vacate the work area depending on critical needs for the runway. Without knowing the magnitude of this impact on our work, our total fee does not account for these delays. In the event delays occur, we will charge for our down time on an hourly basis.

Laboratory Testing: Soil samples obtained from the test borings will be returned to our laboratory for testing. Laboratory testing will include up to 9 hydrometer analyses carried to the 0.02 mm reading, 9 moisture contents, 2 moisture density tests, and 2 laboratory California Bearing Ratios (CBR).

Analysis and Report: Provide an electronic (PDF) copy of our report prepared and stamped by a New Hampshire Professional Engineer to include exploration and laboratory testing results, infiltration testing results, discussion of frost conditions, and earthwork and dewatering recommendations for proposed construction.

S.W.COLE is responsible for reporting the infiltration test results and it is the responsibility of the civil engineer to interpret the results.

SCHEDULE

We anticipate test boring exploration work can begin within 4 to 5 weeks following authorization to proceed. We will provide draft boring logs of test boring findings to the design team within two business days following completion of the test borings.

Test pit exploration work is planned to be performed in the Spring of 2023. In order to follow ASTM procedures for saturating CBR points, laboratory testing will require approximately 2 to 3 weeks following completion of the field work. We anticipate final report delivery will require 3 to 4 weeks following completion of the field work. We will

provide preliminary findings and design information as available ahead of our report submission.

BUDGET AND COMPENSATION

S.W.COLE will charge for services on a unit rate basis in accordance with the attached budget sheet (Attachment A). We estimate a budget of $9,500 for test boring explorations, soils laboratory testing, geotechnical engineering, and subcontracted private utility locate services. We estimate an additional $6,400 for test pit explorations, field infiltration testing, laboratory CBR testing, and reporting services. Prices are valid through May 2023.

TERMS AND CONDITIONS

We understand Jacobs Engineering Group, Inc. will issue a Subconsultant Agreement for the services described herein, in accordance with our Field Master Services Agreement Number 148020795.

We look forward to being of assistance to you with this project.

Sincerely,

S. W. Cole Engineering, Inc.

Tyler S. Demers, P.E.
Project Geotechnical Engineer

Digitally signed by Robert Chaput
DN: cn=Robert Chaput, o, ou, email=bchaput@swcole.com, c=US
Date: 2023.01.16 13:00:38 -05'00'

Robert E. Chaput, P.E.
President

TSD:rec

S.W.COLE ENGINEERING, INC.

Laconia, NH
Laconia Airport West Side Access Road and Taxiways

DOT Audited Overhead Audited OH Rate **239.19%**

Fee Estimate

EXPLORATIONS AND GEOTECHNICAL ENGINEERING SERVICES

Description	Staff	Qty	Unit	Labor Rate	Charge Rate	Charge Rate	Total
Engineering and Project Administration							
Final Report Preparation	Sen. Geotech.Engineer	12	HR	$ 41.25	$ 139.92	$ 160.90	$ 1,930.84
Project Management	Prin. Geotech. Engineer	4	HR	$ 60.00	$ 203.51	$ 234.04	$ 936.16
Meetings	Prin. Geotech. Engineer	2	HR	$ 60.00	$ 203.51	$ 234.04	$ 468.08
Drafting	CAD Technician	2	HR	$ 23.30	$ 79.03	$ 90.89	$ 181.77
					subtotal	*subtotal*	$ *3,516.86*
Laboratory Testing							
Hydrometer Analysis (ASTM D 422)		9	EA			$ 185.00	$ 1,665.00
Moisture Content		9	EA			$ 15.00	$ 135.00
Moisture Density (ASTM D 1577)		2	EA			$ 145.00	$ 290.00
Laboratory CBR (ASTM D 1883 - 3 Point Method)		2	EA			$ 400.00	$ 800.00
					subtotal	*subtotal*	$ *2,890.00*
Field Services and Associated Travel Time							
Test Boring Monitoring	Geotechnical Engineer	8	HR	$ 30.00	$ 101.76	$ 117.02	$ 936.16
Test Pit Monitoring & Infiltration Testing	Geotechnical Engineer	8	HR	$ 30.00	$ 101.76	$ 117.02	$ 936.16
Boring Layout and Dig Safe	Geotechnical Engineer	4	HR	$ 30.00	$ 101.76	$ 117.02	$ 468.08
Mileage	90 miles Roundtrip	270	MILE			$ 0.69	$ 186.30
					subtotal	*subtotal*	$ *2,526.71*
Subcontracted Services							
Test Borings		1	DAY			$ 2,425.00	$ 2,425.00
Test Boring Mobilization/Demobilization		1	EACH			$ 450.00	$ 450.00
Test Pit Excavations		1	DAY			$ 1,740.00	$ 1,740.00
Test Pit Mobilization/Demobilization		1	EACH			$ 500.00	$ 500.00
Private Utility Locate		1	DAY			$ 1,500.00	$ 1,500.00
Gueph Permeameter Infiltration Equipment		1	DAY			$ 300.00	$ 300.00
					subtotal	*subtotal*	$ *6,915.00*
						TOTAL	$ **15,848.57**

Attachment 1

Hehir, John

From: Tyler Demers <Tyler.Demers@swcole.com>
Sent: Wednesday, February 1, 2023 8:48 AM
To: Hehir, John
Cc: Stormy Wardwell
Subject: [EXTERNAL] RE: Laconia Airport - Infiltration Testing

Hi John,

As discussed, feel free to send over the contract for the $11,600 budget mentioned. That will definitely cover the test boring work but will probably leave us short to do any infiltration work. We can work out how much more that would cost following the test borings and once we know how many infiltration tests are need, if at all. Let me know if you need anything else.

Thank you,

Tyler S. Demers, P.E. | Project Geotechnical Engineer
Licensed in ME, NH, and VT

S. W. Cole Engineering, Inc.
10 Centre Road
Somersworth, NH 03878-2926
Phone: (603) 841-1213
Mobile: (603) 833-0110
E-mail: tyler.demers@swcole.com

From: Hehir, John <John.Hehir@jacobs.com>
Sent: Monday, January 30, 2023 2:17 PM
To: Tyler Demers <Tyler.Demers@swcole.com>
Cc: Stormy Wardwell <Stormy.Wardwell@swcole.com>
Subject: RE: Laconia Airport - Infiltration Testing

Good morning Tyler,

We are looking to get under contract with S.W. Cole to start work for the Laconia Access Road project. Attached is the updated proposal you provided on 1/16/23.

We have been going back and forth regarding the scope of work for this project and currently plan to utilize all geotechnical borings are part of your proposal. We will need to cut back on the infiltration testing in order to not exceed our current borings/infiltration budget with the client. We will be doing the infiltration testing once we have determined the location of the infiltration practices. Number of tests will be determined at that time. If we cannot complete the necessary tests at that time with the remaining borings/infiltration budget, a change order may be necessary.

Your proposal has a cost $9,500 for the test borings and $6,400 for infiltration testing. Are you ok with us sending over contract documents and getting under contract for $11,600 to start the borings and then reconnecting when we have more definite infiltration locations?

Please let me know if you have any questions or would like to setup a call to discuss.

Thank you,
John

John Hehir | Jacobs | Project Manager | Airport | 603.630.4919
Two Executive Park Drive, Suite 205 | Bedford, NH 03110 USA
hn.Hehir@Jacobs.com | www.jacobs.com

Jacobs Challenging today. Reinventing tomorrow.

From: Tyler Demers <Tyler.Demers@swcole.com>
Sent: Tuesday, January 17, 2023 2:27 PM
To: Hehir, John <John.Hehir@jacobs.com>
Cc: Stormy Wardwell <Stormy.Wardwell@swcole.com>
Subject: [EXTERNAL] RE: Laconia Airport - Infiltration Testing

Hi John,

Sorry about that. Attached is Attachment A. Let me know if you need anything else.

Thank you,

Tyler S. Demers, P.E. | Project Geotechnical Engineer
Licensed in ME, NH, and VT

S. W. Cole Engineering, Inc.
10 Centre Road
›mersworth, NH 03878-2926
Phone: (603) 841-1213
Mobile: (603) 833-0110
E-mail: tyler.demers@swcole.com

From: Hehir, John <John.Hehir@jacobs.com>
Sent: Tuesday, January 17, 2023 11:15 AM
To: Tyler Demers <Tyler.Demers@swcole.com>
Cc: Stormy Wardwell <Stormy.Wardwell@swcole.com>
Subject: RE: Laconia Airport - Infiltration Testing

Good morning Tyler,

Thank you for the proposal. Could you please send over "Attachment A" as it appears to be missing from the PDF.

Thank you,
John

John Hehir | Jacobs | Project Manager | Airport | 603.630.4919
Two Executive Park Drive, Suite 205 | Bedford, NH 03110 USA
John.Hehir@Jacobs.com | www.jacobs.com

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From: Tyler Demers <Tyler.Demers@swcole.com>
Sent: Monday, January 16, 2023 1:02 PM
To: Hehir, John <John.Hehir@jacobs.com>
Cc: Stormy Wardwell <Stormy.Wardwell@swcole.com>
Subject: [EXTERNAL] RE: Laconia Airport - Infiltration Testing

Hi John,

Attached is our geotechnical proposal for the Laconia Airport. Let me know if have any questions.

Thank you and we look forward to working with you on this project,

Tyler S. Demers, P.E. | Project Geotechnical Engineer
Licensed in ME, NH, and VT

S. W. Cole Engineering, Inc.
10 Centre Road
Somersworth, NH 03878-2926
Phone: (603) 841-1213
Mobile: (603) 833-0110
E-mail: tyler.demers@swcole.com

From: Hehir, John <John.Hehir@jacobs.com>
Sent: Tuesday, January 10, 2023 3:32 PM
To: Tyler Demers <Tyler.Demers@swcole.com>
Subject: RE: Laconia Airport - Infiltration Testing

Good afternoon Tyler,

We finally got the NTP from the client for this project but the scope changed a little bit.

Please find attached a revised RFP that includes three borings and associated testing. I removed some infiltration testing to hopefully stay under the $12,600 quoted below. Please provide your costs as unit costs so we can remove/add to fit the budget for the project.

We are looking for your proposal by COB 1/16 so we can proceed with contracting and design.

Please let me know if you have any questions or would like to discuss

Thank you,
John

John Hehir | Jacobs | Project Manager | Airport | 603.630.4919
Two Executive Park Drive, Suite 205 | Bedford, NH 03110 USA
John.Hehir@Jacobs.com | www.jacobs.com

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From: Tyler Demers <Tyler.Demers@swcole.com>
Sent: Tuesday, April 26, 2022 3:21 PM

To: Hehir, John <John.Hehir@jacobs.com>
Subject: [EXTERNAL] RE: Laconia Airport - Infiltration Testing

Hi John,

We reviewed our budget and have increased our fee to $12,600 for this. Let me know if you'd like for us to write up a formal agreement.

Thank you,

Tyler S. Demers, P.E. | Project Geotechnical Engineer

S. W. Cole Engineering, Inc.
10 Centre Road
Somersworth, NH 03878-2926
Phone: (603) 841-1213
Mobile: (603) 833-0110
E-mail: tyler.demers@swcole.com

www.swcole.com

From: Hehir, John <John.Hehir@jacobs.com>
Sent: Friday, April 22, 2022 12:06 PM
To: Tyler Demers <Tyler.Demers@swcole.com>
Subject: RE: Laconia Airport - Infiltration Testing

Please re-evaluate and provide a new cost early next week please.

Thank you,
John

John Hehir | Jacobs | Project Manager | Airport | 603 630.4919
Two Executive Park Drive, Suite 205 | Bedford, NH 03110 USA
John.Hehir@Jacobs.com | www.jacobs.com

Jacobs Challenging today. Reinventing tomorrow.

From: Tyler Demers <Tyler.Demers@swcole.com>
Sent: Friday, April 22, 2022 10:23 AM
To: Hehir, John <John.Hehir@jacobs.com>
Subject: [EXTERNAL] RE: Laconia Airport - Infiltration Testing

Hi John,

Sorry for the delay in getting back to you. I've been in the field all week.

We are certainly still interested. Our initial quote is over a year old and like everything else in the world, drilling and material prices have gone up a bit. If it's alright with you, we'd like to re-evaluate our budget for this.

Thank you,

Tyler S. Demers, P.E. | Project Geotechnical Engineer

S. W. Cole Engineering, Inc.
10 Centre Road
Somersworth, NH 03878-2926
Phone: (603) 841-1213
Mobile: (603) 833-0110
E-mail: tyler.demers@swcole.com

www.swcole.com

From: Hehir, John <John.Hehir@jacobs.com>
Sent: Wednesday, April 20, 2022 9:44 AM
To: Tyler Demers <Tyler.Demers@swcole.com>
Subject: Laconia Airport - Infiltration Testing

Good morning Tyler,

Last year we reached out to S.W. Cole for possible infiltration testing at Laconia Airport and received the attached response.

Could you please verify S.W. Cole is still interested in this work and if the cost provided is accurate.

Thank you,
John

John Hehir | Jacobs | Project Manager | Airport | 603 630 4919
Two Executive Park Drive, Suite 205 | Bedford, NH 03110 USA
John.Hehir@Jacobs.com | www.jacobs.com

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Notice: This and other electronic communications from S.W COLE are subject to important restrictions that may apply to you. These restrictions are detailed at http://www.swcole.com/disclaimer.

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Appendix 5

IFE Backup and Survey Proposal and Fee

January 3, 2023

Mr. Marv Everson
Airport Manager
Laconia Airport Authority
65 Aviation Drive
Gilford, NH 03249

CROSSWINDS

Reference: IFE for the Laconia Muni Airport Access Road and Taxilanes Project Engineering Services
AID Project # 3632
Laconia Municipal Airport

Dear Mr. Everson,

Enclosed, please find the AID Invoice No. 3227 to prepare the Independent Fee Estimate (IFE) for the above referenced project in the amount of **$4,500.00**.

Should you have any questions or require additional information, please do not hesitate to contact me at 609-838-2216.

Sincerely,

Ashwin Patel

1 Crossroads Drive
Hamilton, NJ 08691-3389
(v) 609.838.2216 • (f) 609.586.1301
www.aidpe.com

Advanced Infrastructure Design Inc. 1/4/2023

Final Report 4,500.00

PAYMENT RECORD

Bank of NH - Operatio Invoice 3227 4,500.00

DELUXE CORP 1+800-328-0304 www.deluxeforms.com

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6106862100

B5DC02 CHIKDK04 05/20/2021 09:55 -93-

DuBois & King inc.

December 6, 2022

Laconia Airport Authority
Attn: Marv Everson, Airport Mgr.
65 Aviation Drive
Gilford, NH 03249
email: marv.everson@laconiaairport.com

RE: **Land Survey Services**
LCI West Side Access Road, Taxiway E Access
Jacobs Engineering Group, Inc. RFP dated 11/8/22

Dear Marv:

Pursuant to a request by Jacobs Engineering Group, Inc., I am pleased to submit the following proposal on behalf of DuBois & King, Inc. for your review and consideration.

SCOPE OF SERVICES

- Survey datum will be NH State Plane Coordinate System (1983) and NAVD 1988
- Locate and map all improvements as outlined in Jacobs Engineering Group, Inc. RFP dated 11/8/2022
- Draft plan in AutoCAD 2014 and Civil 3D as required

PROFESSIONAL FEE

Our lump sum fee estimate to complete the survey as outlined above is Five Thousand Dollars ($5,000.00).

CLIENT RESPONSIBILITIES

Your responsibilities for this project shall include:

1. Provide access and boat transportation to the subject property for all project personnel.

ACKNOWLEDGEMENT and RETAINER

If the Scope of Services and terms outlined herein are acceptable, please sign this original letter in the space provided below, retain one (1) copy for your records and return one (1) original to us. Detailed invoices will be submitted for payment as the work progresses. This letter, along with the attached Contract Conditions, will serve as our Agreement. This proposal shall be valid for a period of 30 days from the date of the proposal. This proposal is a Professional Instrument of Service prepared specifically for you and this project.

Thank you for the opportunity to submit this proposal for land surveying services and if you should have any questions or need clarification, please contact us.

Sincerely,

Dubois & King, Inc.

Randall P. Otis, L.L.S.

ACCEPTED AND AUTHORIZED TO PROCEED

By: Mary Everson Airport Manager

DATE: December 7, 2022